

# **FINAL REPORT**

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**Winnebago County Wisconsin Ad-Hoc Task Force on the Per  
Diem Structure of the Winnebago County Board of Supervisors**

**Resolution No. 191-022023, Feb. 28, 2023**

**Final Report Submitted to Judiciary and Public Services  
Committee**

**August 7, 2023**

## **Per Diem Task Force Members**

Chair Jim Wise (District 8)

Vice Chair Betsy Ellenberger (District 7)

Steven Binder (District 13)

Ralph Harrison (District 31)

Karen D. Powers (District 25)

Koby Schellenger (District 23)

Shanah Zastera (District 32)

## Table of Contents

Title Page of FINAL REPORT.....	1
Members of the Task Force.....	2
Table of Contents .....	3
From the Co-Chairs .....	4
Task Force Summary .....	5

### **Appendix Documents attached**

Appendix A	Task Force Per Diem meeting dates .....	6
Appendix B	Budgets of Winnebago County Supervisors 2013-2023..annual & actual spending .....	7
Appendix C	Compensation Comparison of Counties over 100,000 pop ...	8
Appendix D	Table of compensation paid for Winnebago County Municipal Boards.....	9-10
Appendix E	Current & Suggested Compensation ...	11
Appendix F	Suggested Resolution to Rules.....	12-14
Appendix G	Suggested Ordinance to General Code.....	15-17
Appendix I.	Excerpts from current Winnebago County Board of Supervisors Rules.	18-2828

## **FROM THE CO-CHAIRS**

We wish to thank Chairman Egan and the Task Force on Per Diems (TF-PD) members for the honor and privilege of leading this Task Force on Per Diem policy. This Task Force was created to strengthen and simplify the rules governing the Per Diem policies of the County Supervisors of Winnebago County. We also wish to thank Bryan Stafford, Chair of the Judiciary and Public Safety Committee and all the members of this committee for helping this TF-PD. The work of keeping us on track would not be complete without the assistance of our Winnebago County Clerk, Julie A. Barthels and her staff. Also, very important was our Corporation Counsel, Mary Anne Mueller and her staff, for leading us through the complexities of all of the rules governing the Per-Diem structure.

Given the urgency of these Per-Diem issues, we were given a final deadline of Tuesday, Sept 19, 2023 (Winnebago County Supervisors meeting date). To accomplish this, we were required to also allow time for this report to be studied by the Judiciary and Public Safety Committee (JPS). Next, JPS would need to develop the required Resolution(s) and Ordinance(s). This would then be sent to the County Chair, Tom Egan, to be brought before the County Board of Supervisors.

Supervisor Jim Wise Dist 8

Supervisor Betsy Ellenberger Dist 7

## **Task Force Summary**

The Task Force on Per Diems was created to collect, view, analyze, discuss data, and recommend a compensation plan for all Winnebago County Board Supervisors. We feel that compensation should reflect the work, time, effort, and consistency across all supervisors.

Over the years the range and budget of the Boards pay has fluctuated. See Appendix B. In some cases new supervisors did not collect a per diem because of the lack of knowledge and training of our antiquated system. Several outliers like this in the pay confirmed our process to make it more consistent and fair. Given the chore of finding a fair amount that would reflect the amount of work and making it easy and efficient for both the supervisor and the clerk's office, a salary structure was the clear choice.

We discussed and considered a combined salary plus a smaller per diem. We felt that the time spent by Supervisors and the clerk's office in processing alone is an issue. Also, with the possible changes in the Standing Committee Structure, we felt that this could drastically change the overall compensation. This and any of the other recommended changes could also be changed by the Judiciary and Public Services committee and/or the Board of Supervisors.

Next came the collection of data from several other sources to see where our county sat among other counties. See Appendix C & D. This is a very important piece, because like any position that is worth filling we need it to be somewhat competitive and worth it for candidates who want to run and to work on the future of our county. Please note the increase in our Chair's and Vice Chair's pay. Their work is typically more burdensome and requires many more hours. Supervisors who choose no pay, may and will be encouraged to donate their pay to a charity of their choice.

Would our assignment clash with the recodification efforts and if so how do we combine them with ease? We leaned on the office of Corporate Counsel on this part to ensure it was feasible with the process and not against it.

Through our many meetings we have with the continued effort of the County Clerk's Office, Department of Administration, Office of Corporate Counsel, and staff gathered several documents to support our recommendations. Attached you will find a sample of a resolution and ordinance that expresses our suggestions.

Ad-HOC Per Diem Task Force  
Committee Meeting Dates

April 3, 2023

April 17, 2023

April 24, 2023

May 17, 2023

May 31, 2023

June 12, 2023

June 19, 2023

June 23, 2023

July 26, 2023

## Appendix B

### Budgets for Winnebago Supervisors From Years 2013-2023

Found in the Winnebago County Executive's budget books

Calendar Year	Actual Spent	Budget	
2013	\$128,160	\$139,372	
2014	\$119,690	\$140,500	
2015	\$120,811	\$135,000	
2016	\$120,526	\$132,000	
2017	\$101,188	\$121,000	
2018	\$116,903	\$137,500	
2019	\$113,028	\$145,000	
2020	\$97,560	\$142,000	
2021	\$102,275	\$115,000	
2022	\$111,450	\$115,000	
2023	\$43,633	\$125,000	As of 5/24/23

Supervisor Compensation Totals with a breakdown of meeting and pay averages. \*Note they are very inconsistent.

