

STANDING AND STATUTORY COMMITTEES

Standing committees are considered to be committees of the County Board to which subjects brought before the County Board are referred to for review, study, recommendation or action.

Statutory Committees may be defined as those which are specified in state law IF the County provides a particular service or when a statute mandates a particular committee to be established.

1. Agriculture, Extension Education & Land Conservation

A committee on Agriculture & Extension Education is authorized to be created by Sec. 59.56 (3) Wisconsin Statutes; a Land Conservation Committee is mandated by Sec. 59.70 (19)(20) and 92.06 , Wisconsin Statutes.

This joint Committee shall consist of four (4) County Board members.
The duties of this committee shall be to:

- (1) Function in accordance with Sec. 59.56 (3) Wisconsin Statutes in all matters relating to the personnel, duties and activities of the Agriculture & Extension Education Department.
- (2) Serve as members of the Land Conservation Committee and function in accordance with provisions of Chapter 92 Wisconsin Statutes.
- (3) Serve as committee of jurisdiction in matters relating to the Farmland Preservation Law, Chapter 91, Wisconsin Statutes.

2. Audit and Claims

This committee shall consist of three (3) County Board members.
The duties of this Committee shall be to:

- (1) Meet at least once a month.
- (2) Audit and allow or disallow all invoices, bills and vouchers that are presented for payment from all county departments/~~and report to the County Board all accounts over \$2500 in accordance with Juneau County policy "Payment of Accounts and Claims".~~
- (3) Perform an internal audit of vouchers that have been approved for payment by the Committee and compare these to the checks that have been drawn against same. This duty may be performed by the Chairperson of this committee, or his designee.
- (4) Audit and recommend in writing the allowance or disallowance of all claims filed against Juneau County in accordance with Sec. 59.52 (12), Wisconsin Statutes before any action shall be taken on said claim by the County Board of Supervisors, except when unanimous consent of the County Board is secured for the allowance or disallowance of a claim filed against Juneau County without referring same to the Audit Committee.

Set standard procedures for the purchase of office equipment, material or supplies for the County not otherwise within the jurisdiction of any other committee.

3. Building

This committee shall consist of three (3) County Board members.

The duties of this committee shall be to:

- (1) Inspect, from time to time, all county buildings, except those under the jurisdiction of another committee, and to assure the proper repairs and maintenance of same.
- (2) Coordinate the re-allocation of office space in the Courthouse and Annex buildings.
- (3) Receive bids, where necessary, or otherwise let contracts on time and materials, using their best judgement, for the proper maintenance and repair of county buildings. All contracts, bids and specifications shall be let in accordance with Sections 59.52 (29) and 66.29, Wisconsin Statutes, where applicable, and when approved by the County Board. The original copy of each contract shall be filed in the County Clerk's office.
- (4) Supervise the maintenance staff of buildings not under the jurisdiction of any other committee.

5. Emergency Government & Communications

An Emergency Government Committee is mandated by Sections 166.03 (4) & (5), Wisconsin Statutes.

This committee shall consist of three (3) County Board members.

The duties of this committee shall be to:

- (1) Assure the coordination of efforts with the State Office of Emergency Government and county and local emergency government officials.
- (2) Make recommendations to the Board of Supervisors relative to the county's responsibilities in regard to emergency government in accordance with Chapter 166 Wisconsin Statutes, with the assistance of the Emergency Government Director.

6. Executive Committee

This committee shall consist of the elected Chairperson of the County Board and two members elected by the County Board members.

The duties of this committee shall be to:

- (1) Prepare the agenda for each County Board meeting.
- (2) Consider and evaluate resolutions to be taken up at the County Board meeting.
- (3) Consider and resolve all special problems that may arise between sessions of the County Board that do not fall in the province of a regular committee; or to act when the County Board has not taken action to appoint a special committee; or to take action on matters of an emergency nature between sessions of the County Board.

- (4) Act as the oversight committee for all the elected officials of Juneau County and the Corporation Counsel.

7. Finance and Computer

This committee shall consist of three (3) County Board members.

