

3 **RESOLUTION:** Amend Sections 23.0, 23.1, 24.0 and Create Sections 23.2 and 26.0 of the Rules of the  
4 Winnebago County Board of Supervisors to Create **Seven** Standing Committees and **Two**  
5 Major Boards, and Make the Legislative Committee a Special Committee  
6

**TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8 **WHEREAS**, Resolution 30-042022 provided in pertinent part, "All Winnebago County Board of Supervisors  
9 rule changes affecting committee structure shall be postponed to a later time and the Winnebago County Board of  
10 Supervisors shall adhere to the usually organizational majority voting requirement at said meeting(s)"; and

11 **WHEREAS**, the Ad Hoc Structure Review Task Force (hereafter "Task Force") was established in March  
12 2023 to propose a right-sized suite of solutions for structure of the Winnebago County Board; and

13 **WHEREAS**, the current structure consists of twelve standing committees and three boards associated with  
14 large departments; and

15 **WHEREAS**, the Task Force members have spoken with other counties and asked for feedback from the  
16 Winnebago County Board Supervisors and Winnebago County Department heads in the form of questionnaires; and

17 **WHEREAS**, the Task Force has reviewed the responses; and

18 **NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it amends  
19 sections 23.0, 23.1, 24.0 and creates sections 23.2 and 26.0 of the Rules of the Winnebago County Board of  
20 Supervisors to create seven standing committees and two major boards, and make the Legislative Committee a  
21 special committee with the wording below:

22 **23.0 STANDING COMMITTEES AND MAJOR BOARDS**

23 **23.1 Standing Committees of the Winnebago County Board**

24 **A) Public Works**

25 This committee consists of 5 6 County Board Supervisors.

26 **B) Judiciary and Public Safety**

27 This committee consists of 5 County Board Supervisors.

28 **C) Finance and Administration**

29 This committee consists of 5 County Board Supervisors.

30 **D) Natural Resources**

31 This committee consists of 5 County Board Supervisors

32 **E) Planning and Zoning**

33 This committee consists of 5 County Board Supervisors

34 **F) Aviation**

35 This committee consists of 5 County Board Supervisors

36 **G) Land Conservation**

37 This Committee consists of 5 County Board Supervisors and two citizen members, one who is a  
38 person engaged in an agricultural use as defined under Wis. Stat 91.01(2)(a)1-7.

40 **23.2 Major Boards of the Winnebago County Board**

41 **A) Solid Waste Management Board**

43 This Board consists of five Winnebago County Board Supervisors and four citizen members, all  
44 appointed for three-year terms by the Winnebago County Executive and confirmed by the Winnebago County Board  
45 of Supervisors. Membership includes: two members from the Neenah-Menasha area, two members from the  
46 Oshkosh area, one member from the North/Central area, one member from the South/Central area, one member  
47 from the Western area, two members at large.

48 B) Health and Human Services Board

49 This Board consists of ~~six~~ five Winnebago County Board Supervisors and ~~three~~ four citizen members  
50 appointed by the Winnebago County Executive and confirmed by the Winnebago County Board of Supervisors. At  
51 least one member of the Board should be a physician and registered nurse, and if unable to locate, a good faith effort  
52 to appoint a physician assistant and nurse practitioner, or both. Additionally, one member shall be an individual who  
53 receives or has received services from the Human Services departments or a family member of the same.  
54 Additionally, an at large member shall be named.

55 **24.0 GENERAL DUTIES OF STANDING COMMITTEES AND MAJOR BOARDS**

56 **24.1 NATURAL RESOURCES COMMITTEE**

57 The committee consists of five Winnebago County Board Supervisors. At least two members of this  
58 Committee are members of the Land Conservation Committee. The committee:

- 59 A. The committee reviews policy issues relating to the Winnebago County University Extension Program,  
60 Winnebago County Library Services, and the Winnebago County Fair, Winnebago County parks and  
61 recreation areas, including boat landings, recreational greenways, general parkland, Sunnyview  
62 Exposition Center, and associated programs and wildlife preservation areas and shall ~~advise~~ and  
63 recommend appropriate policy goals and legislative actions to be taken by the Winnebago County Board.  
64 B. The committee establishes procedure and makes recommendations to the Winnebago County Board of  
65 Supervisors as to the award of college scholarships from the College Scholarship Fund to students who  
66 are Winnebago County residents.  
67 C. Two members of this committee shall function as Winnebago County members of the Board of Trustees  
68 of The University of Wisconsin – Fox Valley campus.