### **Actual Winnebago County SPENT for Supervisors 2017-2023**

(Compiled by Winnebago County Clerk's office)

Excess Meeting Dates Apr1-Mar 31	Total Spent	Average Spent	High Spent	Low Spent	# of meetings above Average	# of meetings below Average	No Per Diem Taken
2022-2023	\$120,500	\$2,834.73	\$5,550	\$150	18	19	2
2021-2022	\$95,200	\$2,441.03	\$6,550	\$125	17	17	4
2020-2021	\$84,500	\$2,283.79	\$5,225	\$725	23	10	4
2019-2020	\$102,800	\$2,855	\$5,700	\$750	19	14	3
2018-2019	\$100,830	\$2,653.43	\$5,851	\$44	21	17	0

2017-2018	\$96,936	\$2,550.95	\$5,872	\$66	21	15	2
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Appendix C

### Compensation Comparison of Counties over 100,000 pop

The County Clerk office sent out a questionnaire via email Feb. 6, 2023 and followed up by phone with missing responses. These numbers are the result of both responses.

\* Notes- Dane & Milwaukee did not respond.

If there is a + sign it indicates salary plus per diem.

County	# of Supervisor s	Base Salary (+ denotes addl per diem)	Per Diem (PD) (several per diems may apply)	Board Chair	Vice Chair	Notes
Brown	26	\$8,342+	\$33 Full Day	\$11,954	\$9,857	
Eau Claire	29	\$1,500+	\$30	\$4,675	\$1,500	
Fond du Lac	25	\$3,000+	\$50 Full \$45 Half	\$8000+	\$3500+	From a document sent from Lisa Freiburg, County Clerk. "Rules of the County Board" Part 2, VII
Kenosha	23	\$6,526		\$13,502		
LaCrosse	30	\$8,400		\$33,600	\$16,800	+Chair \$250 Mileage
Marathon	38	\$5,826		\$31,827	\$9,539	Chair of Com \$6,626 Vice \$6,056
Outagamie	36	\$5,780+	\$25 Full	\$15,302	\$7,356	Chair Com \$5,885
Ozaukee	26			\$15,450	\$15,450	
Racine	21	\$7,000		\$10,500	\$8,700	
St. Croix	19		\$100 Full \$75 Half	\$11,500	\$3,100	Chair of Com \$25/ meeting
Sheboygan	25	\$2,100+	\$70 Full \$35 Half	\$11,500	\$3,100	
Walworth	11	\$7,800		\$11,400	\$7,800	
Washington	21	\$6,600+	\$20 once they hit 30 meetings	\$20,400	\$6,600	
Waukesha	25			\$29,307		



Winnebago	36		\$75 Full \$50 Half	\$5,000	\$1,500	
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## Appendix D

### **Table of Compensation for Municipal Boards**

The chart below is a snapshot of how the individual municipalities, towns, and villages are paid. Each member of the task force called either the clerk or a supervisor to gather the information. This chart is for reference only and was not used in our summary proposals.

Municipality	Pay Salary	Per Diem	Meetings a year appx	# of Members	Population
Town of Algoma	\$1,800 Member \$5,400 Chair	\$50 for each board meeting	15	3	6927
Town of Black Wolf	\$10,000 Member	\$50 for 4 hours or less and \$75 for more	11	3	2431
Town of Clayton	\$6,000 Member \$10,000 Chair	\$50 ½ \$75 full	12	5	4375
Town of Neenah	\$7,380 Member \$14,760 Chair	Plus \$45 ½ Day \$90 Full	24	5	3701
Town of Nekimi	\$5,000 Member \$10,000 Chair	If they go over the 12	12	3	1334
Town of Nepeuskun	\$2,250 Member \$4,000 Chair	Plus \$25 additional	14	3	724
Town of Omro				3	2357
Town of Poygan	\$8,000 Member	6 additional meetings @ \$20 each	12	3	1287
Town of Rushford	\$5,985 Member \$8,242 Chair	Plus \$30 per meeting	12	3	1654
Town of Utica	\$3,000 Member \$6,000 Chair		12	3	1360
Town of Vinland	\$12,000 Member \$14,000 Chair	Plus Per Diem	12	3	1773
Town of Winchester	\$4,500 Member \$9,000 Chair	Like the counties but they do not claim it.	27	3	1796

Town of Winneconne	\$3,600 Member \$7,200 Chair	After 12 meetings \$50 for ½ and \$100 full	12	5	2627
Town of Wolf River				3	1212
Village of Fox Crossing	\$9000 Member \$13,100 Chair	Special Meetings \$35 2 hours and \$5 beyond the 2 hours	25	6	19,011
Village of Winneconne	\$3,600 Member \$7,200 Chair	After 12 meetings \$50 for ½ and \$100 full	12	4	2542
City of Appleton	\$6,750 Member		12	12	75,600
City of Menasha	\$5,508 Member \$5,808 Chair		12	8	18,370
City of Neenah	\$5,500 Member \$6,000 Chair		12-18	9	27,726
City of Omro				6	3644
City of Oshkosh	\$5,000 Member \$6,500 Chair	none	20-24	7	66,929

## Appendix E

### Current and Suggested Compensation

#### Winnebago County Supervisors, Chair, Vice Chair, and Committee Chairs

#### Current Compensation Rates Winnebago County 2022-2024

County Board Chair	—————	\$5000/yr
County Board Vice Chair	—————	\$1500/yr
Supervisor	—————	\$50/mtg-½ day, \$75/mtg-Full Day
Committee Chair	—————	\$0-Additional (see Appendix B)

#### Salary Comparisons by Counties

##### RANGE from Appendix C

Cty. Brd.Chair	—————	\$4,675 to \$33,600/yr
Cty.Brd.V.Chair	—————	\$1,500 to \$16,800/yr
Supervisor	—————	\$2,100 to \$8,400/yr

##### Average

Cty. Brd.Chair	—————	\$15,594.47/yr
Cty.Brd.V.Chair	—————	\$7,054/yr
Supervisor	—————	\$5,715/yr

\*6 of 11 Counties pay additional per diem beyond salaries.