The power vested in the County Board in Section 65.90 Wisconsin Statutes with regard to budgetary policy is delegated in part to this committee whose duties shall be to:

- (1) Prepare an annual budget for Juneau County, submit same to the County Board for its consideration and arrange for its publication and notice of hearing.
- (2) To transfer funds between budgeted items of a county department, if such budgeted items have been separately appropriated, up to \$5000 or 10% of any department budget, whichever is less.
- (3) To supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such Committee transfers shall not exceed the amount set up in the contingent fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10% or \$5000, whichever is less, of the funds originally provided for such office, department or activity.
- (4) Review and make recommendations to the County Board for appropriation to a current year budget for a purpose that was not anticipated in the budget. A vote of two thirds of the County Board is required to approve such an appropriation.
- (5) To examine the financial condition of the County on a timely basis and advise departments, and the County Board thereof.
- (6) Monitor the investment of the County's funds with the County Treasurer, and recommend to the County Board such investment procedures and use of depositories as will be most beneficial to the County. (s59.61)
- (7) Select and negotiate a contract for the annual audit of the accounts of Juneau County with a recognized independent audit firm, and recommend same to the County Board of Supervisors. (s66.041)
- (8) Meet with the independent auditor after completion of each annual audit and arrange for the auditor to review the findings of his audit with the County Board of Supervisors upon request of any County Board member. (4/15/97)
- (9) Set policy and assure proper administration and application of computer services in the various departments of the County Government.

8. Board of Health

This board shall consist of three (3) County Board members and three (3) non-members of which 2 shall be from the medical profession.

The duties of this Board shall be to:

- (1) Generally supervise the programs of the County Health Department to assure compliance with Chapters 251, 252, 253, 254 and 255 of the Wisconsin Statutes as they apply to the County Health Department.

9. Industrial & Recreation

This committee shall consist of three (3) County Board members.

The duties of this committee shall be to:

- (1) Audit all claims against the Industrial & Recreation budget accounts before being presented to the Audit Committee for allowance or dis-allowance.
- (2) Cooperate with the Industrial Development Corporations within Juneau County.
- (3) Recommend programs to the County Board for the improvement and development of recreational sites for the good of the County.
- (4) Perform the duties stated in Section 59.56 & 59.57 Wisconsin Statutes.

10. Land, Forestry, Parks & Zoning

This committee shall consist of five (5) County Board members.

The duties of this committee shall be to:

- (1) Assure the proper management of all County Forest Lands, including Special Use Lands, as provided in Section 28.11 Wisconsin Statutes, Juneau County Forestry Ordinance, and of the Comprehensive Ten Year Forest Management Plan.
- (2) Work with the Asst. Area Forester to develop acceptable forestry practices, multiple use projects and outdoor recreational developments.
- (3) Cooperate with the Department of Natural Resources on the Conservation Aid Program and other conservation matters.
- (4) Provide for the appraisal, advertising, sale and closure of sales of all county lands as provided in Section 59.52 (6) & 75.35 (2) Wisconsin Statutes.
- (5) Supervise the construction, improvement and maintenance of all county owned parks and exercise jurisdiction over park personnel, policies and schedules.
- (6) Coordinate matters of importance with the County Surveyor.
- (7) Recommend to the County Board the enactment, amendment or repeal of such ordinances as in their opinion are in the best interests of the people of Juneau County in all matters pertaining to zoning.
- (8) Carry out comprehensive plans; perform such additional duties and have such additional authority as the County Board of Supervisors may confer upon them.
- (9) Assure compliance with sub-chapter VII, Chapter 59 of Wisconsin Statutes.
- (10) Receive applications for and recommend appointments of the Zoning Administrator.

11. Sheriff, Jail & 911

This committee shall consist of three (3) County Board members.

The duties of this committee shall be to:

- (1) Assure proper supervision of the Sheriff's Office and make such recommendations to the Sheriff and to the County Board, as they shall from time to time deem advisable and in the best interests of Juneau County.
- (2) Recommend to the County Board the number of Deputy Sheriffs that should be maintained in the County.
- (3) Review the operation of and establish internal operating policies for the proper administration of the Sheriff's Department & Jail.
- (4) Review all requests for supplies, equipment, services, salaries, wages or other compensations applying to the Sheriff's Department, the Sheriff, the Deputies, the Undersheriff, and the Jail, and approve/disapprove, or make recommendations to the County Board on same.

