

AGENDA
TUESDAY, OCTOBER 14, 2025, 9:00 A.M.
EXECUTIVE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
COUNTY BOARD ROOM #3041 – COURTHOUSE 3RD FLOOR – BLDG. A
301 WASHINGTON STREET, OCONTO, WI 54153-1699
www.ocontocountywi.gov

This is an open meeting of a Standing Committee of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.ocontocountywi.gov

1. Call to Order
2. Statement of Mission and Vision
3. Approval of Agenda
 - 3.1. Change of Sequence
 - 3.2. Removal of Items
4. Approval of Previous Meeting Minutes of July 30, 2025 (Enc.)
5. Communications
6. Review Chapter 2 Code of Ordinance County Board Rules (Enc.)
7. Approve County Board Compensation for the 2026-2028 Term (Enc.)
8. Discussion and possible action – County Board Supervisor Job Description, Duties and Responsibilities (Enc.)
9. Discussion and possible action on Next Steps for Strategic Planning (Enc.)
10. Discussion and possible action – Audio/Visual Workgroup (Enc.)
11. Approve the 2026 County Board and Committee Meeting Calendar (Enc.)
12. Closed Session: The Committee may convene into closed session, pursuant to Wisconsin Statute Sec. 19.85(1)(c), for the purpose of considering performance evaluation data of a county employee.
13. Return to Open Session: The Committee shall return to open session to conduct legal business, as allowed by Wisconsin Statute Sec. 19.85(2).
14. Announcements/General Information (No action to be taken)
15. Next Meeting Date
16. Adjournment

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Courthouse Building "A" is located at the corner of Washington Street and Arbutus Avenue

c: Committee (FTP); County Administrator, Finance Director, Corporation Counsel, Media (via email); County Website; Central File, Official Posting Location (Physical Copy)

kp/Date Posted: 10/06/2025

MINUTES
WEDNESDAY, JULY 30, 2025
EXECUTIVE COMMITTEE OF OCONTO COUNTY BOARD OF SUPERVISORS
301 WASHINGTON STREET, COURTHOUSE BUILDING "A" ROOM #3041
OCONTO WI 54153
www.co.oconto.wi.us
(Draft minutes, not approved by Committee)

COMMITTEE PRESENT: Al Sleeter, Administration Committee Chair; Tom Bitters, Health & Human Services Board Chair; David Christianson Highway Committee Chair; Tim Cole, Land & Water Resources Committee Chair; Guy Gooding, Property & Technology Committee; Dennis Kroll, Public Safety Committee Chair

COMMITTEE ABSENT: None.

OTHERS PRESENT: Richard Heath, County Administrator; Shelly Schultz, Human Resources Director; Kim Pytleski, County Clerk; Beth Ellingson, Corporation Counsel

1. Call to Order

Chair Sleeter called the meeting to order at 9:30 a.m.

2. Statement of Mission and Vision

Richard Heath, County Administrator, read the county mission and vision statement.

3. Approval of Agenda

3.1. Change of Sequence – None.

3.2. Removal of Items – None.

Motion by Cole/Gooding to approve the agenda as presented. The motion was voted on and carried.

4. Approval of Minutes of Previous Meeting

Motion by Gooding/Christenson/Bitters to approve the March 11, 2025, minutes as presented. The motion was voted on and carried.

5. Communications

- Shelly Schultz, Human Resources Director, read a letter dated July 15, 2025, addressed to Al Sleeter, Chair; Kim Pytleski, County Clerk; Todd Skarban, Sheriff; and Richard Heath, County Administrator, from Tanya M. Peterson, County Treasurer, notifying of her resignation effect August 8, 2025; treated as information to the committee.
- Heath informed the committee of the other Treasurer's Office resignation, Christina Gardebrecht, Administrative Assistant I resigned effective August 1, 2025; treated as information to the committee.

6. Filling Upcoming Vacancy of the Office of the County Treasurer

Chair Sleeter informed the committee the options for filling vacancies in elective county offices is found under Wis. State Stat. §17.21(3). Kim Pytleski, County Clerk, reviewed the timeline and process for calling for a special election. Committee discussed the option of appointment vs calling a special election, qualifications of office, duties as found under Wis. State Stat. §59.25, statutory deadlines, and timelines until vacancy is filled. Motion by Kroll/Christensen to recommend filling the vacancy of Oconto County Treasurer with an application and appointment process for the residue of the unexpired term. Following discussion, the motion was voted on and carried. A resolution with this recommendation will be forwarded to the full county board for consideration at the August 21, 2025, meeting.

7. Announcements/General Information (No action to be taken) – None.

8. Next Meeting Date

Next meeting will be held Thursday, September 18, 2025, at 1:00 p.m.

9. Adjournment

Chair Sleeter declared the meeting adjourned at 10:09 a.m.

ORDINANCE – 02024-03-01

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: **Chapter 2 Code of Ordinance County Board Rules**

WHEREAS, the Executive Committee has reviewed Chapter 2 Code of Ordinance County Board Rules and recommends the following amendments.

NOW, THEREFORE, the Oconto County Board of Supervisors does hereby ordain as follows:

SECTION 1: Chapter 2 Code of Ordinance County Board Rules is amended as follows:

**RULES OF THE OCONTO COUNTY
BOARD OF SUPERVISORS**
Adopted 03/21/2024

2.103 COUNTY BOARD RULES

Section 2.103 through Section 2.118 of the code shall be collectively known as the "Rules of the Board".

2.104 MEETINGS QUORUM ROLL CALL

- (a) In addition to those meetings set by statute, the County Board shall meet monthly on the third Thursday after the first Monday, alternate, fourth Thursday after the first Monday, unless adjourned at a previous meeting specified otherwise. The annual meeting shall be the last Thursday of October for the purpose of adopting the budget and conducting any other business permitted by law.
- (b) If a quorum be not present, the members may adjourn from time to time until there is a quorum. A quorum shall constitute a majority of the members.
- (c) The Clerk of the Board shall provide a roll call of, and a voting record of, all members of the Board through the use of the electronic voting and roll call system.
- (d) The Clerk of the County Board may electronically record the audio of the County Board meetings.
- (e) The County Board Chair may allow the members to attend meetings virtually, by designating a meeting as a "virtual meeting" on the meeting's agenda.
- (f) Supervisors unable to attend a meeting shall contact the County Clerk's office to notify of the absence.

3.105 ORGANIZATION MEETING

- (a) At the organization meeting the chair or in the absence thereof, the vice chair of the previous Board shall call the new Board to order. If neither be present, the members present shall choose another member to be the temporary chair, and call the meeting to order.
- (b) The order of business shall be:
 - (1) Call to Order and Roll Call.
 - (2) Adoption of standing rules and the County Financial Management Policy.

56 (3) The chair is relinquished to the County Administrator to run the election and the Clerk will
57 serve as ballot clerk, election by secret written unidentified ballot for a two-year term in
58 even numbered years of:
59
60 (A) Permanent chair
61
62 (B) Permanent vice-chair
63
64 (C) Election of the board chair and vice chair shall be as follows:
65
66 (i) The election for both positions shall be chaired by the County
67 Administrator.
68
69 (ii) Nominations may be made from the floor nominating oneself or another
70 supervisor, or a supervisor may indicate interest in the position by
71 submission of a letter to be read by the clerk.
72
73 (iii) No second is required but is allowed to show support.
74
75 (iv) Nominating and seconding speeches of no more than two minutes each
76 are allowed.
77
78 (v) A motion to close the nominations is in order after a reasonable amount of
79 time has been given and no one is seeking the floor; a second is in order;
80 a two-thirds vote is required to then close the nominations. [There is no
81 requirement to ask three times for additional nominations.]
82
83 (vi) Each candidate for office may address the group with a brief statement
84 before balloting begins.
85
86 (vii) If only one candidate has been nominated, the chair may accept a motion
87 to close the nominations and cast a unanimous ballot.
88
89 (D) Vacancy in the office of Chair/Vice Chair
90
91 (i) In the event of vacancy in the office of the Chair of the Board, the Vice
92 Chair shall become the Chair for the remainder of that term in office.
93
94 (ii) In the event of vacancy in the office of the Vice Chair of the Board, the
95 Chair shall appoint a Vice Chair for the remainder of that term in office,
96 subject to approval by a majority of the County Board.
97
98 (4) Committee appointments:
99
100 (A) Appointment for alternating three-year terms to the Health & Human Services
101 Board of two County Supervisors, appointed by the County Board Chair, and one
102 Oconto County community member, appointed by the County Administrator, with
103 confirmation by the Oconto County Board of Supervisors.
104
105 (B) Appointment of all other committees by the County Board Chair or County
106 Administrator, as prescribed by state statute.
107
108 (5) Confirmation of committee appointments by the County Board.
109
110 (6) Such other business as may legally be brought before the organization meeting in the order
111 prescribed under Rule IV following "Roll Call".
112

2.106 COMMITTEES

(a) The following committees and board shall be named at the organization meeting

Administration
Health & Human Services Board
Highway
Land & Water Resources
Property & Technology
Public Safety

(b) The chair of each of these Committees/Boards shall be a member of the County Board and serve on the Executive Committee.