##### Suggested By Ad-Hoc, Per Diem Task Force

(effective beginning next term after April, 2024 Organizational Meeting )

County Board Chair	—————	\$1400 /mo (\$16,800/yr)
County Board Vice Chair	—————	\$700 /mo. (\$8,400/yr)
Supervisor (not Chair or Vice Chair)	—————	\$500 /mo (\$6,000/yr)
Committee Chair	—————	\$75 /month(per committee additional)

Appendix F

Resolution To Rules - As provided by Corporation Counsel  
(existing in shown in black, proposed changes shown in red)

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**RESOLUTION: Amend Winnebago County Rules Sections 20.0 and 5.5 to Adopt a Compensation Package to Pay Winnebago County Board Supervisors a Monthly Salary**

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

**WHEREAS**, organizational reform for the Winnebago County Board of Supervisors has been discussed a number of times over the years; and

**WHEREAS**, an ad-hoc task force of Winnebago County Board Supervisors has investigated many types of compensation packages of surrounding counties over a population of 100,000; and

**WHEREAS**, this ad-hoc task force has reached out to 16 other counties to compare its current proposed compensation package; and

**WHEREAS**, the finding of this ad-hoc task force is that Winnebago County Board supervisors would be best served with being paid a monthly salary; and

**WHEREAS**, mileage reimbursement would remain as is.

**NOW, THEREFORE, BE IT RESOLVED** by the Winnebago County Board of Supervisors that it recommends replacing 20.0 of the Winnebago County Rules in its entirety with the following language:

20.1 Authorized meeting means:

- (1) the convening of a standing select or special committee of the county board or subcommittee thereof for duly authorized purposes pursuant to Wis. Stats. §§ 19.81—19.98 (open meetings of governmental bodies) and the rules of the county board wherein an agenda is published, quorum is present, and regular business is conducted; or

(2) The attendance by a supervisor at any conference, meeting, or event which the chairperson of the county board, or the vice chairperson in the chairperson's absence, directs him or her to attend

20.2 Claims for expense reimbursement not submitted to the office of the County Clerk before the first Monday of each month shall not be processed for payment in that month. No claim shall be made by any supervisor for expense reimbursement which the supervisor has not actually incurred or earned.

20.3 Each Board Member shall be responsible for compiling their own expense sheet for payment by the County of mileage and other expenses.

20.4 Supervisors shall be eligible for-expense reimbursement for attending the following:

- (a) Authorized meetings of the county board of supervisors;
- (b) Authorized meetings of any committee of jurisdiction of the county board in addition to any board, commission, task force, or consortium to which the supervisor has been duly appointed;

20.5 A monthly salary shall be paid and expenses shall be reimbursed to a Supervisor while attending authorized meetings as follows:

- (a) Monthly Salary

County Board Supervisor's Monthly Salary.....\$500

Committee Chairperson.....addl. \$75 per month per committee

County Board Chairperson Monthly Salary.....\$1400

County Board Vice-Chairperson Monthly Salary.....\$700

- (b) Mileage, Lodging, and Meals..... Section 3.05 of the Winnebago County General Code.

20.6 Non-supervisors who are duly appointed to serve on committees, boards, commissions, who are not acting within the scope of their employment or office in so doing, shall be eligible for a \$50 payment for a half day meeting (4 hours or less) but not more than \$75 per day and expense reimbursements.

20.7 Reimbursement for general items of expense and attendance at meetings shall be governed by Section 1.12 and Section 3.05 of the Winnebago County General Code.

20.8 Board members attending seminars or conventions shall submit a written report as to the seminar or convention to the County Board within 30 days following its conclusion.

20.9 All Board members shall be paid by an electronic funds transfer unless the Board member provides a signed affidavit to the County Clerk that said board member does not own or possess a bank account so as to allow such electronic payment.

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that it recommends replacing 5.5 of the Winnebago County Rules with the following language: The Chair shall receive monthly compensation of \$1,400. The Vice-Chair will receive monthly compensation of \$700.

**BE IT FURTHER RESOLVED** by the Winnebago County Board of Supervisors that said amendments to the Rules of Winnebago County Board of Supervisors shall become effective for the County Board Supervisors elected and re-elected in 2024.

Fiscal Note:

Respectfully submitted by:

**JUDICIARY & PUBLIC SAFETY COMMITTEE**

Committee Vote:

Vote Required for Passage: **3/4 of Members Present**

Approved by the Winnebago County Executive this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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Jonathan D. Doemel

Winnebago County Executive

Appendix G

“Ordinance” to the “General Code” as provided by Corporation Counsel.

(existing shown in black, proposed changes shown in red.

**ORDINANCE: Amend Winnebago County General Code Section 1.12 to Adopt a Compensation Package to Pay Winnebago County Board Supervisors a Monthly Salary**

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

**WHEREAS**, organizational reform for the Winnebago County Board of Supervisors has been discussed a number of times over the years; and

**WHEREAS**, the Judiciary and Public Safety Committee has an opportunity to examine how it can better serve the people of Winnebago County in an efficient and effective manner; and

**WHEREAS**, an ad-hoc task force of Winnebago County Board Supervisors has investigated many types of compensation packages of surrounding counties over a population of 100,000; and

**WHEREAS**, this ad-hoc task force has reached out to 16 other counties to compare its current proposed compensation package; and

**WHEREAS**, the finding of this ad-hoc task force is that Winnebago County Board supervisors would be best served with being paid a monthly salary; and

**WHEREAS**, mileage reimbursement would remain as is.

**NOW, THEREFORE, THE WINNEBAGO COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:**

Section 1.12 is replaced in its entirety with the following language:

(1) AUTHORITY. This section of the Code is adopted under the authority granted by Wis. Stats. § 59.10(3)(f) through (i) and Wis. Stats. § 59.13(2).

