WAUPACA COUNTY GENERAL CODE OF ORDINANCES
Chapter 1
General Government

1.01 Elected Officials
1.01(a) County Board Supervisors – Supervisory Districts
1.02 Appointed Positions/Department Directors
1.03 Official Oaths and Bonds
1.04 Removal/Suspension of Elected Officers Positions
1.05 Vacancies
1.06 Salary
1.07 County Board Annual Expense
1.08 Board and Commissions Enumerated
1.09 Waupaca County Standing Committees

1.01 ELECTED OFFICIALS:

A. 1. 27 County Board Supervisors (Single Districts-two year terms)

2. 3 Judges (State Employees-Six year terms)

3. District Attorney (State Employee) (Four-year term started 2009)

4. County Clerk (Four-year term started 2009)

5. County Treasurer (Four-year term started 2009)

6. Register of Deeds (Four-year term started 2009)

7. Clerk of Courts (Four-year term started in 2007)

8. Sheriff (Four year term started in 2003)

9. Coroner (Part Time) (Four-year term started in 2007)

B. Election and Term:

1. Supervisors: Supervisors shall be elected and serve in accordance with state law.

2. Other County Officers: A County Clerk, Treasurer, Coroner, Clerk of Circuit Court, Sheriff and Register of Deeds shall be elected and serve in accordance with state law. Committee of jurisdiction shall be the Finance and Human Resource Committee for all elected officials unless otherwise designated by the County Board.

3. District Attorney: A District Attorney (a state employee) shall be elected and serve in accordance with state law.

1.01(a) COUNTY BOARD OF SUPERVISORS – SUPERVISORY DISTRICTS

All prior ordinances creating supervisory districts are hereby repealed. The chairperson of the Board shall file a certified copy of this ordinance containing a final districting plan with the Secretary of State. This ordinance shall become effective after the passage by the Board of Supervisors and publication. Pursuant to Sec. 59.10(3)(b), Wisconsin Statutes, and after a public hearing, it is ordained that the Board of Supervisors of Waupaca County shall consist of twenty-seven (27) supervisors (one supervisor to each district) to be elected from supervisory districts which are established, numbered, and described as follows:

Supervisory District Number	District Description	Ward	2011 Population District
1	City of Clintonville	Ward 2	
	Village of Embarrass	All	
	Town of Matteson	All	
			TOTAL: 2003
2	City of Clintonville	Wards 1, 3, 6, 7	
			TOTAL: 2000
3	City of Clintonville	Ward 4 & 5	
			TOTAL: 1896
4	Town of Dupont	Ward 2	
	Town of Larrabee	Wards 1 & 2	all
	Town of Union	Ward 1	
			TOTAL: 1907
5	Town of Dupont	Ward 1	
	City of Marion	Wards 1-3	all
			TOTAL: 1908
6	Town of Bear Creek	All	
	Town of Helvetia	Ward 2	
	Town of Lebanon	Ward 2	
	Town of Union	Ward 2	
			TOTAL: 1921
7	Town of Iola	Ward 2	
	Village of Iola	Wards 1 & 2	all
	Town of Scandinavia	Ward 1	
			TOTAL: 1906
8	Village of Big Falls	All	
	Town of Harrison	All	
	Town of Helvetia	Ward 1	
	Town of Iola	Ward 1	
	Town of Wyoming	All	
			TOTAL: 1907
9	Town of Farmington	Ward 2	

Amended August 19, 2014

	Town of Scandinavia	Ward 2	
	Village of Scandinavia	All	
	Town of St. Lawrence	Ward 1	TOTAL: 1905
10	Town of Farmington	Ward 6	
	City of Waupaca	Wards 1, 4 & 9	
			TOTAL: 1916

11	City of Waupaca	Wards 5, 6 & 10	
			TOTAL: 1903
12	City of Waupaca	Wards, 2, 3, 7, 11 & 12	
			TOTAL: 1944
13	Town of Farmington	Wards 4 & 5	
	City of Waupaca	Ward 8	
			TOTAL: 1950
14	Town of Farmington	Ward 1	
	Town of Farmington	Ward 3	
			TOTAL: 1925
15	Town of Dayton	Wards 1, 2 & 3	
			TOTAL: 1973
16	Town of Dayton	Ward 4	
	Town of Lind	Wards 2 & 3	
			TOTAL: 1970
17	Town of Little Wolf	Ward 2	
	Town of St. Lawrence	Ward 2	
	Town of Waupaca	Wards 1 & 2	all
	Village of Ogdensburg	all	
	City of Waupaca	Ward 12-no voters	
			TOTAL: 1957
18	Town of Little Wolf	Ward 3	
	Town of Royalton	Wards 1 & 2	all
			TOTAL: 1958
19	City of Weyauwega	Wards 1-3	all
			TOTAL: 1900
20	Town of Fremont	Ward 1	
	Town of Lind	Ward 1	
	Town of Weyauwega	All	
	Village of Fremont	All	
			TOTAL: 1962
21	Town of Caledonia	Wards 1 & 2	all
	Town of Fremont	Ward 2	
			TOTAL: 1908
22	Town of Mukwa	Wards 2, 3 & 5	
			TOTAL: 1928
23	City of New London	Wards 10, 11 & 12	