2.107 ORDER OF BUSINESS

The general order of business of Board meetings shall be:

(a) Call to Order and Roll Call

(h) Pledge of Allegiance

(c) Invocation

(c)(d) Statement of Mission & Vision

(d)(e) Presentation of Awards and Recognition

(e) The hearing of petitions, communications and disposition by reference to the appropriate committees by the chair. All written communications for the Board's consideration shall be filed with the County Clerk at least 5 days prior to the County Board Meeting. Written communications filed less than 5 days prior to the regular County Board Meeting shall be read at the next regular County Board Meeting unless authorized by the County Board Chair. Communications that pertain to a specific agenda item shall be read when that agenda item is brought up for consideration. Petitions and communications pertaining to a resolution or ordinance that required the Board to hold a public evidentiary hearing prior to consideration shall be read only if the party submitting the same testified at the required public hearing and only if the information in the communication or petition was presented at the public hearing. Communications that identify a specific item of concern for further consideration by the County Board at a later date may be referred to the appropriate standing committee as a communication consistent with section 2.109(b). The committee will determine what action, if any, should be taken to address the subject of the communication.

(f) Consent Agenda

(1) Removal of Items from Consent Agenda

(2) Approval of Consent Agenda

(a) Regular Agenda

(1) Change in Sequence

(2) Removal of Items

(3) Approval of Regular Agenda

(b) Approval of Previous Meeting Proceedings

170
171 (i) Consideration of committee and departmental reports including those not previously submitted to
172 the Board by mail.
173
174 (j) Resolutions or ordinances postponed to a date certain.
175
176 (k) Consideration of resolutions or ordinances previously submitted to the Board members by mail.
177
178 (l) Consideration of resolutions or ordinances not previously submitted to the Board members by mail
179 in accordance with open meeting laws.
180
181 (m) Announcements/General Information (No Action to be Taken).
182
183 (n) Adjournment.
184

185 **2.108 MINUTES**

186
187 The County Clerk shall keep the minutes of the County Board meetings.
188

189 **2.109 PRESERVING ORDER**

190
191 (a) The chair shall preserve order and decide questions of order subject to appeal of the Board, and
192 shall vote on all questions, except on appeals from the Chair's own decisions.
193
194 (b) The chair without calling for a vote shall refer all matters (except reports and resolutions or
195 ordinances) that come before the Board to the appropriate committee, unless otherwise ordered by
196 the Board.
197

198 **2.110 VOTING**

199
200 (a) Elections shall be by ballot for:
201
202 (1) Elections of Chair and Vice Chair.
203
204 (b) Voting on all other matters shall be by ayes and nays through the use of electronic voting and roll
205 call system. Unless otherwise provided by statute, ordinance or rule, majorities (1/2) and
206 supermajorities (2/3 or 3/4) are calculated on the basis of the number of votes cast.
207
208 (c) Abstentions:
209
210 (1) Members shall abstain from voting on any matter in which the member has a conflict of
211 interest. Conflict of interest is defined as a situation in which a member is in a position to
212 derive personal benefit (usually economic) from actions or decisions made in their official
213 capacity.
214
215 (2) Members may abstain from voting for any other reason; however, in accordance with
216 subsection (b) above, an abstention will not be counted as a vote cast and therefore will
217 have no effect on the calculation of a majority or a supermajority.
218
219 (d) When the vote on any question is a tie, it shall be deemed to have been lost. Any member voting
220 on either side of the question may move to reconsider the question by a 2/3 vote, but such motion
221 shall be made and acted on the same County Board day, and shall not thereafter be made. When
222 a question has once been determined, any member voting with the majority may move to reconsider
223 the question by a 2/3 vote, but such motion shall be made and acted on the same County Board
224 Day and shall not thereafter be made.
225

226 (e) The Board may consider questions defeated at a prior Board meeting under the following
227 circumstances:
228 (1) The Board suspends its Rules to consider the question, or
229 (2) Six months has expired from the date the question was defeated; or
230 (3) New evidence is presented to the Board which could not have been or was not through
231 excusable error or neglect presented to the Board at the meeting where the question was
232 defeated. The person or committee sponsoring the question has the burden of establishing
233 that the evidence is new and that it could not or was not through excusable error or neglect
234 presented to the Board at the meeting where the question was defeated.
235
236 (f) No vote shall be taken on any orally presented motion or resolution or ordinance until the clerk has
237 written it out in full and read it back to the Board, so as to give the Board a clear statement and the
238 proceedings a correct record.
239
240 (g) No motion shall be debated or put to vote unless it has been seconded.
241
242 (h) After a motion shall be stated by the chair, it shall be deemed in possession of the Board, but it may
243 be withdrawn at any time before amendment or decision by the sponsoring committee. If withdrawn,
244 it shall not be entered upon the minutes.
245
246 (i) When a motion is under debate no motion shall be received except to amend, to lay on the table,
247 to postpone indefinitely, to postpone to a day certain or adjourn.
248
249 (j) If the question before the board contains several points, any one member may have it divided upon
250 verbal request to the Chair.
251
252 (k) In all cases when an order, resolution or ordinance or motion shall be entered on the minutes of the
253 Board, the name of the member moving the same and the second shall be entered on the minutes.
254
255 (l) All questions, except privileged questions, shall be put in the order in which they are moved, unless
256 otherwise directed by the Board.
257
258 (m) When a motion to close debate or to call for the previous question is made, those supervisors who
259 have requested to be recognized prior to said motions being made by depressing his or her call
260 light, will be allowed to address the Board. The Chair shall not recognize any other Board members
261 subsequent to the motions of closing debate or calling for the previous question being made. The
262 motion to close debate or to call for the previous question requires a second, is debatable, and
263 must pass by a 2/3 vote of members present.
264
265 (n) Committee or departmental reports shall or shall not become a part of the official printed
266 proceedings of the Board at the discretion of the chair and County Clerk.
267
268 2.111 **ADDRESSING THE BOARD**
269
270 (a) Whenever any member desires to speak to the Board, that member shall first inform the chair
271 through the electronic voting and roll call system. The member who shall address the chair first,
272 shall speak first. That person shall confine remarks to the subject and not deal in personalities.
273 When called to order that person shall not be allowed to proceed without permission of the chair.
274
275 (b) When anyone not a member desires to address the Board, permission to do so must be asked by
276 a board member, and pertain to an agenda item. Such person may address the Board with a time
277 limit not to exceed three minutes. Such person may not participate in the debate thereafter, but may
278 respond to questions from board members concerning agenda items. Persons desiring to address
279 the Board regarding a resolution or ordinance that required the Board to hold a public evidentiary
280 hearing prior to consideration may only address the Board if he or she testifies at the required public
281 hearing.
282

Commented [KP1]: Request the last line be struck or rewritten to follow Roberts of Order. Motion to call the question is debatable and requires % vote.

283 hearing and only if the information presented to the Board is the same as what was presented at
284 the public hearing.