(2) DEFINITIONS.

(a) AUTHORIZED MEETING shall mean:

(1) The convening of a standing select or special committee of the county board or subcommittee thereof for duly authorized purposes pursuant to Wis. Stats. §§ 19.81—19.98 (open meetings of governmental bodies) and the rules of the county board wherein an agenda is published, quorum is present, and regular business is conducted; or

(2) The attendance by a supervisor at any conference, meeting, or event which the chairperson of the county board, or the vice chairperson in the chairperson's absence, directs him or her to attend; or

(3) Claims for expense reimbursement not submitted to the office of the county clerk before the first Monday of each month shall not be processed for payment in that month.

(4) All supervisors shall submit claims for compensation and/or expenses pursuant to this article. Subject to the approval of the county board chairperson, or the vice chairperson if the chairperson is unavailable, claims for expense reimbursement shall be paid by the county, except those claims which are in excess of sums permitted by the Winnebago County General Code or state law. No claim shall be made by any supervisor for expense reimbursement which the supervisor has not actually incurred or earned.

(5) Supervisors shall be eligible for expense reimbursement for attending the following:

(a) Authorized meetings of the county board of supervisors;

(b) Authorized meetings of any committee of jurisdiction of the county board in addition to any board, commission, task force, or consortium to which the supervisor has been duly appointed;

(6) A monthly salary shall be paid and expenses shall be reimbursed to a Supervisor while attending meetings described in (5) as follows:

(a) Monthly Salary

County Board Supervisor's Monthly Salary..... \$500



Committee Chairperson.....addl. \$75 per month per committee

County Board Chairperson Monthly Salary.....\$1400

County Board Vice-Chairperson Monthly Salary.....\$700

(b) Mileage, Lodging, and Meals..... Section 3.05 of the  
Winnebago County General Code.

(7) Non-supervisors who are duly appointed to serve on committees, boards, commissions, who are not acting within the scope of their employment or office in so doing, shall be eligible for a \$50 payment for a half day meeting (4 hours or less) but not more than \$75 per day and expense reimbursements.

(Code 1974, § 1.12; Ord. of 11-13-2007; Ord. of 11-21-2017)

**BE IT FURTHER ORDAINED** by the Winnebago County Board of Supervisors that said amendments to the General Code of Winnebago County shall become effective for the County Board Supervisors elected and/or re-elected in 2024.

**Fiscal Impact:** \$252,900 (approximate task force calculation prior to potential committee structure. Current budget is \$125,000 for Supervisor wages.)

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

Committee Vote:

Vote Required for Passage: **Majority of Members Present**

Approved by the Winnebago County Executive this \_\_\_\_\_ day of  
\_\_\_\_\_, 2023.

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Jonathan D. Doemel

Winnebago County Executive

## Appendix H

**Excerpts** - existing Winnebago County Board of Supervisors Rules.

**5.9** The County Board Chair shall advise in writing all members of the Board of the Chair's recommendations for Committee membership.

**5.10** The Chair's appointment to fill a County Board vacancy shall be listed in the written agenda.

**5.11** The Chair's appointment to fill a County Board vacancy shall be made not later than 60 days after the vacancy occurs.

## **6.0 ORDER OF BUSINESS**

**6.1** The Order of Business shall be as follows:

A. Call to Order

B. Roll Call

C. Pledge of Allegiance to the Flag

D. Prayer

E. Approval and correction of minutes of the previous meeting

F. Communications, Petitions, Memorials, Accounts, Commendations, Etc.

G. Reports of Committee, Commissions and Boards

H. Adopt Written Agenda

I. Public Comments

J. Report of the County Executive (optional)

K. Confirmation of County Executive and County Board Chair appointments

L. County Board Chair's Report

M. Presentation of Resolutions and Ordinances previously tabled or laid over to a day certain, and disposition of same

N. Presentation of new Resolutions and Ordinances and disposition of same

O. Consideration of miscellaneous business

P. Adjournment

**6.2** The Roll Call shall be made by use of the voting machine, or in the event of malfunction or remote meeting, by roll call of the County Clerk.

**6.3** Monthly Reports of Committees, Commissions and Boards of the County Board may be made in writing, said reports to be included in the agenda packet mailed, or otherwise delivered, to each Board Member.

**6.4** Public comments will be heard by the Board at an appropriate time in the agenda. The Chair, within his or her discretion, may set a time limit on speakers when necessary.

**6.5** Public comments will be heard by the Board on any matter over which this body has jurisdiction, including, but not restricted to, those Resolutions and Ordinances on the adopted agenda for that meeting. If a member of the public raises a subject that does not appear on the meeting agenda, however, no substantive discussion of that subject shall take place by the Board, and any extensive deliberation regarding that subject shall be deferred to a later meeting so that more specific notice may be given by placing the subject on the agenda. In addition, the Board shall not take any formal action on a subject raised in the public comment period, unless that subject is also identified in the meeting agenda

**6.6** A supervisor who is permanently leaving a board meeting prior to adjournment shall inform the Chair or the County Clerk of that fact prior to leaving the meeting.

## **7.0 HANDLING OF RESOLUTIONS AND ORDINANCES**

**7.1** Every written resolution shall be prepared in block form and shall be as concise as possible and shall have attached to it the name of the Committee, Commission or Board and/or the names of the Supervisor(s) introducing it. All resolutions or ordinances to be considered by the County Board shall be prepared and presented with a brief background statement, rationale of why the board should consider action, financial and/or resources impact.

