

WAUPACA COUNTY GENERAL CODE OF ORDINANCES
Chapter 1
General Government

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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 Court (Four-year term started in 2007)
 8. Sheriff (Four-year term started in 2003)

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, 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 Committee for all elected officials except for Clerk of Circuit Court who will report to the Legislative, Judicial, Ethics, Safety & Security Committee and Sheriff who will report to the Law Enforcement Committee.
3. District Attorney: A District Attorney (a state employee) shall be elected and serve in accordance with state law.

1.02 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All prior ordinances creating supervisory districts are hereby repealed.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	
	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	
			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.

1.03 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. The part-time Administrative Coordinator shall be appointed by the County Board Chair and approved by the County Board of Supervisors.
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 Committee.

C. Highway Commissioner

The Highway Commissioner shall report to the Highway Committee.

Amended: Resolution No. 42 (1993-94), adopted November 16, 1993.

Amended 09/21/2021, Published 09/30/2021

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 Officer 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 Department of Health Service Secretary, Department of Children and Families 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. Veterans Service Officer

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

H. Agriculture Agent

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

I. 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.

J. Human Resource Director

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

K. Information Technology Director

The Information Technology Director shall report to the Finance Committee/Information Technology Sub-Committee.

L. Solid Waste/Parks & Recreation Director

The Solid Waste/Parks & Recreation Director shall report to the Solid Waste Management Board and Parks and Recreation Committees.

M. Maintenance Director

The Maintenance Director shall report to the Public Property Committee.

N. Family Court Commissioner

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

O. County Conservationist

The County Conservationist shall report to the Land & Water Conservation Committee.

P. Corporation Counsel

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

Q. Medical Examiner

The Medical Examiner shall report to the Law Enforcement Committee.

1.04 OFFICIAL OATHS AND BONDS:

- A.** Each County Officer named in Chapter 1.01(A) except County Supervisors shall execute and file an official bond before entering upon the duties of the office, Pursuant to Sec. 19.01(5), Wisconsin Statutes. Such bond will be obtained on behalf of the official with the County Insurance Company. Each official bond shall be in the sum fixed by law.
- B.** Each County Officer named in Chapter 1.01(A) shall take and file the official oath 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.** All oaths and bonds shall be filed with the County Clerk Pursuant to Sec. 19.01(4)(d), Wisconsin Statutes

1.05 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 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.

1.06 VACANCIES, Sec. 17.03 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 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.
- C.** Resignations:
1. Pursuant to Wis. Stat. § 17.01 (7), resignation from elected office shall be as follows: "By a county supervisor, county clerk, county treasurer, register of deeds or county surveyor, to the sheriff, who shall immediately transmit a notice thereof, in case of a coroner or register of deeds, to the governor; and in case of county supervisor, county clerk, county treasurer or surveyor, to the chairperson of the county board; and after such notices the sheriff shall file such resignation with the county clerk."
 2. Pursuant to Wis. Stat. § 17.01(13), any resignation from elected office shall be done in writing and the resignation is effective on the date indicated in the written resignation and if no date is indicated, then upon delivery of the written resignation.

1.07 ELECTED OFFICERS AND OFFICIALS COMPENSATION

- A. In accordance with the terms of office established in section 1.01(A)(4-8) of this Chapter, prior to March 15th of each even numbered year, the Finance / Human Resources Committees shall review salaries of all county elected officials and make recommendations by resolution to the Board in accordance with Wis. Stat. § 59.22(1) for each position up for election.
- B. Prior to November 1st of each odd numbered year, the Legislative, Judicial, Ethics, Safety and Security Committee shall review and recommend to the Executive Committee for recommendation to the County Board by resolution salary for County Board Chair and Vice-Chair and per diem schedules for the full term of the county supervisors to be next elected, as provided by law.

1.08 COUNTY BOARD ANNUAL BUDGET

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

1.09 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

1.10 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 Committee
 - Human Resources: A sub-committee of Finance
 - Information Technology: A sub-committee of Finance
- D. Highway Committee
- E. Land & Water Conservation Committee
- F. Land Information Council
- G. Law Enforcement Committee
- H. Legislative, Judicial, Ethics, Safety & Security Committee
- I. Local Emergency Planning Committee
- J. Parks and Recreation Committee
- K. Public Property Committee
- L. Planning and Zoning Committee
- M. Health & Human Services Board
- N. Solid Waste Management Board
- O. Veterans Service Commission

*All statutory references in this Chapter encompass the State statute in effect at the time of adoption and as subsequently amended.