285
286
287 **2.112 RESOLUTIONS AND ORDINANCES**

288 (a) Resolutions or Ordinances sponsored by committees or individual members shall be in writing and
289 filed with the clerk prior to the next meeting of the board. The clerk shall provide copies to the
290 members for their information and consideration prior to the meeting. Resolutions or ordinances
291 not previously submitted to the clerk shall be referred to an appropriate committee by the chair. The
292 chair with the assistance of the clerk shall prepare the Agenda of all business to come before each
293 board meeting and distribute same together with other materials as directed in the forepart of this
294 paragraph. Late arriving resolutions may be placed on the agenda at the discretion of the Chair.
295
296 (b) Any resolutions or ordinances presented for consideration at any meeting must bear the names of
297 the members offering the same, or if by a committee, the name of that committee. However, the
298 maximum number of names on any resolution or ordinance shall not exceed the number of
299 members on any two given committees.
300
301 (c) When a resolution or ordinance is taken up and is under consideration, the main question shall be
302 "Shall the recommendations of the committee be adopted by the Board?" and unless specific
303 amendments are offered in the usual parliamentary form, discussion shall be limited to adoption or
304 rejection of the resolution or ordinance.
305
306 (d) No account or claim against the county shall be audited and reported by any committee unless it is
307 itemized, duly verified and filed with the clerk of the Board in the manner prescribed by law.
308
309 (e) All bills against the county must be filed with the County Clerk on or before the first Monday of the
310 month.
311

312
313 **2.113 EMPLOYEE MATTERS**

314 (a) The County Board shall by resolution establish the hours during which the county offices, except
315 the courts, shall be open to the public.
316
317 (b) Salaries and wages of all county personnel shall be determined by the county board as provided in
318 Section 59.22 of Wisconsin Statutes after consideration and recommendation by the committee
319 which has this assigned duty.
320
321 (c) County employees shall be responsible to the County Administrator, in consultation with employees'
322 respective home committee, who subject to the provisions of paragraph sub. (a) and sub. (b) above
323 have the authority to determine required work and working conditions for employees overseen by
324 the committee. The County Administrator shall be responsible for selection, hire and discharge of
325 employees, after consultation with employees' home committee and Oconto County Human
326 Resources Director.
327
328 (1) The Administration Committee for all employees in the offices of Corporation Counsel,
329 County Clerk, County Treasurer, Finance Department, Human Resources Department and
330 Veteran Service.
331
332 (2) The Executive Committee for all employees in the office of County Administrator.
333
334 (3) Health & Human Services Board for all employees under their supervision and New View
335 Industries.
336
337 (4) The Highway Committee for all office and other employees under their supervision.
338

(5) Land & Water Resource Committee for all employees in the offices of Forest, Parks & Recreation, Land & Water Conservation, Land Information Systems, Planning & Zoning/Solid Waste, Register of Deeds, and UW Extension.

(6) The Property & Technology Committee for all employees in the offices of Technology Services and Maintenance and care of county buildings and property under their jurisdiction.

(7) The Public Safety Committee for all employees in the offices of Child Support, Circuit Court, Clerk of Courts, District Attorney, Emergency Management, Family Court Commissioner, Medical Examiner, Register in Probate, and Sheriff.

2.114 ALTERATION OF RULES

No rules of the Board shall be suspended, altered, or amended without the consent of two-thirds of the members present.

2.115 ROBERTS RULES OF ORDER

In all parliamentary questions raised during a session of the board, and which are not covered specifically by the foregoing rules, Roberts Rules of Order, Newly Revised shall act as a guideline.

2.116 GOVERNING RULES

These rules, and all amendments and additions thereto which may hereafter be made, shall govern the Board until altered or repealed.

2.117 COMPENSATION

2.117 COMPENSATION

- (a) The amount of compensation, for Supervisors to be next elected, shall be fixed at the Annual Meeting (in odd numbered years) of the Board by a two-thirds vote of all its members. Compensation for Supervisors may be defined as per diems and/or salary to be paid to Supervisors in accordance with the County Financial Management Policy.
- (b) The Compensation of all other elected officials shall be fixed by the Board prior to the first day to circulate nomination papers for their respective offices.

2.118 BUDGET GUIDANCE

- (a) Administration Committee shall provide guidance and recommendations to County Board in June or July.
- (b) County Administrator and Finance Director will provide budget worksheets to departments in July or August.

396 (c) Departments and Committees will develop budget proposal for County Administrator review in
397 August and September.
398 (d) County Administrator budget review with Committees in August and September. County
399 Administrator shall provide a report at the September County Board regarding the status of the
400 budget requests for the following year.
401
402 (e) County Administrator shall meet with the Administration Committee in September and October to
403 review. County Administrator final budget development in September or October.
404
405 (f) Action on the County Budget will be only when the County Board is in session. No motion will be in
406 order to adjust the Budget during Budget Hearing.
407
408 **2.119 DUTIES AND COMPENSATION OF COUNTY BOARD CHAIR**
409
410 (a) The County Board Chair shall perform the duties of the office as set forth in 59.12, Wisconsin
411 Statutes, and shall serve as Chair of the Administration and Executive Committees.
412
413 (b) The Vice Chair shall have the duties and responsibilities as set forth in Sec. 59.12(2), Wis. Stats.
414
415 (c) In the absence of the Chair, the County Board Vice Chair shall perform the duties of the office of
416 the chair as set forth in 59.12, Wisconsin Statutes.
417
418 (d) The County Board Vice Chair shall serve on the Administration Committee and may be appointed
419 to serve on an additional standing committee.
420
421 (e) The County Board Chair shall serve as an ex-officio member of all committees, commissions, and
422 boards. The Chair's role as an ex-officio member shall be recognized when necessary to form a
423 quorum while in attendance at meetings.
424
425 (f) The County Board Supervisors shall receive an annual salary. The amount is to be set by the
426 County Board at an annual meeting. The County Board Chair and Vice Chair salary shall be
427 considered as compensation for attending various events, seminars, banquets, ceremonies,
428 conventions, and meetings not covered under sections below. With exception of the Chair,
429 Supervisors, including the Vice-Chair, as stated in 2.119(d), shall receive per diems for attending
430 standing and non-standing committee meetings to which they are appointed.
431
432 (g) In addition to the annual salary, the Supervisors of the County Board shall be entitled to the per
433 diem and mileage as allowed to members of the board as set forth in the County Financial
434 Management Policy.
435
436 (h) All County Board Supervisors will be allowed to attend the WCA conferences and district meetings
437 with expenses paid.
438
439 (i) With the exception of the Chair and Vice-Chair, a Non-Standing Committee meeting per diem shall
440 be paid for conferences and district meetings.
441
442 **2.120 DUTIES OF ALL COMMITTEES**
443
444 (a) All committee/board meetings will be in compliance with Wisconsin's Open Meeting Law. All
445 committees shall furnish the County Clerk with a copy of the full Agenda with all supporting
446 documentation for their committee meeting for posting prior to the meetings. If a quorum is not
447 present, members will adjourn. Members present are entitled to per diem and expenses. All
448 committees/boards of the County Board shall keep a typewritten record of their meetings, including
449 dates, attendance, matters considered and their action thereon in a Committee file in the office of
450 the County Clerk and posted to the county website, www.ocontocountywi.gov/o-oconto-wi.us,
451 within ten (10) days of such meeting. Minutes shall include copies of bids/specifications and any
452 other pertinent information. The County Clerk, or designee, shall record the minutes of all meetings.

453 (b) The following committees/board are designated standing committees of the board: Administration,
454 Executive, Health & Human Services Board, Highway, Land & Water Resources, Property &
455 Technology, and Public Safety. All other committees will be considered non-standing committees.
456

457 (c) Audit all claims and accounts referred to them by the County Clerk.
458

459 (d) Any committee that has the assigned duty of purchasing supplies, services and equipment for a
460 department, an office or a group of offices, may name the Department Head or the County
461 Administrator as their Purchasing Agent to such extent that seems to them to be most practical.
462 Said Purchasing Agent shall use a uniform system of purchase orders to achieve maximum
463 efficiency.
464

465 (e) Board members or committees who desire to present resolutions to the County Board for
466 expenditure of money in excess of any of the committees' or departments' current budget, shall first
467 consult with the Administration Committee and the County Administrator.
468

469 (f) All Committees shall refer to Section 2.113, paragraph (c), which lists specified responsibilities.
470

471 (g) All Committee members shall file their Committee per diem and expense bills with the County Clerk
472 by the first Monday of each calendar month.
473

474 (g) Non-standing Committees of the County Board shall continue to function until their respective duties
475 are performed.
476

477 (h) To make reports and recommendations to the Board when in their judgment it is necessary, or if
478 the Chair and the Board request them to do so.
479