**7.2** All resolutions that come from Committees, Commissions or Boards shall show the vote of that Committee, Commission or Board.

**7.3** All items to be acted upon by the Board which are included on the adopted agenda may be referred to by the title and number and need not be read by the Clerk unless requested by a Supervisor.

**7.4** Every motion or amendment shall be reduced to writing if requested by a Supervisor.

**7.5** Every resolution having monetary implications shall have a fiscal note attached or included, and, if applicable, shall contain a cost/benefit analysis.

**7.6** Any Committee of Jurisdiction may submit to the County Board a request which has been rejected by Personnel and Finance Committee. However, this request resolution must have a two-thirds affirmative vote of the County Board membership for adoption except at the County Board Annual Budget Session.

**7.7** Any resolution that is presented for the purpose of expressing support, opposition, or the desire for initiation of any state or federal legislation shall require a three-fourths vote of those members present for passage.

## **8.0 WRITTEN AGENDA**

**8.1** Under the direction of the County Board Chair, the County Clerk, with the help of the Corporation Counsel, is hereby authorized and instructed to prepare a written Agenda for each meeting of the County Board.

May 2	Special Orders	6:00 P.M.
May 15	Tour	8:30 A.M.
May 16	Business	6:00 P.M.
June 20	Business	6:00 P.M.
July 18	Business	6:00 P.M.
August 15	Business	6:00 P.M.
September 5	Special Orders	6:00 P.M.
September 19	Business	6:00 P.M.
October 17	Business	6:00 P.M.
October 30	Budget	6:00 P.M.
October 31	Budget	8:30 A.M.
November 1	Budget	8:30 A.M.
November 21	Business	6:00 P.M.
December 18	Christmas Party	6:00 P.M.
December 19	Business	6:00 P.M.

#### **18.0 GENERAL DUTIES OF THE COUNTY BOARD**

##### **18.1 COMMITTEES, COMMISSIONS, BOARDS**

**18.2** The County Board shall be the Board of Jurisdiction for all County Board standing committees.

**18.3** Any decision of any Standing Committee may be appealed to the Board by any Supervisor at any regular or special Board meeting.

**18.4** Any County Board Member may attend, without voting privileges, any open or closed meeting of any County Board Committee, Commission or Board.

**18.5** The public may attend any open meetings of the County Board, and/or its Committees, Commissions, or Boards.

**18.6** No County Board member shall permanently chair more than one committee. This rule shall not apply to the chair of the Legislative Committee.

**18.7** All Committees, Boards, and Commissions will meet no earlier than 3:00 p.m. on any given day unless the committee agrees unanimously to a different time.

##### **19.0 ANNUAL TOUR**

**19.1** The County Board may make an annual inspection of County owned properties and facilities during the month of May.

**19.2** The agenda for this tour shall be compiled by the County Board Chair.

**19.3** A County Board Supervisor may be able to get a tour of a county-owned facility with an arranged appointment.

##### **20.0 PER DIEM, MILEAGE, EXPENSES**

**20.1** Each Board Member shall be responsible for compiling their own expense sheet for payment by the County of per diem, mileage and other expenses.

**20.2** Such expense sheets must be submitted to the County Board Chair or County Clerk's Office no later than the First Monday of each month.

**20.3** Any and all expenses and other items listed on a Supervisor's expense sheet shall be paid by the County except those which are in excess of sums permitted by County Resolution or Ordinance, or State Statute, in which case the legal limit shall be paid upon approval by the County Board Chair.

**20.4** Pursuant to the County Ordinance, attendance at meetings, conferences or educational seminars that were not identified specifically at the time the budget was adopted must first be approved by the County Board Chair as a condition precedent to expense reimbursement.

**20.5** No Supervisor shall submit for payment any item of expense or per diem which said Supervisor has not actually made or earned.

**20.6** Reimbursement for general items of expense and attendance at meetings shall be governed by Section 1.12 and Section 3.05 of the Winnebago County Ordinance. (See attached Appendix A.)

**20.7** Board members attending seminars or conventions shall submit a written report as to the seminar or convention to the Board within 30 days following its conclusion.

**20.8** All Board members shall be paid by electronic funds transfer unless the Board member provides a signed affidavit to the County Clerk that he or she does not own or possess a bank account so as to allow such electronic payment.

##### **21.0 ACCESS**

**21.1** All County Board Members shall have reasonable access during normal business hours to departments or offices of Winnebago County not prohibited by State Statutes or Federal Regulations.



- (b) Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary, and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
- (c) Each authority shall impose a fee upon the requester of a record not, in printed form on paper such as films, computer printouts and audio or video tapes, which may not exceed the actual, necessary and direct cost of a copy of such record.
- (d) Except as otherwise provided by law or as authorized to be prescribed by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.
- (e) Each authority shall impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping any copy or photograph of a record which is mailed or shipped to the requester.
- (f) An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
- (g) Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.