- (5) Regulate and monitor the enforcement of Chapter 174 pertaining to stray dogs in Juneau County.
- (6) Coordinate the installation, maintenance and operation of the Emergency 9-1-1 telephone system and tower communication system in accordance with Section 59.54 (9) & 146.70; and a rural numbering system in accordance with Section 59.54 (4) Wisconsin Statutes.

12. Veteran's Service

This committee shall consist of three (3) County Board members.
The duties of this committee shall be to:

- (1) Assure proper administration of the Veteran's Service Office in accordance with Section 45.53 (5) Wisconsin Statutes.
- (2) Audit all accounts and claims in connection with this office.
- (3) Receive applications for, and recommend appointment of the Veteran's Service Officer to the County Board.

13. Personnel & Insurance (Safety/Loss Control)

This committee shall consist of four (4) County Board members.
The duties of this committee shall be to:

Personnel

- (1) Recommend to the County Board of Supervisors the salaries and other compensation to be paid to all county officers and employees.
- (2) Confer with the various committees, offices and departments upon the creation of new positions as well as classification and salary thereof.
- (3) Review requests for position reclassification and make recommendations to the County Board for the acceptance, rejection or modification of same.
- (4) Consider and make recommendations to the County Board regarding organization of departments, re-organization and staffing levels.
- (5) Hear grievances when authorized by union contracts or by the Juneau County Personnel Policy.
- (6) Establish an employment policy, which conforms to State and Federal Laws, and provide for the screening, testing and selection of qualified personnel for employment by Juneau County.
- (7) Develop a Code of Ethics as may be deemed necessary by the County Board of Supervisors.

Insurance

- (1) Determine the amount of bonds to be furnished by the various officers to the County, and report on the sufficiency of each bond to the County Board.
- (1) Supervise the placing of all types of insurance upon all County buildings and properties required for the protection of Juneau County, with the approval of the County Board Supervisors.

- (2) Review annually all bonds, liability and all other types of insurance carried by Juneau County and make recommendations to the County Board as is deemed necessary.
- (3) Administer a countywide safety program in accordance with prescribed health and safety standards.
- (4) Monitor the property inventory of Juneau County for insurance purposes.
- (5) Review all liability claims against the County.

14. Local Emergency Planning Committee

This committee is mandated by Section 59.54 (8) Wisconsin Statutes and shall consist of two (2) County Board members and two (2) non-members.

The duties of this committee shall be as outlined in Section 59.54 (8) Wisconsin Statutes.

15. Community Action

This committee shall consist of ^{two} ~~two~~ (1) county Board members.

The duties of this committee shall be to:

- (1) Attend meeting of the Central Wisconsin Community Action Council and make timely reports to the County Board about the various federal programs of interest to the people of Juneau County. (46.30 & 59.53 (3) Wisconsin Statutes).

16. Committee on Aging

This committee shall consist of three (3) County Board members.

The duties of this committee shall be to:

- (1) Assure proper management of the Juneau County Adult Center and outlying Nutrition Sites.
- (2) Coordinate activities with District 1 Area Agency on Aging, Age Advantage, Madison, WI.
- (3) Assure the proper administration of all programs under Title III of the Older Americans Act.
- (4) Make timely reports and recommendations to the County Board of Supervisors on matters of interest to senior citizens of Juneau County.
- (5) No supervisor may serve more than three terms on the Committee on Aging.

17. Affirmative Action.

The Affirmative Action Officer for Juneau County shall be a County Board member whose duties shall be to assure the proper administration of the Juneau County Affirmative Action Plan.

18. Safety.

This committee shall consist of two (2) County Board members.

The duties of this committee shall be to review and administer all requirements and programs relating to the safety and health of Juneau County employees in the workplace.

19. Union Negotiating.

This committee shall consist of five (6) County Board members.
The duties of this committee shall be to:

- (1) Prepare labor agreement proposals and negotiate same with the represented labor organizations.
- (2) Act as the committee to hear grievances when same is required by a specific labor agreement, or the Personnel Policy.