480 (i) To recommend to Administration Committee the establishment of new personnel positions with
481 salary/wages.
482

483 (j) To request County Board approval of hiring any additional personnel to an already existing position,
484 except in emergency situations and/or when the position is fully state and/or federally funded.
485

486 (k) To submit all requests for transfer of appropriations between budgeted items of an individual county
487 office or department to the Administration Committee for review under Sec. 2.25(2).
488

489 (l) To consult with the Property & Technology Committee on any project that will result in any electrical
490 or plumbing changes, building modifications, additional space needs, building maintenance,
491 communications systems or other related issues on a building under the control of the Property &
492 Technology Committee.
493

494 (m) Each standing committee shall submit a written annual report from each of their responsible
495 departments to the County Board at the April board meeting. Each departmental report shall include
496 financial, statistical and programmatic results of the preceding fiscal year.
497

498 (n) All departments shall submit to the County Administrator, along with their annual budget requests,
499 a report which indicates the department's program goals for the next budgetary year. The report
500 shall also include an updated Mission Statement and Program Description.
501

502 (o) To consult with the Administration Committee on any policy, procedure or issue that may result in
503 any changes to wages, fringes, compensation or working conditions for employees as those issues
504 may need to be negotiated with the unions.
505

506 (p) To meet at such intervals as are deemed necessary to properly carry out its functions and
507 responsibilities.
508

509 (q) All non-member County Board supervisors who attend committee meetings shall be recognized by
510 the Chair of the committee, if they wish to speak.
511
512 (r) All non-member County Board supervisors who attend committee meetings may remain in
513 attendance during closed portions of the committee meeting, if they so choose.
514

515 **2.121 ADMINISTRATION COMMITTEE**

516
517 This Committee shall consist of four (4) members of the County Board, the County Board Chair, and the
518 County Board Vice Chair. Its duties shall be:
519
520 (a) To supervise the finances of the County in general, arrange temporary loans and approve
521 investment of idle funds.
522
523 (b) To cause to be conducted, an annual audit of the County's financial statements in accordance with
524 Auditing standards generally accepted in the United States and as required by OMB Circular A-133
525 "Audits of States and Local Governments".
526
527 (c) To transfer funds as authorized by Sec. 65.90(5)(b), Wisconsin Statutes.
528
529 (d) To audit per diem vouchers.
530
531 (e) To audit all current claims and accounts against the County and the dog license fund (except where
532 the Statutes of Wisconsin provide for settlement of such claims and accounts by other committees
533 or offices). To approve and authorize payment of same pursuant to Sec. 59.52 (12)(a), Wis. Stats.
534
535 (f) To consult with the offices of County Clerk, County Treasurer, Corporation Counsel, Veterans
536 Service, Human Resources, and Finance Director in matters pertaining to such offices.
537
538 (g) To consult with the County Administrator in the matter of adequate liability, property damage, fire
539 and casualty, health, dental and life insurance coverage and bonds of all types deemed necessary,
540 and to authorize the purchase of same in any manner, most advantageous to the County. (Sec.
541 59.52(11) Wis. Stats.).
542
543 (h) To be familiar with and have knowledge of the property appraisal service which covers all personal
544 property and real estate owned by the County.
545
546 (i) To act on all county library tax exemptions requests referred to the committee by the county board.
547
548 (j) To administer resolutions and ordinances relating to the classifications and compensation of
549 employees and as the need arises recommend to the County Board changes and revisions of same.
550
551 (k) To recommend to the County Board not later than its September meeting the salaries or wages of
552 all County employees and appointed county officers whose jobs or positions are listed in the
553 Resolutions and Ordinances.
554
555 (l) To recommend changes in the salaries of elected County Officers to the County Board in
556 accordance with the Sec. 59.22 Wisconsin Statutes.
557
558 (m) To recommend changes in the per diem of County Board Supervisors and supplemental salary of
559 Board Chair at the annual meeting preceding the next supervisory election in accordance with Sec.
560 59.03(3)(F) Wis. Statutes.
561
562 (n) To make an annual report to the County Board at its March meeting listing the annual compensation
563 and fringe benefits of all full time county employees and officers.
564

565 (o) To recommend desired changes in county office hours, employee vacations, sick leaves, other
566 fringe benefits and policies relating thereto to the County Board, subject to provisions of the union
567 working agreement where applicable.

568 (p) To negotiate the renewal of all union contracts and submit their recommendation to the County
569 Board for approval.

570 (q) To meet at such intervals as deemed necessary to properly carry out its functions and
571 responsibilities.

572 (r) To recommend approval or denial to the County Board, by resolution, the establishment of all new
573 personnel positions with salary/wages/fringes,

574 (s) Act as the only county agency to formally negotiate labor contracts and other labor related matters
575 directly with union representatives.

576 (t) To coordinate and oversee the agreement between Oconto County and the Oconto County
577 Economic Development Corporation.

578 (u) To be responsible for all matters pertaining to Illegal Tax matters.

579 **2.122 EXECUTIVE COMMITTEE**

580 This committee shall consist of the six (6) chairs of the County Board Standing Committees, or designee(s),
581 and oversee the County Administration department. Its duties shall be:

582 (a) To act in place of the Oconto County Board when a County emergency declaration is declared and
583 it is not feasible to convene a County Board meeting.

584 (b) To evaluate the performance of the County Administrator.

585 (c) To conduct redistricting every ten (10) years or as allowed by law.

586 (d) To recommend the changes or amendments to the standing rules of the Board which may become
587 necessary and desirable from time to time and to do so at the March meeting of the Board.

588 (e) To recommend the appointment of a County Administrator; if and when a vacancy occurs.

589 (f) To meet the 2nd Tuesday in March following the 1st Monday and at such intervals as deemed
590 necessary to properly carry out its function and responsibilities.

591 **2.123 HEALTH & HUMAN SERVICES BOARD**

592 The Health & Human Services Board shall consist of nine (9) persons of recognized ability and
593 demonstrated interest in health & human services. Six (6) of the County Health & Human Services Board
594 members shall be members of the County Board of Supervisors and appointed by the County Board Chair.
595 The remaining three (3) members shall be consumers of services or citizens-at-large to be appointed by
596 the County Administrator. No public or private provider of services may be appointed to the County Health
597 & Human Services Board.

598 The duties of the County Health & Human Services Board shall be:

599 (a) Appoint committees consisting of residents of the county to advise the County Health & Human
600 Services Board as it deems necessary.

601 (b) Recommend program priorities and policies, identify unmet service needs and prepare short-term
602 and long-term plans and budgets for meeting such priorities and needs.

622 (c) Prepare, with the assistance of the County Health & Human Services Director, a proposed budget
623 for submission to the county administrator, a final budget for submission in accordance with Wis.
624 Stats. Sec. 46.031 (1) for authorized services, a final budget for submission to the department of
625 workforce development in accordance with Wis. Stats. Sec. 49.325 for authorized services, and a
626 final budget for submission to the department of corrections in accordance with Wis. Stats. Sec.
627 301.031 for authorized juvenile delinquency-related services.

628 (d) Advise the County Health & Human Services Director regarding purchasing and providing services
629 and the selection of purchase of service vendors, and make recommendations to the county
630 administrator regarding modifications in such purchasing, providing and selection.

631 (e) Develop County Health & Human Services Board operating procedures.

632 (f) Comply with state requirements.

633 (g) Assist in arranging cooperative working agreements with persons providing health, education,
634 vocational or welfare services related to services provided under this section.

635 (h) Consult and advise with the County Administrator on matters pertaining to Commission on Aging.

636 **2.124 HIGHWAY COMMITTEE**

637 This committee shall consist of five (5) members of the County Board Sec. 83.015(1)(c). Its duties and
638 powers shall be:

639 (a) To be a policy-making body determining the broad outlines and principles governing administration
640 and the county highway commissioner shall have the administrative powers and duties prescribed
641 for the county highway committee including:

642 (1) Purchasing and selling county road machinery as authorized by the county board.

643 (2) Determining whether each piece of county aid construction shall be let by contract or shall
644 be done by labor.

645 (3) Entering into contracts in the name of the county.

646 (4) Making necessary arrangements for the proper prosecution of the construction and
647 maintenance of highways provided for by the county board.