Amended August 19, 2014

			TOTAL: 1990
24	Town of Mukwa	Ward 4	
	City of New London	Wards 7, 8 & 9	
			TOTAL: 1996
25	City of New London	Wards 3, 4 & 6	
			TOTAL: 1993

26	Town of Lebanon	Wards 1 & 3	
	Town of Mukwa	Ward 1	
			TOTAL: 1912
27	Town of Little Wolf	Ward 1	
	City of Manawa	Wards 1, 2 & 3	
			TOTAL: 1972

Passed by the Waupaca County Board of Supervisors on September 20, 2011, published in the county paper on September 29, 2011.

1.02 APPOINTED POSITIONS/DEPARTMENT DIRECTORS

A. Administrative Coordinator

(Adopted as Ordinance 1.25, February 17, 1989)

1. There is hereby created the Office of Waupaca County Administrative Coordinator.

2. County Clerk, Mary A. Robbins, is hereby designated as the Administrative Coordinator.

3. The Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions or in other elected officers.

4. In the event of a vacancy in the Office of Administrative Coordinator, the County Board shall designate a temporary coordinator to serve until the successor to the Administrative Coordinator is appointed and qualified.

B. Finance Director

The Finance Director shall report to the Finance/Human Resources Committee.

C. Highway Commissioner

The Highway Commissioner shall report to the Highway Committee.
Amended: Resolution No. 42 (1993), adopted November 16, 1993.

D. Emergency Management Director

The Emergency Management Director shall report to the Emergency Management Committee.

E. Health and Human Services

The Health and Human Services Director, Deputy Health and Human Services Director, and Public Health Nurse shall be under the jurisdiction of the Health and Human Services Board.

1. Health and Human Services Director: A County Health and Human Services Director appointed shall have all of the administrative and executive powers and duties of managing, operating, maintaining and improving the programs of the County Department of Health and Human Services, subject to the rules promulgated by the Department of Health and Social Services under this section. In consultation with the County Health and Human Services Board, the County Health and Human Services Director shall prepare:

    a. An annual comprehensive plan and budget of all funds necessary for the program and services authorized by this section in which priorities and objectives for the year are established as well as any modifications of long-range objectives.

    b. Intermediate range plans and budget.

    c. Such other reports as are required by the Secretary and the County Board of Supervisors.

2. A County Health and Human Services Director shall make recommendations to the Health and Human Services Board for:

    a. Human Resource and salaries of employees.

    b. Changes in the organization and management of the program.

    c. Changes in program services.

3. A County Health and Human Services Director under Sec. 46.23, Wis. Stats. shall comply with state requirements.

F. Planning & Zoning Director

The Planning & Zoning Director shall report to the Planning & Zoning Committee.

G. Lakeview Manor Administrator

The Lakeview Manor Administrator shall report to the Lakeview Manor Committee.

H. Veterans Service Officer

The Veterans Service Officer shall be under the jurisdiction of the Veterans Service Commission and report to the Finance/Human Resource Committee.

I. Agriculture Agent

The Agriculture Agent shall be under the jurisdiction of the Agriculture, Extension, and Education Committee.

J. County Surveyor (Part Time)

Upon the recommendation of the appropriate committee, the County Board shall appoint a County Surveyor for an indefinite appointment. The County Surveyor shall report to the GIS/Land Council Committee.

K. Human Resource Director

The Human Resource Director shall report to the Finance and Human Resource Committee.

L. Information Systems Director

The Information Systems Director shall report to the Finance and Human Resource Committee/Information Systems Sub-Committee.

M. Environmental Resource Management Director

The Environmental Resource Management Director shall report to the Land & Water Conservation, Solid Waste Management Board and Parks and Recreation Committees.