69 Wis. Stats. 59.56

70 **24.2 AVIATION COMMITTEE**

71 The committee consists of five Winnebago County Board Supervisors. The committee reviews policy issues  
72 relating to Wittman Regional Airport and other aviation matters of concern to Winnebago County and ~~shall advise~~  
73 ~~and recommend~~ appropriate policy goals and legislative action to be taken by the Winnebago County Board.

74 **24.3 PUBLIC WORKS COMMITTEE**

75 The committee consists of ~~five~~ six Winnebago County Board Supervisors. Pursuant to Wis Stat. 83.015(1)(c)  
76 members of the Public Works Committee shall be appointed and hold office in the same manner as provided for  
77 other standing committees. The committee:

- 78 A. Makes and reviews policy relating to the Winnebago County Highway Department and other highway  
79 matters of concern to Winnebago County and shall advise and recommend appropriate policy goals and  
80 legislative action to be taken by the Winnebago County Board.  
81 B. Reviews policy issues and goals relating to the Winnebago County Facilities and Property Management  
82 Department and all Winnebago County owned or leased facilities and develops long range plans for

buildings, grounds, and office space and shall advise and recommend appropriate policy goals and legislative action to be taken by the Winnebago County Board.

C. The committee shall have the duties and responsibilities of a county highway committee under Section 83.015 Wis. Stats.

Wis. Stat. 83.015.

#### **24.4 PLANNING AND ZONING COMMITTEE**

The committee consists of five Winnebago County Board Supervisors, at least one but not more than two from an incorporated area. The committee:

- A. Reviews policy issues relating to the Winnebago County Planning and Zoning Department and Winnebago County Register of Deeds and shall advise and recommend appropriate policy goals and legislative action to be taken by the Winnebago County Board.
- B. Determines the broad outlines and principles governing the administrative powers and duties specified in Wis. Stat. 59.69, and is a quasi-judicial body with decision-making power including, but not limited to conditional use, planned unit development and rezoning.
- C. Bears responsibility for all matters of procedure relating to the Winnebago County Zoning Ordinance including but not limited to basic zoning provisions, floodplain/shoreland provisions and airport zoning provisions, except those designated to Zoning Board of Adjustment's jurisdiction.
- D. Creates and maintains Winnebago County's development plan.

Wis. Stats. 59.69, 59.694, 59.43

#### **24.5 JUDICIARY & PUBLIC SAFETY COMMITTEE**

The committee consists of five Winnebago County Board Supervisors. The committee:

- A. Reviews policy issues relating to the Office of the Winnebago County Clerk of Courts, Winnebago County Sheriff's Office, Winnebago County District Attorney's Office, Winnebago County Medical Examiner's Office, Winnebago County Corporation Counsel, Winnebago County Family Court Commissioner, Winnebago County Court Commissioners, Winnebago County Emergency Management Department, and Winnebago County Child Support Office and shall advise and recommend appropriate policy goals and legislative action to be taken by the Winnebago County Board.
- B. Submits recommendations for Winnebago County Board rules to be considered at the Winnebago County Board organization meeting or at other Winnebago County Board meetings.
- C. Submits recommendations for apportionment of supervisory districts in Winnebago County.

Wis. Stat. 323.14

#### **24.6 FINANCE AND ADMINISTRATION COMMITTEE**

The committee consists of five Winnebago County Board Supervisors. The committee:

- A. Reviews policy issues relating to the Winnebago County Department of Administration, Winnebago County Treasurer's Office, Winnebago County Finance Department, Winnebago County Human Resources Department, Winnebago County Clerk's Office, and Winnebago County Information Technology Department and shall advise and recommend appropriate policy goals and legislative action to be taken by the Winnebago County Board.
- B. Receives all personnel requests for study and recommendation.

