

Government and Administration

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Chapter 3 County Board Committees, Commissions and Boards

Sec. 2-3-1 Designation of Standing Committees.

- (a) **Designated.** The Bayfield County Board shall have the following standing committees, boards and commissions:
- (1) Block Grant Committee.
 - (2) Development and Land Sales Committee.
 - (3) Executive Committee.
 - (4) Forestry and Parks Committee.
 - (5) Board of Health.
 - (6) Highway Committee.
 - (7) Human Services Board
 - (8) Land Conservation Committee.
 - (9) Library Committee.
 - (10) Personnel Committee.
 - (11) Sheriff's Emergency Government and Veteran's & Child Support Committee.
 - (12) Tourism Committee
 - (13) Tribal County Relations Committee.
 - (14) UW-Extension Committee.
 - (15) Planning and Zoning Committee.
 - (16) Aquatic Invasive Species Committee
 - (17) Fair & Fencing Committee

- (b) **Composition.** Each standing committee shall consist of five (5) County Board members appointed by the County Board Chairperson unless specifically otherwise prescribed.

State law reference(s)--Sec. 59.13, Wis. Stats.

- (c) The County Board Chair and County Board Vice-Chair will be ex officio members of all Bayfield County Board Committees in the event any such committee does not have enough members present to form a quorum. As an ex officio, the County Board Chair and Vice-Chair can be used to meet a Committee quorum and as part of the Committee quorum have the right to discuss, debate, make motions and vote on all matters before the committee. Only one ex-officio committee member may be used to meet a Committee quorum.

If quorum is present without using the County Board Chair or Vice-Chair, as a ex officio, the County Board Chair and Vice-Chair will not be considered ex-officio members of the committee at that time.

Sec. 2-3-2 Committee Officers, Meetings and Duties.

- (a) **Committee Officers.** Each committee shall elect its own chairperson and vice-chairperson at the first meeting of that committee. The chairperson shall be responsible for seeing that the duties and responsibilities of the committee are timely performed and shall communicate regularly with the department head of any department supervised by the committee, and shall conduct committee meetings fairly and efficiently. The vice-chairperson shall perform the duties of and have the powers of the chairperson in case of the absence or disability of the chairperson.
- (b) **Terms.** Except as otherwise provided herein, terms of committee members shall commence upon election or appointment and shall expire at the same time as the terms of the County Board of Supervisors serving on the committees.
- (c) **Committee Meetings.**
- (1) **Frequency.** Standing committees shall meet as often as is necessary and reasonable for the timely performance of their duties and responsibilities.
 - (2) **Notice.** The committee chairperson or the department head of the , if any, supervised by the committee, shall notify the County Clerk of the time and place of each committee meeting to be held, sufficiently in advance of the meeting in order to give public notice of the meeting in compliance with

the Wisconsin Open Meeting Law, and either the County Clerk or department head shall cause such notice to be given.

- (3) **Quorum.** A majority of all members of each committee shall constitute a quorum of such committee.
 - (4) **Procedure.** Except as otherwise provided, Robert's Rules of Order shall govern all committee meetings. The provisions of Section 2-2-11 pertaining to voting shall apply to all committees in the same manner as they apply to the County Board.
 - (5) **Minutes.** The County Clerk or deputy shall act as secretary to the Block Grant Committee, Development and Land Sales Committee, Executive Committee and Personnel Committee, and shall take and keep the minutes of meetings of said committees. With respect to all other committees, the department head of the department supervised by the committee or the department head's designee shall take and keep the minutes of the meetings of the committee, and shall provide the County Clerk with the copies of such minutes within five (5) days after the meeting at which they were taken.
- (d) **Additional Committee Powers and Duties.** In addition to the powers and duties set forth above, each standing committee which supervises a County department or office shall:
- (1) **Department Budgets.** Review each year the next year's budget for each department or office it supervises or oversees and approve such budget prior to submission to the County Clerk for inclusion in the proposed County Budget for the next year; and ensure that the expenditures of each department or office it supervises are in compliance with the current budget, and immediately notify the Executive Committee or any actual or expected overruns.

