

## II. STANDING AND SELECT COMMITTEES-- RULES AND DUTIES THEREOF

### 2.04.435 Committee on administration.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the offices of the county administrator, corporation counsel, information systems director, facilities director, purchasing director, veteran services director and veterans service commission. In addition, the committee shall have the following specific duties:

1. Oversee the administration of all county insurance matters, including property and casualty insurance, general liability insurance, and group health and life insurance;
2. Approve all bonds for county officers and employees as to form and sufficiency at the amounts authorized by ordinance;
3. Examine and settle on behalf of the county all insured claims and causes of action against the county, in cooperation with the appropriate insurers;
5. Exercise those powers and duties provided in Chapter 2.70 in the operation of the centralized purchasing system;
6. Develop and administer policies for the operation of the county board office, county board staff, board chambers and committee rooms;
7. Exercise the committee powers and duties under Chapter 2.07 governing the office of corporation counsel;
8. Act as the general coordination committee of the county board;
9. Oversee the management of general county business not under the jurisdiction of another committee or governmental body;
10. Resolve county board jurisdictional conflicts and general conflict issues not under the jurisdiction of another committee.
11. Advise the chair of the board on all appointments to be made by the chair to boards, councils, commissions, committees or offices where appointment is vested in the chair by law, ordinance, or resolution;
12. Advise the board on all appointments vested therein, including boards, councils, commissions, committees or county officers, except as otherwise provided by law or ordinance;
13. Advise the board on calendar changes in order to more efficiently plan the consideration of legislative matters, recommend to the board the placement on the calendar of such special orders of business as deemed proper and administer Chapter 2.10.
14. Enforce standards for the disbursement of aid under Wis. Stat. § 45.86, to needy veterans by veteran services staff under the supervision of the veteran's service commission.

B. The chair and vice-chair of the county board shall be the chair and vice-chair of the committee, respectively. The chairs of all other standing committees in 2.04.120 shall be ex-officio members of the committee without voting privileges.

C. The committee on administration shall evaluate the county administrator's performance on an annual basis prior to the county administrator receiving any compensation increases. Compensation increases shall be contingent upon an overall satisfactory performance rating by the Committee. The committee on administration shall meet in closed session to prepare a written evaluation and then to discuss the evaluation with the county administrator. The evaluation shall be placed in the county administrator's personnel file. The committee on administration shall request and/or receive oral or written input from other county board supervisors, department heads, local community partners and elected officials in preparation of the evaluation. Any written input received from other county board supervisors, department heads, local community partners and elected officials shall be retained in sealed closed session minutes and subject to release consistent with the provisions of the Wisconsin Public Record laws as determined by Corporation Counsel. (Ord. 168-39, Sec. 1, 2024; Ord. 168-19, Sec. 1, 2024; Ord. 160-15, Sec. 2, 2016; Ord. 160-12, Sec. 1, 2016; Ord. 159-43, Sec. 13, 2016; Ord. 159-35, Sec. 1 & 2, 2016; Ord. 157-47, Sec. 5, 2014; Ord. 154-2, Sec. 6, 2010; Ord. 146-14, Sec. 2, 2002; Ord. 141-97 Sec. 21, 1998; Ord. 141-92 Sec. 11, 1998; Ord. 141-82 Sec. 2; Ord. 140-118, Secs. 1-2, 1997; Ord. 138-19; Ord. 137-62, 1994; Ord. 130-16 Sec. 1, 1986; Ord. 129-61 Secs. 2-4, 1986; Ord. 127-2 Secs. 5, 6, 1983; Ord. 80-81/06 Sec. 7, 1980).

2.04.440 Committee on human resources.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the human resources department, for the administration of those committee duties in Title 3, and for the administration of those committee duties under any county board approved collective bargaining agreements.

B. The committee shall act as the collective bargaining representative of the county board and shall oversee the corporation counsel in the conduct of collective bargaining negotiations with represented employees over hours, wages, benefits, terms and conditions of employment in county service.

D. The committee shall act as the grievance committee under Chapter 3.10, for discrimination grievance hearings under the affirmative action plan adopted pursuant to 3.10.030, and where authorized by approved collective bargaining agreements. All grievance hearings shall be conducted in accordance with due process standards and the corporation counsel, or designee, shall be present whenever possible. No grievance involving the following may be settled by the committee without the approval of the county board:

1. The alteration, amendment or termination of any contract approved or authorized by the county board;
2. The enactment, repeal or amendment of any ordinance or resolution;
3. The allowance of any claim for money damages or expenses except as provided under Chapter 4.90.

E. If requested by the committee, all members of the committee shall receive training in equal employment opportunity legal requirements and affirmative action programs.

F. The committee shall administer the civil service responsibilities for deputy sheriffs as provided in Chapter 3.85. (Ord. 168-010, Sec. 1, 2024; Ord. 158-15, Sec. 1, 2014; Ord. 151-10, Sec. 4, 2007; Ord. 151-010, Sec. 1, 2007; Ord. 147-80, Sec. 4., 2003; Ord. 143-64, Sec. 2, 1999; Ord. 141-97 Sec. 22, 1998; Ord. 128-22, Secs. 1-2, 1984; Ord. 127-9 Sec. 1, 1983).