122 C. Reviews proposed personnel policies and amendments as submitted by the Director of Human Resources  
123 and Winnebago County Executive and submits recommendations to the Winnebago County Board for consideration  
124 and legislative action.

125 D. Reviews personnel actions in all Winnebago County departments as reported by the Director of Human  
126 Resources.

127 E. Recommends to the Winnebago County Board, prior to the earliest time for filing nomination papers, a  
128 salary schedule for elected officials, appointed officials and other employees of Winnebago County unless otherwise  
129 determined by agreement or law.

130 F. Authorizes budgetary alterations as permitted in Wis Stat. 65.90(5) in any of the following situations:

- 131 1. A transfer of funds between budgeted items of an individual county department if such budgeted  
132 items have been separately appropriated, and
- 133 2. Supplementation of appropriations for a particular office or department by transfer from the  
134 Contingency Fund. The limitation on the dollar amount set aside in the budgetary alteration shall  
135 be the amount set aside in the Contingency Fund or the sum of \$40,000.00, whichever is the  
136 lesser sum, and
- 137 3. Notwithstanding subsection (2), above, to accept gifts for any Winnebago County Department and  
138 appropriate monies received from said gifts to their intended purpose provided that the total  
139 amount of said appropriation does not exceed 10% of the total amount of funds budgeted for such  
140 office department or activity for that budgetary year.

141 The committee may refuse to authorize a budgetary alteration in whole or in part or may grant any such alteration  
142 conditionally as it deems appropriate.

143 G. Reviews all financial reports submitted to the Winnebago County Board by the Winnebago County  
144 Executive, by Winnebago County officials and by auditors retained by Winnebago County. (The County Executive is  
145 charged with the responsibility to examine, settle and allow all general accounts against Winnebago County and to  
146 have issued Winnebago County orders therefor.)

147 H. Advises the Winnebago County Director of Finance and Winnebago County Executive in the matter of  
148 investment of county funds and reports to the Winnebago County Board from time to time regarding Winnebago  
149 County finances.

150 I. Examines all claims filed against Winnebago County for illegal taxes of any kind and shall make a report to  
151 the Winnebago County Board and submit a recommendation on all matters pertaining to illegal taxes.

152 J. Performs such responsibilities as are indicated in Sec. 3.03 of the Winnebago County General Code  
153 concerning properties taken by Winnebago County by tax deed.

154 K. Advises with the Winnebago County Director of Administration and Winnebago County Executive in  
155 matters establishing appropriate insurance coverages for Winnebago County.

156 L. Reviews all claims filed against Winnebago County pursuant to Wis Stats. 59.76 and Sec. 893.80 and  
157 submits its recommendation to the Winnebago County Board for consideration and legislative action. Submits an  
158 annual report on the disposition of all claims.

159 M. Reviews and adopts affirmative action plans submitted by the Affirmative Action Commission.

160 N. Studies, recommends, and forwards all grant applications acceptances to the Winnebago County Board.

161 O. ~~Reviews all proposals and needs relating to Winnebago County's present and future information systems~~  
162 ~~and technologies related thereto.~~

163                   **24.7 LAND CONSERVATION COMMITTEE**

164                   Land Conservation consists of 5 Winnebago County Board Supervisors and two citizen members, one who is  
165 a person engaged in an agricultural use as defined under Wis. Stat 91.01(2)(a)1-7. Two members shall be members  
166 of the **Natural Resources** Committee. **The Winnebago County Board shall designate a representative from the**  
167 **Winnebago County Planning and Zoning Committee and the Winnebago County Solid Waste Management Board.**

168                   The committee:

169                   **A. Is a policy making body determining the broad outlines and principles governing administration of**  
170                   **Winnebago County soil and water conservation. The committee reviews policy issues relating to the**  
171                   **Winnebago County soil and water conservation programs and shall advise and recommend appropriate**  
172                   **policy goals and legislative action to be taken by the Winnebago County Board.**

173                   ~~B. Is the committee of jurisdiction for the Land and Water Conservation Department.~~

174                   B. Develops and adopts standards and specifications for management practices to control erosion,  
175 sedimentation, and nonpoint source water pollution throughout Winnebago County.