648 (5) Entering private lands with their employees to remove weeds and brush and erect or
649 remove fences that are necessary to keep highways open for travel during the winter.

650 (6) Directing the expenditure of highway maintenance funds received from the state or
651 provided by county tax.

652 (7) All other powers and duties identified in WI State Stats. §83.015 (2)(b).

653 (b) To submit, as part of the annual report, their plans and estimated costs for construction and
654 blacktopping of county trunk highways for the ensuing year at the April meeting of said Board.

655 **2.125 LAND & WATER RESOURCES COMMITTEE**

656 This committee shall consist of six (6) members. The composition of which shall be five (5) members of the
657 county board and two (2) alternate County Board members to serve, with full power, only when a member
658 is unable to vote because of a conflict of interest or when a member is absent, and one (1) member who
659 engages in an agricultural use, as defined under s. 91.01(2)(a)1. To 7. with powers limited to matters
660 pertaining to Land & Water Conservation. The alternate shall serve if the chair authorizes that the alternate

679 serve. The chair of the committee shall be notified of the need for an alternate at a reasonable time in
680 advance. Alternate shall have the authority to vote on all matters and be paid the same per diem and
681 mileage as other members regardless of length of hearing or meeting. The Committee shall oversee the
682 Forest, Parks & Recreation, Land & Water Conservation, Land Information Systems, Planning and
683 Zoning/Solid Waste, Register of Deeds, and UW Extension in accordance with Sec. 59.56 (3)(b) and Sec.
684 92.06(1)(b)2, Wis. Stats. The committee shall be responsible for policy direction for county land and water
685 resources management. The committee shall provide policy direction and coordination for the Land and
686 Water Resources department. Additionally, the committee is responsible for:
687

- 688 (a) Adopting policies and procedures to provide for the effective provision of services to the public.
689
- 690 (b) Directing the Department Heads to implement these policies and procedures.
691
- 692 (c) Approving all division budgets and the Administrative Support Division budget.
693
- 694 (d) Recommending County Board Resolutions/Ordinances pertaining to general policy and annual
695 reports.
696
- 697 (e) Developing policies and procedures in regard to the Administrative Support Division.
698
- 699 (f) To consult with the Zoning/Solid Waste and land use control departments in matters pertaining to
700 said departments.
701
- 702 (g) Planning and Zoning. As set forth in Sec. 59.69, Wis. Stats. The Zoning Administrator shall also
703 make an annual report on all their activities.
704
- 705 (h) Solid Waste. As set forth in Chapter 15, Solid Waste Management of this ordinance. It shall also
706 have the responsibility for the conduct of the Oconto County Recycling Programs.
707
- 708 (i) To consult with the Forest, Parks & Recreation Department, the Land Information Systems Division
709 and the Land Records office in matters pertaining to said departments.
710
- 711 (j) To be responsible for the administration, use or disposition of County lands and parks, buildings
712 and facilities located thereon, except those specifically assigned to some other committee.
713
- 714 (k) To consult and advise with the Department of Natural Resources, similar federal and local agencies
715 on cooperative programs and projects such as: parks, recreation areas, fish and game propagation
716 and conservation, lake and stream improvement and dams. Supervise all such projects undertaken
717 jointly or separately.
718
- 719 (l) To have the Land and Forest Agent make an annual report on all their activities.
720
- 721 (m) To appoint professionally qualified persons to the cooperative extension service staff in cooperation
722 with College of Agriculture Sec. 59.56 (3).
723
- 724 (n) To have general supervision of all County Extension Services, consult and advise with the
725 Extension Agents, and approve a yearly program of work.
726
- 727 (o) Consult and advise with the County Board Chair on matters pertaining to County Youth Fair.
728
- 729 (p) To purchase by bid, contract or otherwise, all supplies and equipment necessary for the operation
730 of its division in such manner which appears to serve the best interests in the County.
731

732 **2.126 PROPERTY & TECHNOLOGY COMMITTEE**

733 This committee shall consist of five (5) members of the County Board. Its duties shall be:
734

736 (a) To supervise the general maintenance, care and repair of the courthouse complex, jail building and
737 grounds, and provide assistance for the Material Recovery Facility and Beyer Home property.
738

739 (b) To purchase all furniture for the Courthouse complex and jail based upon the recommendation and
740 quotes from the requesting committee.
741

742 (c) To make recommendations to the County Board of any changes in space needs (construction or
743 remodeling) of the Courthouse complex and jail and to allocate the efficient utilization of available
744 office space in the Courthouse complex to the various departments and agencies.
745

746 (d) To consult with the Technology Services Department in matters pertaining to said department.
747

748 (e) Work with Technology Services Director to recognize and prioritize the Technology needs to Oconto
749 County departments.
750

751 (f) Review and approve technology related resolutions, ordinances, and policies submitted on behalf
752 of the Technology services Department.
753

754 (g) Review and make recommendation to County Board of major budgeted purchases per County
755 Board rules.
756

757 **2.127 PUBLIC SAFETY COMMITTEE**

758 This committee shall consist of five (5) members of the County Board. Its duties shall be:

760 (a) Its powers and duties shall be as set forth in Sec. 323.14 of the Wisconsin Statutes. Per
761 323.14(1)(a)(3) the Chair of the county board shall designate the chair of the committee.
762

763 (b) To consult with the Sheriff on all matters pertaining to the Sheriff's Office.
764

765 (c) To consult and advise in all matters pertaining to the Courts, Clerk of Courts, District Attorney,
766 Family Court Commissioner, Court Commissioner, Family Mediation Director, Sheriff's Office, Child
767 Support Agency and Emergency Management.
768

769 (d) To purchase all equipment for the Sheriff's Office in any manner which serves the best interests of
770 the county and authorize the purchase of operational supplies, except as provided for in the County
771 Financial Management Policy.
772

773 (e) The Public Safety Committee shall be responsible for controlling and directing all expenditures from
774 the Jail Assessment Fund, pursuant to §302.46(2).
775

776 **2.128 BOARD OF ADJUSTMENTS (Non-standing)**

777 In accordance with §59.694, Wis. Stats., a local board of adjustments shall be created and composed of
778 members as specified in Oconto County Code of Ordinances Chapter 14. In the event any meeting of the
779 Board of Adjustment exceeds five (5) hours, members in attendance shall be entitled to 2.0 per diem for
780 that meeting.
781

782 **2.129 JOINT SOLID WASTE (MAR-OCO) COMMITTEE (Non-standing)**

783 (a) There shall be appointed a Joint Solid Waste MAR-OCO Committee, consisting of six (6) members.
784 Three members shall be appointed by Marinette County at the April County Board meeting for a
785 term of two years. Three members shall be appointed by Oconto County at the April County Board
786 meeting for a term of two years. In the event a vacancy is created due to resignation, sickness,
787 death, etc., the County shall appoint a member to complete the unexpired term. Any member may
788 be removed by a 2/3 vote of the appointing Board. Members shall be compensated per their
789
790
791

respective County Board rules. The Joint Solid Waste MAR-OCO Committee shall, at their first meeting after April, annually elect from its members a Chair, Vice Chair, and Secretary.

- (b) The Joint Solid Waste MAR-OCO Committee shall adopt rules for conduct of their business. Roberts Rules of Order shall apply to conduct meetings. All statutory provisions pertaining to Open Meetings and Records shall be complied with. Each County shall be responsible for the development, implementation and enforcement of solid waste plans or ordinances pertaining to collection, transportation, resource recovery and recycling of solid waste within their respective County.
- (c) Both Counties jointly shall operate the MAR-OCO Landfill complying with all provisions of the approved plans for same and hereinafter, any directive or requirement of the Department of Natural Resources. To this end, the Committee shall: employ the necessary personnel to properly operate said landfill. Establish a personnel management plan pertaining to wages, hours, benefits and working conditions. The Committee may develop such plan with either or both Counties. Acquire the necessary equipment for operation and maintenance of the landfill. Enter into contracts where necessary for engineering, consultation, construction, operation and maintenance of the landfill. Enter into agreement with either or both County Highway Departments for use of equipment and facilities for the construction of the landfill and related work. Develop, adopt and enforce an ordinance pertaining to disposal at the MAR-OCO Landfill, and provide forfeitures and penalties for violations.
- (d) Both Counties jointly shall be responsible for the management of the MAR-OCO Landfill. To this end, the Committee shall: Establish an accounting system; enter into an agreement with either or both counties to utilize existing accounting and computer operations; designate accounting personnel; and establish auditing procedures. Appropriate funds for construction, operations and maintenance by bonding, loans or levy taxes via both County Boards. Establish a tipping fee to be charged (per ton) for disposal within the landfill. Establish and set aside funds for long-term landfill care and future operations. Accept funds derived from any State and Federal grant or assistance program.
- (e) Both Counties jointly shall be responsible for the management of the MAR-OCO Landfill. To this end, the Committee shall: Honor all existing contracts for their terms. May enter into renewal or new contracts pertaining to waste disposal within the landfill. This agreement shall be approved by each County Board of Supervisors. Amendments shall be in writing and subject to the same approval.
- (f) By acceptance of this agreement, Marinette and Oconto Counties jointly accept full responsibility for the MAR-OCO Landfill inclusive of all financial and legal liabilities.