Sec. 2-3-3 Block Grant Committee.

- (a) **Composition.** The members of the Block Grant Committee shall constitute the Block Grant Committee for the duration of their terms. Thereafter, the Block Grant Committee shall consist of seven (7) members, consisting of two (2) County Board members and five (5) County residents appointed by the County Board Chairman, preferably with banking, business, or accounting experience.
- (b) **Duties.** The Block Grant Committee shall have such authorities, duties and responsibilities with respect to the Bayfield County Economic Development Revolving Loan Fund as are given to it and described in the Economic

Development Revolving Loan Fund Polices and Procedures Manual adopted by the County Board on May 27, 1997, and any future amendments thereto.

Sec. 2-3-4 Development and Land Sales Committee.

- (a) **Composition.** The Development and Land Sales Committee shall be appointed pursuant to Section 2-3-1(b).
- (b) **Duties.** The Development and Land Sales Committee shall:
 - (1) Be in charge of the appraisal and sale of County-owned lands and have the authority to authorize and direct such appraisals and sales as provided in Sec. 75.35(2), Wis. Stats., provided that:
 - a. The Clerk, of the town, village or city in which any County land to be sold lies, shall be notified of the pending sale by written notice mailed at least three (3) weeks prior to the time of the sale and in such time as to permit a representative of said municipality to appear at a committee meeting prior to the sale for the purpose of presenting evidence for or against such sale;
 - b. If a parcel of land is advertised without any bids being made on it, the County Clerk and Treasurer together may decide to sell the parcel at the appraised price, or a great price, within thirty (30) days thereafter, and if the parcel does not sell within said thirty (30) day period, the Committee may reappraise and readvertise said parcel; and
 - c. The authority granted herein does not apply to any County lands held for a public purpose, lands previously designated by the Board as County park lands, or other lands which the Board has previously determined should not be sold unless the appraisal and sale of such lands by the Committee has been specifically authorized by the County Board.
 - (2) Have the authority to grant easements across County lands, other than County Forest lands, provided that if a requested easement would cross both County Forest land and other County land and the greater portion thereof would be located on other County land, the Committee shall have the authority to grant the entire easement providing such safeguards as are needed to protect the County interest.
 - (3) Represent the County in resource development and other development, including industrial development and dock and airport improvement, and in

cooperative development efforts which may be undertaken from time to time by other counties or groups.

- (4) Have the authority to authorize the foreclosure of land contracts for the sale of County properties if defaulted upon by the buyer.
- (5) a. Subject to the provisions of Subsection (b)(5)b below, have the authority pursuant to Sec. 75.35(3), Wis. Stats., to sell land acquired by the County through delinquent tax collection enforcement procedures to the former owner thereof, or his/her heirs--such sale to be exempt from all provisions of Sec. 75.69, Wis. Stats.--if the net proceeds from the sale to the former owner thereof as determined under Sec. 75.36(3), Wis. Stats., will be sufficient to pay all special assessments and special charges to which the property is subject, including interest imposed under Sec. 74.47, Wis. Stats., or if the County has settled in full with the taxing jurisdiction for special assessment, as defined in Sec. 75.36(1), Wis. Stats., to which the property is subject, provided that such authority shall not extend to such lands which have been improved for or dedicated to a public use by the County subsequent to its acquisition thereof. If the committee denies a request to purchase property under this provision, the former owner or heir may appeal its decision to the County Board, which may authorize the sale if the conditions of this provision are met and the purchase is not prohibited under Subsection (b)(5)b below.
- b. No person may purchase property from the County under Subsection (b)(5)a above unless the property was the homestead of the person on the date of such acquisition, and unless he/she first demonstrates that the failure to pay the taxes on the property in time to avoid the County's acquisition of the same was due to undue hardship or other justifiable excuse, and unless such purchase is made within one (1) year after the date of acquisition of such property by the County.