(5) **Effective Date:** This ordinance shall take effect on January 1, 1983

**1.12 PER DIEM, MILEAGE EXPENSES REQUIREMENT: COUNTY BOARD OF SUPERVISORS.**

- (1) **Authority:** This section of the Code is adopted under the authority granted by §§ 59.10(3)(f) through (h) and 59.13(2), Wis Stats.
- (2) **Definitions:**
  - (a) **Committee Meeting:** as used in this ordinance shall mean the convening of a standing select or special committee of the County Board or subcommittee thereof for duly authorized purposes pursuant to Chapter 19, Subchapter 5: Open Meetings of Governmental Bodies, Wis Stats, and the Rules of the County Board wherein an agenda is published, quorum is present, and regular business is conducted; or
  - (b) The attendance by a supervisor at any school, institute, conference, or meeting which the County Board or the Chairperson of the County Board, or the Vice Chairperson in the Chairperson's absence, directs him or her to attend; or
  - (c) The attendance by a supervisor at any school, institute, conference, or meeting which the County Board or the Chairperson of the County Board, or the Vice Chairperson in the Chairperson's absence, directs him or her to attend; or

- (3) The attendance by a supervisor at any school, institute, conference, or meeting which the County Board or the Chairperson of the County Board, or the Vice Chairperson in the Chairperson's absence, directs him or her to attend; or
- (4) Claims for expenses or for per diem reimbursement not submitted to the office of the County Board Chairperson before the first Monday of each month shall not be processed for payment in that month.
- (5) The County's Human Resources Department shall develop an expense and per diem reimbursement sheet, subject to the approval of the Personnel and Finance Committee, which shall be used by all supervisors to submit claims for compensation and/or expenses pursuant to this ordinance. Subject to the approval of the County Board Chairperson, or the Vice Chairperson if the Chairperson is unavailable, claims for expenses and per diem reimbursement shall be paid by the County, except those claims which are in excess of sums permitted by County Ordinance or State Statute. No claim shall be made by any supervisor for expense or per diem reimbursement which said supervisor has not actually incurred or earned.
- (6) Supervisors shall be eligible for per diem and expense reimbursement for attending the following:
  - (a) Regular meetings of the County Board of Supervisors;
  - (b) Regular meetings of any committee of jurisdiction of the County Board to which the supervisor has been duly appointed;
  - (c) Attendance of any "committee meeting" as that term is defined within this ordinance, or requested presence by the County Board Chairperson, to represent the County;
  - (d) Attendance at a conference with the County Executive at the specific request of the County Executive.
- (7) Per diem and expenses shall be reimbursed while attending meetings for the Winnebago County Board of Supervisors as follows:
  - (a) Per Diem
 

½ day meeting (One or more meetings totaling 4 hours or less) .....	\$ 50.00
Full day meeting .....	\$ 75.00
Monthly County Board meeting .....	\$ 75.00
Maximum allowable per diem per day .....	\$ 75.00
  - (b) Mileage, Lodging, and Meals: In accordance with Section 3.05 of the General Code of Winnebago County.
- (8) No County Board Supervisor may claim more than one per diem for each day of service as a County Board Supervisor.
- (9) In addition to the per diem eligibility set forth above, the County Board Chairman shall receive an annual salary of \$5,000 and the Vice Chairman shall receive an annual salary of \$1,500 for performing duties required by those positions.
- (10) Non-supervisors who are duly appointed to serve on the following committees, boards, and commissions who are not acting within the scope of their employment or office in so doing, shall be eligible for the same per diem payments and expense reimbursements as supervisors:



- (a) Board of Adjustment
- (b) Land Conservation Committee
- (c) Solid Waste Management Board
- (d) Committee on Aging
- (e) Health Board
- (f) Public Safety Building Board – Members at Large
- (g) Information Systems Committee
- (h) Grievance Review Board
- (i) Veteran Service Commission
- (j) Housing Authority

(11) **Effective Date:** This ordinance shall be effective as of September 1, 2001.

**1.20**

**COUNTY GRIEVANCE REVIEW BOARD.**

- (1) **Authority:** This section is adopted under the authority granted by § 66.0509(1m), Wis Stats.
- (2) **Title:** This section shall be known as, referred to, or cited as, "Winnebago County Grievance Review Board Ordinance."
- (3) **Effective Date:** This section shall take effect October 1, 1977.
- (4) **Membership:**
  - (a) The Grievance Review Board shall be composed of five (5) members, all of whom shall be legal residents of Winnebago County with an appreciation for and knowledge of personnel management and dedication to the concept of equal employment opportunity
  - (b) No person holding any elective or appointed public position of office in County government shall be appointed to the Grievance Review Board.
  - (c) The Grievance Review Board shall be appointed by the County Executive, subject to confirmation by the County Board of Supervisors.
  - (d) Members of the Grievance Review Board shall not be employed in any capacity by the County.
  - (e) Except as hereinafter provided, the term of office of each member of the Grievance Review Board shall be five (5) years. The terms of office initially appointed shall be as follows:
    - 1. One member shall be appointed for a term commencing with the date of appointment and ending December 31, 1978.





**3.05 ATTENDANCE AT MEETINGS OR SCHOOLS****(1) GENERAL:**

- (a) The purpose of this Ordinance is the establishment of an orderly procedure for the authorization of travel or attendance at meetings, conferences, or educational seminars, on behalf of Winnebago County and for the reimbursement of legitimate expenses incurred as a result of such attendance.
- (b) The intent of this Ordinance is that of restricting the reimbursement of travel expenses to only those items which are properly authorized and which are essential to the conduct of Winnebago County business or training off-site. As such, persons claiming reimbursement for travel expenses should make every reasonable effort to minimize the cost impact of their travel on behalf of Winnebago County.
- (c) The provisions of this Ordinance shall not apply to volunteer drivers.