2.130 LOCAL EMERGENCY PLANNING COMMITTEE (Non-standing)

- (a) In accordance with §59.54(8), Wis. Stats., a local emergency planning committee shall be created and composed of members as specific in 42 USC 11001(c) and appointed annually in December by the County Board.
- (b) The Committee shall have all of the powers and duties established for such committees under 42 USC 11000 to 11050 and under §§ 323.60 and 323.61, Wis. Statutes.

2.131 VETERANS SERVICE COMMISSION (Non-standing)

- (a) The Veterans Service Commission shall consist of at least 3 residents of the County who are veterans initially appointed by the County Board Chair for staggered 3-year terms and thereafter the expiration of the terms of those first appointed shall annually on or before the 2nd Monday in December of each year appoint a member of the Commission for the term of 3 years.
- (b) The Veterans Service Commission shall have the powers and duties established for such commissions under §45.81, Wis. Statutes.

849 **2.132 CORPORATION COUNSEL**

850
851 (a) To be responsible for supervision of overall administration of the Oconto County Code of General
852 Ordinances.
853
854 (b) Shall provide legal advice and opinion on County issues to the County Board, Committees, or
855 Department Heads. Shall review all contracts for Oconto County.
856
857 (c) Represents the Department of Health & Human Services in Chapter 48, 51 and 55 matters; and in
858 Chapter 254, Environmental Health Matters.
859
860 (d) Represents the Child Support Agency in all Paternity, Support and Maintenance matters.
861
862 (e) Represents the Zoning Department in all Zoning Code violation matters.
863
864 (f) Represents the Treasurer's office in all Delinquent Tax/Land Sale matters.
865

866 **2.133 EMERGENCIES**

867
868 In emergency situations where immediate action is required in the interests of Oconto County, the County
869 Executive Committee may take such emergency actions. A complete report will be provided to the County
870 Board at their next meeting following the emergency action.
871

872 SECTION 2: This ordinance shall take affect after passage and publication as provided by law.
873

874 Submitted this 21st day of March, 2024.
875

876 By: EXECUTIVE COMMITTEE
877

878 Alan Sleeter, Chair
879 Thomas Bitters
880 David Christianson
881 Tim Cole
882 Doug McMahon
883 Dennis Kroll
884
885

886 *Electronically Reviewed by Corporation Counsel on 03.18.24 – BLE*
887

888 *Adopted by an electronic vote: 20 Ayes, 4 Nays, 6 Absent, 0 Abstain, 1 Vacant*

RESOLUTION – R2025-10-XX

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: **Approve County Board Compensation for the 2026-2028 Term**

WHEREAS, the first day to circulate papers for the 2026-2028 County Board term is December 1, 2025; and

WHEREAS, compensation for Supervisors may be fixed at the Annual Meeting of the Board per the Rules of the Oconto County Board of Supervisors Sec. 2.117(a); and

WHEREAS, no fringes or other compensation will be paid unless mandated by law; and

WHEREAS, there is no fiscal impact to the 2025 budget; and

WHEREAS, the Executive Committee recommends to the County Board the rates listed below.

Yearly Salary Per Diem

County Board Chair	\$15,000.00	Non- Res.
County Board Vice Chair	\$5,500.00	\$125/Standing Committee Meeting \$75/Non-Standing Committee Meeting
County Board Member	\$3,000.00	\$125/Standing Committee Meeting \$75/Non-Standing Committee Meeting

THEREFORE BE IT RESOLVED THAT, the Oconto County Board of Supervisors hereby adopts the above recommendation of the Executive Committee.

Submitted this 30th day of October, 2025.

BY: EXECUTIVE COMMITTEE

Alan Sleeter, Chair
Tom Bitters
David Christianson
Tim Cole
Guy Gooding
Dennis Kroll

Electronically Reviewed by Corporation Counsel on DATE - BLE

Adopted by an electronic vote: _____ Ayes, _____ Nays, _____ Absent, _____ Abstain, _____ Vacant

RESOLUTION – R2023-10-08

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: **Approve County Board Compensation for the 2024-2026 Term**

WHEREAS, the first day to circulate papers for the 2024-2026 County Board term is December 1, 2023; and

WHEREAS, compensation for Supervisors may be fixed at the Annual Meeting of the Board per the Rules of the Oconto County Board of Supervisors Sec. 2.117(a); and

WHEREAS, no fringes or other compensation will be paid unless mandated by law; and

WHEREAS, there is no fiscal impact to the 2023 budget; and

WHEREAS, the Executive Committee recommends to the County Board to set the rates the same as the 2022-2024 term (listed below).

	<u>Yearly Salary</u>	<u>Per Diem</u>
County Board Chair	\$15,000.00	None
County Board Vice Chair	\$4,900.00	\$100/Standing Committee Meeting \$60/Non-Standing Committee Meeting
County Board Member	\$2,400.00	\$100/Standing Committee Meeting \$60/Non-Standing Committee Meeting

THEREFORE BE IT RESOLVED THAT, the Oconto County Board of Supervisors hereby adopts the above recommendation of the Executive Committee.

Submitted this 26th day of October, 2023.

BY: EXECUTIVE COMMITTEE

Alan Sleeter, Chair
Tom Bitters
David Christianson
Tim Cole
Doug McMahon
Dennis Kroll

Electronically Reviewed by Corporation Counsel on 10.16.2023 - BLE

Adopted by an electronic vote: 27 Ayes, 1 Nays, 2 Absent, 0 Abstain, 1 Vacant: District #4

STATE OF WISCONSIN
COUNTY OF OCONTO

I, Kim Pytleski, do hereby certify that the above is true and correct copy of the original now on file in the office of the County Clerk and that it was adopted by the Oconto County Board of Supervisors on this date.
DATE: 10/26/2023

DATE: 10/26/2023
Kim Pytleski, County Clerk

RESOLUTION – R2021-11-09

To: The Honorable Chair and Members of the Oconto County Board of Supervisors

Re: 2022-2024 County Board Compensation

WHEREAS, compensation for the next County Board term (April 2022 to April 2024) needs to be set by December 1, 2021; and

WHEREAS, the existing compensation rates have been in effect since April 2018; and

WHEREAS, the Executive Committee is recommending a change from fourteen standing committees to six standing committees and an Executive Committee made up of the Chairs of each standing committee and the County Board Chair; and

WHEREAS, the Finance/Insurance Committee is recommending staying within the recommended 2022 budget; and

WHEREAS, no fringes or other compensation will be paid unless mandated by law; and

WHEREAS, there is no fiscal impact to the 2022 budget; and

WHEREAS, the Personnel & Wages Committee recommends to the County Board to set the rates as listed below for April 2022 to April 2024 term.

	<u>Yearly Salary</u>	<u>Per Diem</u>
County Board Chair	\$15,000.00	None
County Board Vice Chair	\$4,900.00	\$100/Standing Committee Meeting \$60/ Special Non-Standing Committee Meeting
County Board Member	\$2,400.00	\$100/Standing Committee Meeting \$60/ Special Non-Standing Committee Meeting

THEREFORE BE IT RESOLVED THAT, the Oconto County Board of Supervisors hereby adopts the above recommendation of the Personnel & Wages Committee; **and**

BE IT FURTHER RESOLVED THAT, the Oconto County Board of Supervisors directs the County Clerk and Corporation Counsel to rewrite Oconto County Code of Ordinances Chapter 2 Sections to reflect the new committee structure.