State law reference(s)--Secs. 75.35, 75.36 and 75.69, Wis. Stats.

Sec. 2-3-5 Executive Committee.

- (a) **Composition.** The Executive Committee shall consist of five (5) members elected by the County Board at its April meeting in even numbered years with one (1) member from each of the five (5) highway districts defined in Section 2-3-8(a) below proposed by the supervisors from each district, and in addition, the Highway Committee elected at such meeting shall elect one (1) of its members to serve as an additional member of the Executive Committee, provided that the

members elected to the Executive Committee shall be subject to the approval of and the appointment by the County Board Chairperson.

(b) **Duties.** The Executive Committee shall:

- (1) Supervise County administrative affairs in general.
- (2) Bring about proper coordination and cooperation between the departments and agencies of the County so that the best business practices be observed and the interests of the citizens of the County are best served.
- (3) Confer with and advise with County department heads and officials and other standing committees on official matters where such action is requested by such officials or committees or is deemed advisable by the Executive Committee.
- (4) Recommend standing rules governing procedures of the County Board.
- (5) Attend to all matters referred to it by the County Board.
- (6) Make recommendations to the County Board regarding what insurance coverage should be carried by the County to adequately protect its employees and property, and serve as the County's Risk Management Committee.
- (7) Serve as the standing Finance Committee of the County Board under Sec. 65.90(5)(b), Wis. Stats., and have the authority to transfer funds between budgeted items of an individual County office or department if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfers from the contingent fund in compliance with said statutory provision.
- (8) Generally supervise all financial matters of the County for the purpose of keeping expenditures within control and within the adopted budget.
- (9) Have the authority and duty to review all proposed purchases, expenditures and transfers exceeding Five Thousand Dollars (\$5,000.00) (except those made by the Highway Department) before they are made to determine whether they are in compliance with the County budget and to approve such transactions as being in compliance with the budget and disapprove other transactions, unless such transactions have been specifically exempted from such review by the County Board or the Executive Committee.

- (10) Require that all accounts be approved by the committee or department head in charge thereof before being presented to the County Clerk for payment.
- (11) Review all financial reports submitted by the County Clerk or other County officials or by the auditors retained by the County.
- (12) Review the proposed budgets of each County department and office and recommend proposed County budgets to the County Board, including any changes in proposed budgets of County departments and offices recommended by the committee.
- (13) Prepare a schedule of fees and charges to be made by County officers for instruments and services issued and performed for the public.
- (14) Be responsible for the maintenance of the public buildings owned and operated by Bayfield County, exclusive of those building and properties under the jurisdiction of the Highway, Recreation and Forestry Departments, and assign office space and storage in the buildings for which it is responsible.
- (15) Cause the County Clerk to prepare a perpetual inventory of the real estate and buildings owned by Bayfield County.
- (16) Supervise the County Clerk in his/her capacity as the purchasing agent for the County, who in such capacity shall purchase the supplies necessary for the maintenance of the Courthouse, and who shall, with the cooperation of the County departments, implement improved and more economical methods to be followed in purchasing procedures and shall perform such other duties with regard to County purchasing as may be required by the Executive Committee or County Board.
- (17) Have full power and authority to act and take appropriate action on behalf of the County whenever an emergency exists in an office or department of the County requiring immediate action in the interest of the County which cannot be deferred until a County Board meeting is called, provided that the Committee shall have such authority with respect to such emergency only until the matter can be considered by the County Board.

Sec. 2-3-6 Forestry and Parks Committee.