**(3) APPROVAL:**

- (a) **Budget Approval:** Adoption of the County budget constitutes approval of the department budget for known meetings, conferences and educational seminars as well as for the summarized cost estimate for other meetings, conferences, educational seminars and local travel. Attendance of employees and elected officials other than County Board Supervisors at meetings, conferences or educational seminars that were not identified specifically at the time that the department budget was submitted and considered shall require the advance approval of the County Executive. In the case of County Board Supervisors, advance approval by the County Board is required for attendance at meetings, conferences or educational seminars that were not identified specifically at the time that the budget was adopted, except as otherwise provided pursuant to the Rules of the Winnebago County Board of Supervisors.
- (b) **Expense Voucher Approval:** The County Executive or his designee shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by employees and elected officials other than County Board Supervisors. The Chairman of the County Board shall be responsible for reviewing and authorizing the payment of expense reimbursements submitted by County Board Supervisors. For purposes of this Ordinance, the County Executive or his designee and the County Board Chairman shall be known as the Authorizing Agent with respect to various required approvals specified herein.
- (c) **Deadlines for Submission of Expense Reimbursement Reports:** It is recommended that expense reimbursement reports be submitted at least quarterly so that the departments travel expenses on the Winnebago County Income Statement are reasonably up to date for budget monitoring. Expense reimbursement reports must be submitted no later than February 10 of the succeeding year to be recorded in the current year. Those submitted after that will be posted to the succeeding year. Expense reimbursement reports turned in after June 30 of the succeeding year will not be eligible for reimbursement at all.

**(4) EXPENSE REIMBURSEMENT:**

- (a) **Automobile Mileage Expense**



1. Automobile mileage shall be reimbursed at the current federal (Internal Revenue Service) mileage rate established for employees utilizing their vehicles for business purposes.
2. No employees or elected officials of Winnebago County shall operate a privately-owned motor vehicle on County business unless they meet the County's minimum automobile liability insurance requirements which are set forth as follows:

\$100,000.00 for each person for bodily injury.

\$300,000.00 for each occurrence for bodily injury.

\$ 50,000 for each occurrence for property damage.

3. A. All Winnebago County employees and elected officials who drive a privately-owned motor vehicle on County business shall produce evidence of insurance coverage to the person responsible for approving their expense reports upon request.  
B. No automobile mileage shall be reimbursed to Winnebago County employees, or elected officials of Winnebago County who operate a motor vehicle in violation of this section of this Ordinance.
4. All travel shall be by the most direct route with an allowance to be made for reasonable variations due to route conditions. Mileage shall be paid to the person whose private motor vehicle is used. Where a number of persons are making the same trip, travel shall be in the fewest necessary number of motor vehicles.
5. Employees and elected officials other than County Board Supervisors shall not be paid for travel between their place of residence and their regular work locations.
6. Travel in one's personal automobile between County facilities in the course of business is eligible for mileage reimbursement.
7. Mileage reimbursement paid to employees and Winnebago County Board members and members of duly appointed Winnebago County committees, boards, and commissions for attendance at duly noticed meetings shall not exceed the mileage between the site of the meeting and the permanent residence of the employee, board, committee or commission member.

(b) Lodging and Meals Expense:

1. The following schedule consists of maximum reimbursable expenses for lodging and meals:  
Overnight Lodging - Single room cost.

\$10.00	Breakfast
\$12.00	Lunch
\$23.00	Supper

These are the allowable amounts that Winnebago County will reimburse for meals including tips. Meal costs that exceed these amounts may be approved by the authorizing agent provided they are reasonable for the location of the meeting. Submission of meal receipts is required for all meals.

2. Persons attending meetings, conferences, or educational seminars that extend for a full day or a partial day may claim necessary meal expenses per meal as set forth herein. No reimbursement shall be claimed for meals that could have reasonably been consumed prior to departure or following return.
3. Meals consumed by employees and elected officials as part of a business breakfast, luncheon, or dinner are eligible for reimbursement in accordance with the foregoing schedule subject to the approval of the Authorizing Agent.
4. Lodging costs will not be reimbursed for any site within 50 miles of the Winnebago County Courthouse unless approved in advance by the Authorizing Agent.



5. In order to be reimbursed for lodging costs for the night prior to the beginning of a meeting, conference, or educational seminar, the site of the meeting, conference, or educational seminar must be at least 100 miles from the Winnebago County Courthouse and the starting time must be no later than 9:30 a.m. Normally, reimbursement for lodging costs for the night at the end of a meeting, conference, or educational seminar shall not be paid unless the meeting, conference, or educational seminar is located more than 100 miles from the Winnebago County Courthouse and the meeting, conference, or educational seminar ends later than 8:30 p.m. Exceptions to these provisions may be made by the Authorizing Agent based upon weather conditions or other reasonable considerations.
6. Since Winnebago County is exempt from state and local taxes in Wisconsin, persons seeking lodging expense reimbursement shall arrange in advance with the lodging facility to exempt reimbursed room and meal charges from state and local taxes.

**(5) GENERAL ITEMS OR EXPENSE:**

**(a) Public Transportation:**

1. Travel by plane or train shall be at coach rates.
2. Since most trips are pre-planned, airline tickets shall be purchased far enough in advance so as to achieve the lowest possible fares. If a fare requires additional nights of lodging and additional meals, these extra expenses and the value of lost work time shall be weighed against the airfare and the most economical choice shall be made. In the event that extenuating circumstances prevent the most economical choice from being made, advance approval of the Authorizing Agent shall be secured.
3. Educational seminars that are offered in more than one location shall normally be selected on the basis of the closest site to Winnebago County. Exceptions to this provision require the advance approval of the Authorizing Agent.
4. Incidental expenses for taxi fares, limousine fares, busses, or other forms of land transportation between the airport or terminal, and the place of lodging, and/or the meeting, conference, or seminar site are reimbursable under this Ordinance.
5. Tips (other than meal tips), alcoholic beverages, barber or beautician costs, in-room movies, health club fees and all sundry items not specifically addressed in this Ordinance are not reimbursable.
6. Auto rentals shall be made only if less expensive than other forms of land transportation or if other forms of transportation would prove unreasonable from a time/use perspective.
7. Disbursements made in foreign currency must be converted to U.S. currency when preparing the expense report.
8. Where County employees or elected or appointed officials share transportation, only those persons actually providing the means of transportation or paying for the cost of the transportation shall be reimbursed.