Submitted this 10th day of November, 2021.

BY: PERSONNEL & WAGES COMMITTEE

Gary Frank, Chair
Rose Stellmacher
David Christianson
Karl Ballestad
Elizabeth Paape

Electronically Reviewed by Corporation Counsel on 11.01.2021 - BLE

Adopted by an electronic vote: 26 Ayes, 2 Nays, 3 Absent, 0 Abstain, 0 Vacant

STATE OF WISCONSIN
COUNTY OF OCONTO

I, Kim Pytleski, do hereby certify that the above is true and correct copy of the original now on file in the office of the County Clerk and that it was adopted by the Oconto County Board of Supervisors on this date.

DATE: 11/10/2021 Kim Pytleski, County Clerk



Oconto County Board of Supervisors Job Description

Draft 9/17/25 (Approved XXXXXX)

We are pleased that you have considered running for the position of Oconto County Board of Supervisors. It is both an interesting and highly responsible role in county government. Service as a County Supervisor is an honor and a trust which compels the office holder to serve the public through use of his or her judgment for the benefit of the public, and binds him or her to uphold the Constitution of the United States, the Constitution of the State of Wisconsin, and to carry out impartially the laws of the Nation, State and County. To help you better understand the roles and duties of this elected position, a job description has been created that provides a general overview of the primary functions of a County Board Supervisor.

Oconto County is a body corporate of the State of Wisconsin. The Board of Supervisors is the governing body of Oconto County. Oconto County has 31 districts, and the voters in each district elect one Supervisor to serve on the County Board for a two-year term. To be elected as a Supervisor, a candidate must be 18 years of age or older, non-felon, and be a resident of the supervisory district within which they are a candidate at the time election papers are taken out. The duties, powers and responsibilities of County Board of Supervisors are defined in Chapter 59 of the Wisconsin State Statutes and the Rules of the Board, contained in the Oconto County Code of Ordinances.

County Supervisors are expected to individually contribute to a collaborative effort to establish broad policy decisions that support the County's strategic mission and vision and advance the priorities of the County. Examples of such activities, include, but are not limited to:

- Taking part in the activities of the Board and serving on one or more Standing Committees or Special Committees, Boards and Commissions, as appointed by the County Board Chair;
- Participating in the process of debate and voting on proposed ordinances, resolutions, initiatives, and other motions in County Board and Committee meetings;
- Providing oversight and advice to the management of the County regarding delivery of County services while refraining from the involvement in the delivery, management or administration of daily operations of the County;
- Being responsive to the needs of their constituency through effective communication;
- Establishing priorities for the delivery of County services through the annual and capital improvement budgets.

It is important that County Supervisors understand their distinct role. A Supervisor's role, as part of the 31-member governing body, is to set policies that give guidance to Department Heads. Supervisors should never direct or interfere with an employee's daily work. All issues or concerns about a department's operation should be addressed at a committee meeting, or by the County Board Chair, or County Administrator.

County Supervisors, being representatives drawn from society at large, hold different views, values, and loyalties that may result in openly displayed disagreements. Personal integrity, courtesy, professionalism, and a willingness to work toward consensus on commonly accepted

goals are essential traits of County Board of Supervisors when striving toward positive outcomes through collective and not from individual action.

County Supervisors:

- Are dedicated to the democratic ideals of honesty, openness, and accountability in all matters involving County government;
- Are willing to accept responsibility for decision-making that can affect many;
- Understand the County's mission, vision, priorities, challenges, needs, and demographics;
- Understand the difference between governance and management and accept that their role is to set policy while management carries out policy;
- Understand the importance of distinguishing between personal opinions and County Board positions when communicating with the public and the media, exert a good faith effort to communicate the full truth about County matters, and avoid structuring information to achieve a personal agenda;
- Practice confidentiality and the wise use of all media when engaging the public on sensitive county and staffing matters;
- Uphold ethical standards and act in the best interest of the county and its citizens;
- Refrain from speaking negatively about department heads in public that could result in the erosion of public trust and compromise their ability to perform their duties.
- Understand that expressing your individual opinions in public about staff could open the County up to litigation.
- Are good listeners and will speak about issues, but also recognize when discussion must be concluded and a decision must be made;
- Are committed to building community partnerships;
- Actively practice and support stewardship of the County's fiscal and natural resources by supporting public policy for the best use of land, water and air consistent with the public interests, community need and a vision for the future and adopt fiscal policies that promote the most effective, efficient and ethical use of public funds;
- Perform the duties of their office with fairness and impartiality to build public confidence in government;
- Support the principle of equal employment and oppose discrimination in all County operations;
- Strive to seek and consider citizen input; and
- Strive for excellence through continuous learning, seek opportunities to acquire skills and knowledge, and dedicate the time necessary to adequately attend to the assignments and duties of the office.

Financial Health

Supervisors have responsibility for the financial soundness of Oconto County and will review and approve all financial policies while ensuring that the budget, capital projects and financial projections are consistent with the County's mission.

Strategic Direction/Mission Oversite

The Supervisors have the responsibility to determine the future direction that the County will take to meet the changing needs of its residents. The Supervisors will, thru the annual budget review process, set priorities, outcomes and expectations on projects, initiatives, and investments that are essential to the long-term success and sustainability of County operations.

Links

Oconto County, Wisconsin: Oconto County, WI | Official Website

Wisconsin State Statutes: Wisconsin Legislature: Chapter 59



Oconto County Service Proposal

Prepared for: Richard Heath

Prepared by: Dave Honish and Aly Tress, CESA 8

Date: 9/4/25

Purpose of Proposal

This proposal outlines a multi-phase strategic service plan designed to strengthen board governance, enhance leadership effectiveness, and align organizational activities with the Mission, Vision, and Values (MVV). The plan is structured around three key implementation phases, rooted in the five values, and centered on the needs of the stakeholders/the public.

This work will be initiated in collaboration with the Executive Committee and/or identified leads, serving as the strategic foundation for broader implementation and sustainability. The outcomes and insights generated will subsequently inform and influence engagement with the full board, county leadership, and key stakeholders to ensure alignment, coherence, and sustained impact across all levels of the organization.

Grounding in MVV

Our approach begins by grounding all planning and action in the organization's Mission, Vision, and Values (MVV). These will serve as the compass for decision-making, strategic alignment, and capacity building across all levels of leadership and governance.

Mission: To responsibly serve, support, and protect the people and places throughout our community.

Vision: An empowered community where safety, sustainability, and well-being are enhanced by our work.

The five key focus areas and values are:

1. Accountability
2. Excellence
3. Respect
4. Integrity
5. Teamwork

Phase 1: Foundation & Framework Development

1. Board Onboarding & Governance Framework

Objective: To facilitate the creation of a sustainable and clear foundation for board operations and committee structures, along with training with the full board.

Deliverables:

- **Defined Purpose of Committees:** Clear articulation of why each board committee exists and how it supports the MVV.
- **Role Clarity:** A comprehensive outline of responsibilities for the identified internal leads, board members, officers, and committee participants.

- **Policy Education:** Foundational training on what constitutes a policy, its purpose, and scope in governance.
- **Board Job Descriptions/Code of Conduct:** Standardized descriptions aligned with organizational values and expectations.
- **Policy Governance Framework:** Introduction and/or refinement of a governance model that centers on accountability, delegation, and strategic direction.

Stakeholder Benefit: Ensures board effectiveness and credibility, enhancing public trust and responsiveness to community needs.

2. Leadership & Management Training for Executive Committee/Committee Chairs and Department Leads

Objective: To equip the executive committee or identified internal leads with critical leadership and strategic management competencies.

Deliverables:

- Executive Committee
 - Leadership training and coaching
 - Strategic decision-making and delegation training
 - Guide the scope of meeting agendas and discussions to ensure meaningful engagement and alignment with organizational priorities
 - A consistent and structured decision-making process will be implemented to promote clarity, efficiency, and fairness across all committee actions
 - Decisions will be made in a timely and transparent manner to foster ownership among committee members and support accountability throughout the organization
 - Conflict resolution and communication tools
 - Alignment of leadership actions with MVV
- Department Leads
 - Management training, including a staff communication plan and employee resources

Stakeholder Benefit: Builds executive capacity to lead effectively through change and challenge, reflecting stakeholder priorities.