- (a) **Composition.** The Forestry and Parks Committee shall be comprised as prescribed by Section 2-3-1(b).
- (b) **Duties.** The Forestry and Parks Committee shall:

- (1) Supervise the Bayfield County Forestry and Parks Department.
- (2) Work with the Bayfield County Forest Administrator in the management of the County Forest.
- (3) Supervise the preparation by the Forestry Department of a work plan and budget for each year for approval by the County Board.
- (4) Supervise the establishment and maintenance of the physical plant necessary for conducting County Forest operations.
- (5) Negotiate for and acquire land within the designated County Forest boundaries where funds have been appropriated by the County Board for such purpose.
- (6) Review and approve all proposed recreation projects on County Forest lands.
- (7) Cooperate with the Wisconsin Department of Natural Resources on all matters pertaining to wildlife, fish and forest management of the County Forest.
- (8) Supervise all other activities involved in the execution and administration of the County Forest Program, except the hiring of a director or assistant director.
- (9) Have such additional duties as are described in Section 12-2-3.
- (10) Supervise the operation and maintenance of the County Park System.
- (11) Work with the Forestry & Parks Administrator in the development of and budgets for the Snowmobile and ATV programs. *(Revised 4-16-13)*

Sec. 2-3-7 Board of Health.

- (a) **Composition.** The Board of Health shall be comprised of nine (9) members appointed in accordance with Sec. 251.03, Wis. Stats., five (5) of whom shall be County Board Supervisors.
- (b) **Duties.** The Board of Health shall:
 - (1) Supervise the County Health Department.

- (2) Have the powers and duties set forth in Sec. 251.04, Wis. Stats.

Sec. 2-3-8 Highway Committee.

- (a) **Composition.** The Highway Committee shall consist of five (5) County Board members elected by the County Board at its April meeting in even-numbered years with one (1) member from each of the following five (5) highway districts to be proposed by the supervisors from each such district.
 - (1) **Highway District 1.**
 - (2) **Highway District 2.**
 - (3) **Highway District 3.**
 - (4) **Highway District 4.**
 - (5) **Highway District 5.**
- (b) **Duties.** The Highway Committee shall:
 - 1) Serve as the Bayfield County Highway Committee under Sec. 83.015, Wis. Stats.
 - 2) Determine the broad outlines and principles governing administration of the Bayfield County Highway Department in accordance with Sec. 83.015(2)(b), Wis. Stats.

Section 2, Chapter 3, Section 8(b), 1 & 2
Revised Dec. 14, 2010/Published Dec. 16, 2010

State law reference(s)--Sec. 83.015, Wis. Stats.

Sec. 2-3-9 Human Services Board.

- (a) **Composition.** The Human Services Board shall consist of five (5) County Board members with recognized ability and demonstrated interest in human services, and four (4) non-supervisor members. The appointed members shall include at least one individual (or a family member of an individual) who has received human services. The remaining members shall be consumers of such services or citizens at large. The terms for non-supervisor members shall be for three (3) years.
- (b) **Duties.** The Human Services Board shall:

- (1) Serve as the Bayfield County Human Services Board under Sec. 46.23(4), Wis. Stats., and have the powers and duties set forth therein.
- (2) Supervise the Bayfield County Department of Human Services.
- (3) Within the limits of available state and federal funds and County funds appropriated to match state funds, provide for the program needs of persons with human services needs.
- (4) Appoint the Human Services Director.
- (5) Appoint advisory committees for the purpose of receiving community, professional and technical information.
- (6) Have the power and duties set forth in Sec. 46.23(5), Wis. Stats.

State law reference(s)--Sec. 46.23, Wis. Stats.

Sec. 2-3-10 Land Conservation Committee.

- (a) **Composition.** The Land Conservation Committee shall consist of six (6) members. Four (4) members shall be members of the County Board appointed by the County Board Chairperson, at least two (2) of whom shall be members of the UW Extension, Fair and Fencing Committee. One (1) member shall be the chairperson of the Bayfield County Agriculture Stabilization and Conservation Committee created under 16 USC 590(h)(b) or another Bayfield County Agricultural Stabilization and Conservation Committee member designated by the chairperson of said committee. One (1) member shall be an additional member appointed by the County Board Chairperson and who is not a member of the County Board.
- (b) **Duties.** The Land Conservation Committee shall:
 - (1) Constitute the Bayfield County Land Conservation Committee under Sec. 92.06, Wis. Stats.
 - (2) Have the powers and duties set forth in Sec. 92.07, Wis. Stats., and such other powers and duties as are given to County Land Conservation Committees by statute.
 - (3) Keep abreast of land conservation matters, confer with appropriate County personnel, and make reports to the County Board with respect to any recommended County involvement in such matters.