20. Land Records

This committee shall consist of three (3) County Board members.
The duties of this committee shall be to:

- (1) Establish a Land Information Office for Juneau County to develop, implement and maintain a countywide plan for land records modernization. (Sec. 59.72)
- (2) Make periodic reports to the County Board of Supervisors on the progress of this program.

21. Peace, Good Order & Ordinance Revision

This committee shall consist of three (3) County Board members.

The duties of this committee shall be to:

- (1) Oversee the implementation of the County junkyard ordinance.
- (2) Oversee implementation and administration of the County's adult entertainment ordinance.
- (3) Consider issues where ordinances should be revised, created or eliminated to address changing needs and circumstances in Juneau County.
- (4) Review the provisions of the Juneau County Code of Ordinances and recommend updates and revisions to the Code as warranted.

22. Reorganization

This Committee shall consist of five (5) County Board members.

The purpose of the Reorganization Committee shall be to evaluate County services and programs to determine whether department mergers, consolidations, or restructuring may be implemented to reduce county spending and taxes, or to improve the quality of County services.

BOARDS AND COMMISSIONS

Drainage Board

This Board shall consist of three (3) persons appointed by the Circuit Court Judge of Juneau County.

The duties of this Board shall consist of the responsibilities outlined in Chapter 88, Wisconsin Statutes.

Housing Authority

The Juneau County Housing Authority shall consist of five members to be appointed for a term of five years; two (2) shall be County Board members, and three (3) shall be non-members.

The duties and responsibilities of the Housing Authority shall be as outlined in Section 59.53 (22) and Section 66.40 to 66.404 Wisconsin Statutes.

Juneau County Human Services Board

This Board shall consist of seven members; four (4) shall be County Board members and three (3) shall be non-members of the County Board.

This Board, created by the Juneau County Board of Supervisors pursuant to authority contained in Section 46.23 (4), Wisconsin Statutes shall have the following powers and duties:

- (1) The delivery of human services in accordance with Section 46.23 (3) Wisconsin Statutes.
- (2) Perform the services required by Chapters 46, 48, 49 and 51 of the Wisconsin Statutes.
- (3) Prepare and submit an annual budget to the County Board of Supervisors in support of the Human Services Department, and the Human Services Board.
- (4) Appoint advisory committees to recommend policy to the Human Services Board.

Winding Rivers Library Board

This Board shall be comprised of representatives of the several counties in the Winding Rivers Library delivery system, of which two members shall be appointed by the County Board Chairperson to represent Juneau County; one being a County Board member, and one being a non-member.

The duties of these representatives shall be to represent Juneau County on the Winding Rivers Library System Board, and to periodically report to the Juneau County Board of Supervisors.

Traffic Safety Commission

The establishment of a Traffic Safety Commission is mandated by Section 83.013 Wisconsin Statutes.

This commission shall be composed of the County Highway Commissioner or a designated representative; the Chief County Law Enforcement Officer or a designated representative; the County Highway Safety Coordinator and a representative designated by the County Board from each of the disciplines of education, medicine and law, and three representatives involved in law enforcement, highways and highway safety designated by the Secretary of Transportation.

The duties of this commission shall be to carry out its functions in accordance with Section 83.013 Wisconsin Statutes.

Zoning Adjustment Board

This Board shall consist of five (5) persons who are not members of the County Board to be appointed by the Chairperson of the Juneau County Board of Supervisors. The duties of this board shall be to carry out the powers and perform the duties as provided in Section 59.694 Wisconsin Statutes.

Commission on Aging

This Commission shall consist of eleven (11) persons; three (3) being County Board members, and eight (8) being non County Board members to be appointed by the County Board of Supervisors.

The duties of this Commission shall be as prescribed in Section 46.82 Wisconsin Statutes, and to serve as an advisory group to the Committee on Aging.

Veterans Service Commission

This Commission shall consist of three (3) residents of Juneau County who are not members of the County Board of Supervisors to be appointed by the County Board Chairperson.

The duties of this Commission shall be as prescribed in Chapter 45, Wisconsin Statutes.