3. Communications Audit and Marketing/Communications Plan

Objective: To thoughtfully identify current communication assets and develop a strategic, comprehensive communications plan that informs, engages, and meaningfully strengthens trust with internal stakeholders and the broader public. A communications audit is a thorough, systematic evaluation of an organization's communication processes, strategies, and tools, carefully designed to assess their overall effectiveness and clearly identify key areas for impactful improvement.

Deliverables:

- Webpage recommendations
- Branding and messaging rooted in MVV
- Internal and external communication priorities
- Public engagement strategy
- Social media and digital communication planning
- Feedback loop mechanisms with stakeholders
- Communications guide
-  **Oconto County Communications Audit & Marketing/Communications Plan**

Stakeholder Benefit: Strengthens public understanding, increases transparency, and reinforces community relationships.

Phase 2: Implementation & Strategic Execution

Values, Behaviors, Outcomes (VBOs)

Objective: To facilitate the implementation of a VBO playbook to clarify specific behaviors and results aligned with the organizational values.

Deliverables:

- Training on VBOs
- Departmental and individual alignment workshops
- Monitoring and reporting mechanisms

Stakeholder Benefit: Promotes strategic alignment and internal accountability, while showcasing value-driven outcomes externally.

Phase 3: Evaluation & Sustainability

Evaluation Framework and Continuous Improvement Plan

Objective: To facilitate an evaluation of progress, outcomes, and fidelity to MVV while establishing a culture of continuous learning.

Deliverables:

- Logic models and performance indicators
- Stakeholder-informed evaluation tools
- Annual evaluation report
- Strategy refresh process

Stakeholder Benefit: Demonstrates accountability and commitment to long-term impact and stakeholder value.

Timeline and Costing

Phase 1 \$14,000

Board Onboarding & Governance Framework: November 2025 to January 2026

Leadership & Management Training: February to March 2026

Marketing & Communications Plan: April to June 2026

Phase 2 \$2,000 (\$2,000 base plus additional for mutually agreed-upon work beyond the scope)

VBOs: July to September 2026

Phase 3 \$2,000 (\$2,000 base plus additional for mutually agreed-upon work beyond the scope)

Evaluation Framework and Continuous Improvement Plan: October 2026 to January 2027

Conclusion

This phased service plan lays the groundwork for a stronger, more aligned, and responsive organization. By focusing on governance, leadership, communications, strategic objectives, and evaluation—each grounded in your MVV and driven by stakeholder needs—this proposal positions the organization for growth, sustainability, and deeper community impact.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Q-81374-1

8/14/2024 7:11 AM

11/30/2025

Quote #:

Date:

Expires On:

Client:

Oconto County, WI

Bill To:

Oconto County WI - CivicEngage

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Christopher May		christopher.may@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicPlus Media: Implementation Fee	CivicPlus Media: Implementation Fee

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	CivicPlus Media: Annual Fee	CivicPlus Media Annual Fee: Unlimited storage, unlimited users, up to 3 concurrent streams

Total Investment - Prorated Year 1	USD 6,174.32
Annual Recurring Services (Subject to Uplift)	USD 6,500.00

Total Days of Quote:287

Initial Term	Beginning at signing and ending 6/22/2026, Renewal Term 6/23 each calendar year
Initial Term Invoice Schedule	100% invoiced at signing, to be prorated based on signature date.

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-termed to align with the Client's current Municipal Websites billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.

This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: <https://www.civicplus.help/docs/civicplus-legal-stuff> (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-81374-1

The undersigned has read and agrees to the Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

By (please sign):

Organization Legal Name:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

2026 County Board & Committee Calendar

JANUARY

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				1 New Year's Day	2	3
4	5	6 Land & Water Resource	7 HHS Board	8 Highway	9	10
11	12 Rezone Public Hearing	13	14 Public Safety Property & Technology	15 Administration	16	17
18	19	20	21 Traffic Safety Comm.	22 County Board	23	24
25	26	27 BOA Public Hearing	28 BOA Business Mtg	29	30	31

FEBRUARY

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1	2	3 Land & Water Resource	4 HHS Board	5 Highway	6	7
8	9 Rezone Public Hearing	10	11 Public Safety Property & Technology	12 Administration	13	14
15	16	17	18	19 County Board	20	21
22	23	24 BOA Public Hearing	25 BOA Business Mtg	26	27	28

MARCH

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1	2	3 Land & Water Resource	4 HHS Board	5 Highway	6	7
8	9 Rezone Public Hearing	10	11 Public Safety Property & Technology	12 Administration	13	14
15	16	17	18	19 County Board	20	21
22	23	24 BOA Public Hearing	25 BOA Business Mtg	26	27	28
29	30	31				

APRIL

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
			1	2	3 Good Friday	4
5	6	7 Land & Water Resource	8 HHS Board	9 Highway	10	11
12	13 Rezone Public Hearing	14	15 Public Safety Property & Technology	16 Administration	17	18
19	20	21 County Board Org Mtg.	22	23 County Board (Res.)	24	25
26	27	28 BOA Public Hearing	29 BOA Business Mtg Traffic Safety Comm.	30		

MAY

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
					1	2
3	4	5 Land & Water Resource	6 HHS Board	7 Highway	8	9
10	11 Rezone Public Hearing	12	13 Public Safety Property & Technology	14 Administration	15	16
17	18	19	20	21 County Board	22	23
24	25 Memorial Day	26 BOA Public Hearing	27 BOA Business Mtg	28	29	30
31						

JUNE

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
	1	2 Land & Water Resource	3 HHS Board	4 Highway	5	6
7	8 Rezone Public Hearing	9	10 Public Safety Property & Technology	11 Administration	12	13
14	15	16	17	18 County Board	19	20
21	22	23 BOA Public Hearing	24 BOA Business Mtg	25	26	27
18	29	30				

2026 County Board & Committee Calendar

JULY

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
			1	2	3 Independence Day; Observed	4 Ind. Day
5	6	7 Land & Water Resource	8 HHS Board	9 Highway	10	11
12	13 Rezone Public Hearing	14	15 Public Safety Property & Technology	16 Administration	17	18
19	20	21	22 Traffic Safety Comm.	23 County Board	24	25
26	27	28 BOA Public Hearing	29 BOA Business Mtg	30	31	

AUGUST

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
						1
2	3	4 Land & Water Resource	5 HHS Board	6 Highway	7	8
9	10 Rezone Public Hearing	11	12 Public Safety Property & Technology	13 Administration	14	15
16	17	18	19	20 County Board	21	22
23	24	25 BOA Public Hearing	26 BOA Business Mtg	27	28	29
30	31					

SEPTEMBER

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
		1	2	3	4	5
6	7 Labor Day	8 Land & Water Resource	9 HHS Board	10 Highway	11	12
13	14 Rezone Public Hearing	15	16 Public Safety Property & Technology	17 Administration	18	19
20	21	22	23	24 County Board	25	26
27	28	29 BOA Public Hearing	30 BOA Business Mtg	31		

OCTOBER

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
				1 Industry Tour	2	3
4	5	6 Land & Water Resource	7 HHS Board	8 Highway	9	10
11	12 Rezone Public Hearing	13 Executive	14 Public Safety Property & Technology	15 Administration	16	17
18	19	20	21 Traffic Safety Comm.	22	23	24
25	26	27 BOA Public Hearing	28 BOA Business Mtg	29 County Board Budget Hearing and Regular Mtg	30	31

NOVEMBER

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
1	2	3 Land & Water Resource	4 HHS Board	5 Highway	6	7
8	9 Rezone Public Hearing	10	11 Public Safety Property & Technology	12 Administration	13	14
15	16	17	18	19 County Board	20	21
22	23	24	25	26 Thanksgiving Day	27 Day After Thanksgiving	28
29	30					

DECEMBER

Sun.	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.
		1 Land & Water Resource	2 HHS Board	3 Highway	4	5
6	7	8	9 Public Safety Property & Technology	10 Administration	11	12
13	14 Rezone Public Hearing	15	16	17 County Board	18	19
20	21 BOA Public Hearing	22 BOA Business Mtg	23	24 Christmas Eve	25 Christmas Day	26
27	28	29	30	31 New Year's Eve	January 1, 2027	