State law reference(s)--Secs. 92.06 and 92.07, Wis. Stats.

Sec. 2-3-11 Library Committee.

- (a) **Composition.** The Library Committee shall be comprised of three (3) County Board Supervisors, one representative from each public library within Bayfield County, and one representative from the Northern Waters Library Service, all appointed by the County Board Chairperson.
- (b) **Duties.** The Library Committee shall review, consider and make recommendations with respect to the County's role in maintaining and improving public library systems and services within Bayfield County.

Sec. 2-3-12 Personnel Committee.

- (a) **Composition.** The Personnel Committee shall be comprised as prescribed by Section 2-3-1(b).
- (b) **Duties.** The Personnel Committee shall:
 - (1) Conduct labor negotiations on behalf of the County.
 - (2) Formulate and mediate personnel policy in conjunction with the unions representing County employees.
 - (3) Authorize new positions subject to the approval of the County Board as part of the budgetary process.
 - (4) Be responsible for the hiring and firing of County employees who do not serve under a department or office supervised by the County Board committee.
 - (5) Hear grievances which have not been settled by a department head or standing committee.
 - (6) Hear all requests for adjustments in salary or working conditions or for reclassifications, provided that if the department or office of the employee making such request is supervised by a standing committee, the request must first be approved by the standing committee.
 - (7) Develop, review annually and update as necessary a personnel policy encompassing the needs of the County and any union contracts to which the County is a party. The document shall be distributed to each department head and each County Board member.

Sec. 2-3-13 Sheriff's, Emergency Government, Veterans and Child Support Committee.

- (a) **Composition.** The Committee shall be comprised as prescribed by Section 2-3-1(b).
- (b) **Duties.** The Sheriff's, Emergency Government, Veterans and Child Support Committee shall:
 - (1) To the extent permitted by law and not inconsistent with the Sheriff's constitutional and statutory powers and duties, oversee the operation of the Bayfield County Sheriff's Department and the operation of the County Jail.
 - (2) Meet regularly with the Sheriff and his/her staff and make reports to the County Board of any deficiencies therein or changes or improvements which may be deemed advisable.
 - (3) Supervise the Bayfield County Emergency Government Office.
 - (4) Confer with the Emergency Government Director as may be necessary from time to time in establishing and recommending budgets and on matters necessary to the efficient operation of the office and furthering its efforts to protect the property and safety of the citizens of Bayfield County.
 - (5) Represent the County in Veteran's matters and supervise the Office of the Bayfield County Veteran's Services Officer.
 - (6) Confer with the Veteran's Service officer as may be necessary from time to time in establishing and recommending the budgets provided for the effective delivery of services and coordination of said services with those of other County departments, and other matters necessary to the efficient operation of the office.
 - (7) Supervise the Bayfield County Child Support Agency.
 - (8) Confer with the Child Support Director as may be necessary in establishing and recommending the budget and providing for effective delivery of child support enforcement services provided for under Sec. 59.53(5), Wis.

Sec. 2-3-14 Tourism, Fair, and Fencing Committee.

- (a) **Composition.** The Tourism Committee shall be comprised as prescribed by Section 2-3-1(b).