176                   C. Distributes and allocates federal, state and county funds made available to the committee for cost  
177 sharing programs or other incentive programs for improvements and practices relating to soil and water conservation  
178 on private or public lands.

179                   D. Carries out prevention and control measures and works of improvement for flood prevention and for  
180 conservation, development, utilization and control of water within Winnebago County. These preventative and control  
181 measures and works of improvement may be carried out on lands owned or controlled by that state or any of its  
182 agencies, with the cooperation of the agency administering and having jurisdiction of the land, and on any other  
183 lands within Winnebago County upon obtaining the consent of the landowner or the necessary rights or interests in  
184 the land.

185                   E. Prepares long range plans which include inventories of natural resources in Winnebago County, a  
186 description of present natural resource uses and a projection of future trends, an assessment of resource  
187 conservation problems in relation to use practices and actions necessary to correct those problems including specific  
188 goals and provisions for the development, management, and conservation of soil, water and related natural  
189 resources.

190                   F. Enters into agreements with, or furnishes financial, technical, planning, or other assistance to any  
191 agency,  
192 governmental or otherwise, or any landowner, or land user, within the incorporated or unincorporated parts of  
193 Winnebago County, in carrying out resource conservation operations and works of improvement for flood prevention  
194 or for the conservation, development, utilization and protection of soil and water resources within Winnebago County.

195                   G. Encourages soil and water conservation research and educational information and public service  
196 outreach programs.

197                   Wis. Stats. 92.06, 92.07, and 92.09

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200                   **24.8 HEALTH AND HUMAN SERVICES BOARD**  
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202           The Health and Human Services Board includes ~~six~~ five Winnebago County Board Supervisors and ~~three~~  
203 four citizen members who are appointed by the Winnebago County Executive and confirmed by the Winnebago  
204 County Board of Supervisors.

205           A. The Board determines the broad outlines, principles and policies governing the administration and scope  
206 of the health and human services array of public health, human services, nursing home services, veteran  
207 services, and recommends budgetary and legislative action to be taken by the Winnebago County Board as it  
208 relates to the departments under its jurisdiction.

209           B. The Health and Human Services Board is authorized to act as the Winnebago County Board of Health  
210 pursuant to Wis. Stat. 251.03(1)

211 Wis. Stats. 46.23(4), 45.81 and 251.03.

## 212           **24. 9 SOLID WASTE MANAGEMENT BOARD**

213           This Board consists of nine members, five of whom are Winnebago County Board Supervisors and four  
214 citizen members, all appointed by the Winnebago County Executive and confirmed by the Winnebago County Board  
215 of Supervisors. ~~Subject to the rules and regulations established and amended by the Winnebago County Board and~~  
216 ~~the Winnebago County Executive in their respective areas of responsibility,~~ the Solid Waste Management Board:

217           a) Develops a plan for a solid waste management system.

218           b) Collects, transports, disposes of, destroys or transforms wastes, including without limitation because of  
219 enumeration, garbage, ashes or incinerator residue, municipal, domestic, agricultural, industrial and commercial  
220 rubbish, waste or refuse material, including explosives, pathological wastes, chemical wastes, herbicide and  
221 pesticide wastes.

222           c) Acquires lands within Winnebago County by purchase, lease, donation or eminent domain for use in the  
223 solid waste management system.

224           d) Authorizes employees or agents to enter upon lands to conduct reasonable and necessary investigations  
225 and tests to determine the suitability of sites for solid waste management activities whenever permission is obtained  
226 from the property owner.

227           e) Acquires by purchase, lease, donation or eminent domain such easements or other limited interests in  
228 lands as are desired or needed to assure compatible land uses in the environs of any site that is part of the solid  
229 waste disposal system.