Juneau County Board of Supervisors

Courthouse, 220 East State Street
Mauston, Wisconsin 53948



Resolution: 12-19

April 17, 2012

Older Americans Month 2012 Proclamation

Whereas, Juneau County is a county that includes, five thousand nine hundred eighty three citizens aged 60 and older; and

Whereas, the older adults in Juneau County are the roots from which our community grows, who bestow gifts of wisdom and insight upon younger generations, and strengthen the bonds between neighbors to create a better place to live; and

Whereas, our society can be enhanced by older adults aging peacefully in their communities; and

Whereas, the older adults in Juneau County should be commended for their role in creating and bolstering the fiber of our county and nation; and

Whereas, our county can provide that recognition and respect by enriching the quality of life for older Americans by:
Increasing their opportunities to remain in their communities as active and engaged citizens

Providing services, technologies, and support systems that allow seniors to foster and maintain connections within the county.

We can emphasize the value of our elders by publically recognizing their contributions to the diversity, strength, and unity of our county.

Now therefore, the Board of Supervisors of Juneau County does hereby proclaim ^{May}~~April~~ 2012 to be Older Americans Month. We urge every citizen to take time this month to honor our older adults and the professionals, family members, and volunteers to care for them. Our recognition of older Americans and their involvement in our lives can help us achieve stronger and more meaningful connections with each other and enrich our community's quality of life.

Juneau County Board of Supervisors

<u>Alan Peterson</u>	<u>Daniel Arnold</u>	<u>John Maffei</u>
<u>Edward R. Brown</u>	<u>Michael Kelley</u>	<u>Jerry Miles</u>
<u>George M. Sevenson</u>	<u>Heidi Carlson</u>	<u>Tom Brunackey</u>
<u>Ray D. Granger</u>	<u>Beverly Larson</u>	<u>Orville Robinson</u>
<u>Margaret Marchetti</u>	<u>Lynette Elliot</u>	<u>Dennis Fabb</u>
<u>Kay Johnson</u>	<u>John Warner</u>	<u>Paul Koscal</u>
<u>Jim De</u>		

Adopted by the County Board of Supervisors on April 17, 2012

Kathleen Kobylski
Kathleen Kobylski, Juneau County Clerk

Juneau County Board of Supervisors

Courthouse, 220 East State Street
Mauston, Wisconsin 53948



RESOLUTION: 12-20 DATE: April 17, 2012
INTRODUCED BY: Industrial Recreation Committee
INTENT: Approve Revolving Loan Fund Loan to The Grocery Depot, LLC
FISCAL NOTE: \$50,000 Loan

WHEREAS, Juneau County has created a Revolving Loan Fund for economic development, and;

WHEREAS, The Grocery Depot, LLC in New Lisbon is requesting an RLF loan to help with cash flow, and;

WHEREAS, the Revolving Loan Fund Committee has reviewed the application for a loan, and;

WHEREAS, the Revolving Loan Fund Committee has approved the application for the loan in the amount of \$50,000 for a seven (7) year amortization with a three (3) year balloon, a six (6) month payment deferral with interest accruing from the date of the loan, three (3) and six (6) month reviews of the financial statements, an interest rate of two percent (2.0%), with the collateral being a second mortgage on the business building, a general business security agreement, and personal guarantees of the owners and it is contingent upon the release of \$22,000 from Marine Credit Union;


WHEREAS, the Revolving Loan Fund Committee puts the stipulation on the loan proceeds that they be used first to pay the electric bill to the City of New Lisbon, the loan payments to Marine Credit Union, the liquor bill and the sign bill, with the balance going to the Grocery Depot for cash flow items.


THEREFORE BE IT RESOLVED BY THE JUNEAU COUNTY BOARD OF SUPERVISORS MET IN REGULAR SESSION, to approve the Revolving Loan Fund loan to The Grocery Depot, LLC in the amount of \$50,000 with the repayment terms and collateral listed above.

INTRODUCED AND RECOMMENDED FOR ADOPTION THIS 17TH DAY OF APRIL, 2012.

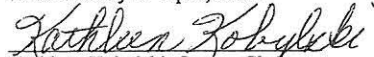
INDUSTRIAL RECREATION COMMITTEE


Joan Koscal, Chairperson


Roy Granger


Ray Feldman

Adopted by the Juneau County Board of Supervisors
This 17th Day of April, 2012.


Kathleen Kobylski, County Clerk