- (b) **Duties.** The Tourism, Fair, and Fencing Committee shall: *(Revised 4-21-20)*
- (1) Supervise the County Tourism Department. *(Revised 4-16-13)*
 - (2) Work with the County Tourism Director in the development each year of a plan and budget establishing what the County expects the Department to accomplish each year with respect to promoting and advertising the recreational opportunities in Bayfield County. *(Revised 4-16-13)*
 - (3) Supervise the conduct and operation of the Bayfield County Fair and have full authority to do the same except as such authority may be expressly limited by resolution or direction of the County Board and the County budget. *(Revised 4-21-20)*
 - (4) Act on behalf of the County in its best interests in all fencing matters in which the County may be responsible under Ch. 90, Wis. Stats. *(Revised 4-21-20)*

Sec. 2-3-15 Tribal County Relations Committee.

- (a) **Composition.** The Tribal County Relations Committee shall be comprised of two (2) County Board members appointed by the County Board Chairperson at his/her discretion at the direction of the County Board. In addition, two (2) tribal members, appointed by the Red Cliff Band of Lake Superior Chippewa Indians Tribal Chair and confirmed by the Tribal Council shall make up the entire committee.
- (b) **Duties.** The Tribal County Relations Committee shall meet quarterly or more often as needed on matters of mutual concern to the County and the Red Cliff Band. The Committee shall make recommendations to the County regarding such matters.

Sec. 2-3-16 UW Extension Committee.

- (a) **Composition.** The UW Extension Committee shall consist of five (5) County Board members appointed by the County Board Chairperson, a majority of whom shall, if possible, be persons of recognized ability and demonstrated interest in agriculture and/or education.
- (b) **Duties.** The UW Extension Committee shall:
- (1) Supervise jointly with the District Director of the Cooperative Extension Service of the University of Wisconsin, the Bayfield County UW Extension Office, including its agriculture program, community resource development

program, family living education program, and 4-H and other youth programs.

(Language Revised 4-20-10)
(Language Revised 8-30-11)

State law reference(s)--Ch. 90, Wis. Stats.

Sec. 2-3-17 Planning and Zoning Committee.

- (a) **Composition.** The Planning and Zoning Committee shall be comprised as prescribed by Section 2-3-1(b).
- (b) **Duties.** The Planning and Zoning Committee shall:
- (1) Be the County Zoning Agency designated under Sec. 59.69, Wis. Stats., and have the powers and duties of such agency as set forth in the statutes.
 - (2) Supervise the Bayfield County Planning and Zoning Department.
 - (3) Have the powers and duties given to it in the Bayfield County Zoning, Sanitary, Subdivision and Citation Ordinances.
 - (4) Work with the Bayfield County Planning and Zoning Director to keep the County Zoning, Sanitary and Subdivision ordinances up-to-date, conduct hearings thereon, and make recommendations to the County Board regarding revisions or changes when they are deemed necessary.
 - (5) Ensure that the terms of the Zoning, Subdivision and Sanitary ordinances are being enforced by the Planning and Zoning Department staff, and have the authority to authorize litigation necessary to enforce such ordinances.

State law reference(s)--Sec. 59.69, Wis. Stats.

Sec. 2-3-18 Aquatic Invasive Species (AIS) Committee.

- (a) **Composition.** The Aquatic Invasive Species Species Committee shall consist of seven (7) members, consisting of two (2) County Board members, one (1) Red Cliff Tribal representative and four (4) other members, including at least one (1) town board member, one (1) lake organization member and one (1) lake-related business member. In addition, the Committee may have advisory representatives from the following organizations: County Land Conservation Department, County UW-Extension Office, County Tourism & Recreation

Department, Wisconsin Department of Natural Resources, U.S. Forest Service, and Great Lakes Indian Fish & Wildlife Commission.

(b) **Duties.** The Aquatic Invasive Species Committee shall:

- (1) Provide direction and input on the prevention, education and control of aquatic invasive species in Bayfield County bodies of water.
- (2) Provide oversight on issues, programs and management relating to aquatic invasive species in the County.
- (3) Provide input into the development of a Bayfield County Aquatic Invasive Species Strategic Plan, and review, recommend adoption and help oversee the implementation of the Plan and future revisions to the Plan.
- (4) Make recommendations to the Bayfield County Board of Supervisors on actions needed to address aquatic invasive species issues in the County.