- (b) County employees, officers and County Board Supervisors attending County Board meetings or any other authorized meeting or seminar who are not prohibited from claiming mileage expense, but to whom no other provision of this ordinance is applicable, shall be entitled to mileage reimbursement at a rate of \$.0001 per mile.
  - (c) Telephone: Employees, officers and elected officials shall be eligible for reimbursement of personal telephone expenses for calls between their place of lodging and their home not to exceed an average of \$3.50 per day for each night of lodging away from home.
  - (d) Registration or Conference Fees:
- (6) Registration or conference fees are reimbursable by Winnebago County upon proof of payment or they may be prepared upon advance billing. In the event that prepayment of registration or conference fees has been made and the individual scheduled to attend cannot attend, the person who made the original arrangements is responsible for providing a suitable substitute or for seeking a refund of the registration or conference fee. ADVANCES: The Authorizing Agent may authorize the payment of travel advances to employees and elected officials engaged in travel on County business.
- (7) ENFORCEMENT:
- (a) The County Board Chairman shall be responsible for the enforcement of and compliance with the provisions of this Ordinance, with regard to County Board Supervisors. The County Executive or his or her designee(s) shall be responsible for enforcement of and compliance with the provisions of this Ordinance with regard to employees of Winnebago County and elected officers other than County Board Supervisors. The Chairman of the Personnel and Finance Committee shall review and approve expense reimbursement requests of the County Board Chairman and County Executive for purposes of compliance with this Ordinance. If the County Board Chairman and Personnel and Finance Committee Chairman are one and the same, then any other member of the Personnel and Finance Committee may review and approve expense reimbursement requests of the County Board Chairman.
- (8) PER DIEM AND EXPENSE REIMBURSEMENT PURSUANT TO § 73.06, WIS STATS:
- (a) This Section of the Code is adopted under the authority granted by § 73.06(1), Wis Stats.
  - (b) Per Diem and Expenses.
    1. Local municipal assessors, clerks and other officials attending a conference called by the Wisconsin Department of Revenue, pursuant to Section 73.06(1), Statutes, shall be paid a per diem of \$40.00 per day for attendance at said meetings.
    2. Local municipal assessors, clerks and other officials attending meetings called by the Wisconsin Department of Revenue pursuant to § 73.06(1), Wis Stats, shall receive mileage expense reimbursement at the rate established pursuant to Section 3.05(4)(a)(1) of the General Code of Winnebago County. Said mileage expense reimbursement shall only be paid to those officials actually operating a motor vehicle as a means of transportation to or from said meetings. Officials utilizing public transportation shall be reimbursed at the actual rate of expense for said transportation, provided that said expense shall not exceed the automobile mileage reimbursement rate established pursuant to Section 3.05(4)(a)(1) of the General Code of Winnebago County.
  - (c) Residency:
    1. Payment certificates of the Supervisor of Equalization showing attendance and travel shall be submitted to the Winnebago County Treasurer.



2. The Winnebago County Treasurer shall make payments to all local municipal assessors, clerks, and other municipal officials attending meetings pursuant to § 73.06(1), Wis Stats, upon receipt of a proper certificate from the supervisor of equalization showing attendance and travel and upon proper verification that the residence of said local official was Winnebago County, with said payments to be made from the General Fund of Winnebago County.
  3. Payments to assessors shall be mailed by the Winnebago County treasurer to the municipality of the assessor's employment with the exception that employees of a private assessment firm may be mailed payments directly by the Winnebago County Treasurer, within the Treasurer's discretion.
- (d) Effective Date: This Ordinance shall be effective as of the date following the date of publication.

**3.07 PROCEDURE FOR COMPETITIVE PURCHASING BY WINNEBAGO COUNTY DEPARTMENTS:**  
**DOCUMENTATION REQUIREMENTS: EXEMPTIONS**

- (1) PURPOSE: The purpose of this Ordinance is to establish a procedure whereby the purchase of goods and services by Winnebago County operating units costing in excess of \$2,500 and the purchase of services costing in excess of \$5,000 shall be procured using competitive means.
- (2) COMPETITIVE PURCHASING: The Finance Department shall establish written purchasing procedures in relation to this ordinance and all departments of Winnebago County, both elected and appointed are required to comply with such procedures.
- (3) REVIEW OF PROCEDURES: The Personnel and Finance Committee shall review the procedures on an annual basis and make recommendations for amendments. Amendments shall be approved by both the Committee and County Executive. When necessary, such amendments shall be brought before the County Board for review.
- (4) EXEMPTIONS: The following procurements may be made without compliance with the competitive purchasing requirements of this section of the Code:
  - (a) Purchases of natural gas, electricity, water, and sewage connections from public utilities.
  - (b) Real estate transactions.
  - (c) Brand name, patented equipment, service or supplies available from only one source as determined by the Finance Director or his designee.
  - (d) Emergency purchases due to breakdown in machinery or as essential service; or when unforeseen circumstances arise, including delays by contractors, delays in transportation and unanticipated volume of work as approved by the Finance Director or his designee.
  - (e) Services of a nature requiring both professional education and professional experience are exempt from the above requirements, except procurements relative to initial contracts of this nature where total amounts paid to a provider are reasonably expected to exceed \$25,000.
  - (f) Telephone Services and Paging Services.
  - (g) The purchase of used equipment at auctions or from vendors when, in the discretion of that department's respective head, the purchase of said used equipment will result in considerable savings to Winnebago County, subject to review and approval of the Finance Director or his designee.