N. Maintenance Director

The Maintenance Supervisor shall report to the Public Property Committee.

O. Family Court Commissioner

The Circuit Judges for Waupaca County shall appoint a Family Court Commissioner.

P. Conservation Officer – under direction of the Environmental Resource Management Director

The Conservation Officer shall report to the Land & Water Conservation Committee.

Q. Corporation Counsel

The Corporation Counsel shall report to the Finance and Human Resource Committee and Legislative, Judicial, Ethics, Safety & Security Committee.

1.03 OFFICIAL OATHS AND BONDS:

A. Each County Officer named in Chapter 1.01(A) shall execute and file an official bond and take and file the official oath within 20 days after receiving official notice of election or appointment, or if not officially notified, within 20 days after the commencement of the term for which elected or appointed.

B. Every county supervisor shall take and file the official oath within 20 days after receiving official notice of election or appointment, or if not officially notified, within 20 days after the commencement of the term for which elected or appointed.

C. Every deputy appointed by any such officer shall take and file the official oath.

D. **Bonds:** Each official bond shall be in the sum fixed by law. Both the bond and the sufficiency of the sureties thereto shall be approved by a committee consisting of the chairperson and not less than two other members of the county board who shall report in writing their action on all bonds.

1.04 REMOVAL/SUSPENSION OF ELECTED OFFICERS POSITIONS:

A. County Clerk, Treasurer or Supervisor: By the County Board, for cause, by a vote of two-thirds of all the supervisors entitled to seats on such board, Sec. 17.09(1), Wis. Stats.

B. Clerk of Circuit Court: By the judge or a majority of judges of the Circuit Court for the Clerk's county, for cause, Sec. 17.09(2), Wis. Stats.

C. Sheriff, Coroner or Register of Deeds, by the Governor, for cause, Sec. 17.09(5), Wis. Stats.

D. Suspension of District Attorney or Sheriff, Sec. 17.11, Wis. Stats.

1.05 VACANCIES, Sec. 17.03 & 17.035, Wis. Stats.

A. A public office is vacant when:

1. The incumbent dies.

2. The incumbent resigns.

3. The incumbent is removed.

4. The incumbent ceases to be a resident of district or area.

B. How filled:

1. Sheriff, Coroner, and Register of Deeds: By appointment by the Governor for the residue of the unexpired term.

2. County Clerk, Treasurer: By appointment by the County Board for the residue of the unexpired term.

3. Clerk of Circuit Court: By appointment of the judge, or by a majority of the judges of the Circuit Court for the County, for the residue of the unexpired term of the Clerk.

4. Supervisors: Upon recommendation from that District, the County Board shall vote and appoint a successor for the remainder of that term.

5. Temporary Vacancies: Sec. 17.285, Wis. Stats.

1.06 SALARY

An Elected Official of any County, who by virtue of his office is entitled to participate in the establishment of the salary attending his office, shall not during the term of such office collect salary in excess of the salary provided at the time of his taking office, unless otherwise authorized by resolution of the county board. This provision applies only to elected officials.

1.07 COUNTY BOARD ANNUAL EXPENSE

County Board annual expense established by resolution and paid by voucher on a monthly payment.

1.08 BOARD AND COMMISSIONS ENUMERATED

The following boards and commissions are authorized to act on behalf of Waupaca County on matters properly before such board or commission:

A. Veterans Service Commission

B. Library Board

C. Board of Adjustment

D Health and Human Service Board

E. East Central Wisconsin Regional Planning Commission

F. Outagamie/Waupaca County Library Board

G Solid Waste Management Board

H CAP Services Board

I Committee on Aging

J. Committee on Transportation

L. Board of Canvassers

1.09 WAUPACA COUNTY STANDING COMMITTEES

A permanent committee appointed to deal with a specified subject.

A. Agriculture, Extension & Education Committee

B. Emergency Management, Terrorism & Safety Committee

C. Finance, Human Resources & Information Systems Committee
   Human Resources: A sub-committee of Finance
   Information Systems: A sub-committee of Finance

D. Highway Committee

E. Lakeview Manor Committee

F. Land & Water Conservation Committee

G. Land Information Council

H. Law Enforcement Committee

I. Legislative, Judicial, Ethics, Safety & Security Committee

J. Local Emergency Planning Committee

K. Parks and Recreation Committee

L. Public Property Committee

M. Planning and Zoning Committee

N. Health & Human Services Board

O. Solid Waste Board

P. Board of Adjustment

Q. Veterans Service Commission

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