230           f) Establishes operations and methods of waste management that are considered appropriate. Waste burial  
231 operations shall be in accordance with sanitary landfill methods and the sites shall, insofar as is practicable, be  
232 restored and made suitable for attractive recreational or productive use upon completion of waste disposal  
233 operations.

234           g) Acquires necessary equipment, uses equipment and facilities of the Winnebago County Highway  
235 Department; and constructs, equips and operates incinerators or other structures to be used in the solid waste  
236 management system.

237           h) Adopts and enforces ordinances necessary for the conduct of the solid waste management system and  
238 provides forfeitures for violations.

239           i) Contracts with private collectors or transporters or municipalities to receive and dispose of wastes.

240           j) Engages in, sponsors or co-sponsors research and demonstration projects intended to improve the  
241 techniques of solid waste management or to increase the extent of reuse or recycling of materials and resources  
242 included within the wastes.



243 k) Accepts funds derived from state or federal grant or assistance programs and enters into necessary  
244 contracts or agreements.

245 l) Appropriates funds and levy taxes to provide funds for acquisition or lease of sites, easements, necessary  
246 facilities and equipment and for all other costs required for the Solid Waste Management System except that no  
247 municipalities which operates its own solid waste collection management program under Wis. Stat. 287.09(2)(a) or  
248 waste collection and disposal facility or property therein shall be subject to any tax levied hereunder to cover the cost  
249 of operation of these functions. Such appropriations may be treated as a revolving capital fund to be reimbursed from  
250 proceeds of the system.

251 m) Makes payments to any municipality in which Winnebago County disposal sites or facilities are located to  
252 cover the reasonable costs of services rendered to such sites or facilities.

253 n) Charges or assesses reasonable fees, approximately commensurate with the costs of services rendered  
254 to persons using the services of the Winnebago County Solid Waste Management System. Fees may include a  
255 reasonable charge for depreciation which shall create a reserve for future capital outlays for waste disposal facilities  
256 or equipment. All assessments for liquid waste shall be assessed by volume.

257 o) Creates service districts which provides different types of solid waste collection or disposal services.  
258 Different regulations and cost allocations may be applied to each service district. Costs allocated to such service  
259 districts may be provided by general tax upon the property of the respective districts or by allocation of charges to the  
260 municipalities whose territory is included within such districts.

261 p) Utilizes or disposes of by sale or otherwise any and all products or by-products of the solid waste  
262 management system.

263 q) Imposes fees, in addition to the fees imposed under Wis. Stat. 289, upon persons who dispose of solid  
264 waste at publicly owned solid waste disposal sites in Winnebago County for the purpose of cleaning up closed or  
265 abandoned solid waste disposal sites within Winnebago County, subject to all of the following conditions:

266 1. The fees are based on the amount of solid waste that is disposed of by each person.

267 2. The fees may not exceed 20 percent of the amount that is charged for the disposal of the solid waste.

268 3. The effective date of the fees and any increase in the fees is January 1 and such effective date is at least  
269 120 days after the date on which the board adopts the fee increase.

270 4. The cleanup of the site is conducted under the supervision of the department of natural resources.

271 5. The board may prevent the implementation of, or may terminate, fees imposed by the solid waste  
272 management board.

273 Wis. Stat. 59.70(2)(3) and Winnebago County General Code 15.04.

## 274 **26.0 LEGISLATIVE COMMITTEE**

275 The Committee shall be composed of the Chairs of the Committees listed in Section 23.1 of these Rules, **the**  
276 **Chair of the Winnebago County Solid Waste Management Board, and Chair of the Winnebago County Health and**  
277 **Human Services Board**, as well as the County Board Chairperson, or the Vice Chairperson in the absence of the  
278 County Board Chairperson.

279 The Legislative Committee reviews proposed federal and state legislation and administrative regulations  
280 impacting Winnebago County and provides and informs area legislators and Wisconsin Legislative Committees of the  
281 recommendations of the Winnebago County Board. The Committee reports its actions and any pertinent information  
282 relating to legislation to the Winnebago County Board.

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