2.04.445 Committee on judiciary and law enforcement.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the sheriff's office, district attorney's office, clerk of courts, register in probate/clerk of juvenile court, circuit court, county medical examiner and criminal justice services.

B. The committee shall advise the board on all matters pertaining to criminal justice, public safety, the emergency communications and telephone number system and ordinances dealing with offenses under Title 9. (Ord. 168-39, Sec. 2, 2024; Ord. 167-1, Sec. 1; Ord. 161-6, Sec. 21, 2017; Ord. 160-12, Sec. 2, 2016; Ord. 157-020, Sec. 1, 2013; Ord. 153-25, Sec. 1, 2009; Ord. 152-26, Sec. 1, 2008; Ord. 149-57, Sec. 1, 2006; Ord. 131-97 Sec.23, 1998; Ord. 134-09, Sec.1&2, 1990; Ord. 128-7 Sec.1(part), 1984; Ord. 126-62 Sec.1, 1983; Ord. 81-82/13 Secs.4, 5, 1981; Ord. 80-81/184 Sec.1, 1980; Ord. 80-81/06 Sec.8, 1980).

2.04.450 Committee on extension education.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the county extension department and its board authorized functions

B. The committee shall exercise those powers and duties authorized under Wis. Stat. § 59.56(3). All agreements under Wis. Stat. § 59.56(3)(c) 2., shall be approved by the county administrator. (Ord. 167-23, Sec. 2, 2024; Ord. 161-6, Sec. 22, 2017; Ord. 157-47, Sec. 6, 7 & 8, 2014; Ord. 154-2, Sec. 7, 2010; Ord. 152-39; Sec.1, 2008; Ord. 143-106, Sec. 2, 2000; Ord.141-97 Sec.24, 1998; Ord.141-03, Sec.1, 1997; Ord.140-124, Secs.1-2, 1997; Ord. 136-83, Sec. 2, 1992; Ord. 133-08, 1989; Ord. 127-1 Secs.3, 4, 5, 1983; Ord. 126-14 Sec.1, 1982; Ord. 80-81/388 Secs.2--5, 1981; Ord. 80-81/06 Sec.9, 1980).

2.04.455 Committee on planning and development.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the department of planning and development and register of deeds. The committee shall:

1. Oversee the administration of authorized department functions in Chapters 2.44 and 15.01 and Titles 17 and 18, and exercise the committee duties prescribed therein;

2. Oversee enforcement of the provisions of Titles 17 and 18 and Chapter 8.12; examine and report to the board on all petitions for or proposed amendments to any of the provisions thereof;

3. Recommend to the board the approval of the annual county surveying program and oversee the execution thereof;

4. Act as the board liaison with and act on matters pertaining to the West Central Wisconsin Regional Planning Commission and any boards or commissions attached to the department for administrative purposes;

5. Report on all matters relating to town boundaries and amendments to Chapter 1.08;

6. In cooperation with other committees having jurisdiction, it shall report on all matters regarding municipal annexation or detachment of county-owned lands and easements on or over county-owned lands.

7. Foster the implementation of the County's Strategic Plan initiatives related to economic development.

8. Oversee the county sustainability program.

9. Oversee the county recycling program and the administration of Subtitle III of Title 12 of the code and shall seek federal and state funding for recycling.

B. The committee shall formulate, in cooperation with the State Bureau of Aeronautics, all airport approach protection ordinances under Wis. Stat. § 114.136.

C. The committee shall be responsible for the policy oversight of all boards and commissions attached to the department of planning and development under 2.44.020 B. These boards and commissions shall report to the county board through the committee. The committee shall perform the duties of the emergency management committee as set forth in Chapter 2.40. This subsection does not apply to the land conservation commission.

D. The chair of the county board shall appoint a minimum of 3 members of the committee to represent supervisory districts outside the incorporated city limits of Eau Claire. (Ord. 165-35, Sec. 1 & 2, 2022; Ord. 165-35, Sec. 1, 2022; Ord. 161-37, Sec. 1, 2018; Ord. 152-26, Sec. 2, 2008; Ord 149-57, Sec. 2 & 3, 2006; Ord.142-103 Sec.1, 1999; Ord.141-97 Sec.25, 1998; Ord.140-124, Sec.3, 1997; Ord.140-120, Sec.1-2, 1997; Ord. 137-61, Sec. 1, 1993; Ord.137-33, Sec.1, 1993; Ord. 134-45 Sec.2, 1990; Ord. 130-16 Sec.2, 1986; Ord. 127-89 Secs.2 and 3, 1984; Ord. 128-7 Sec.1, 1984; Ord. 81-82/421 Secs.1 and 2, 1982; Ord. 80-81/46 Sec.1, 1980; Ord. 80-81/06 Sec.11, 1980).

#### 2.04.465 Highway committee

A. The committee shall be responsible to the county board for the departmental policy and oversight of the county highway department and shall exercise such of those powers and duties under 83.015(2) and Wis. Stat. ch. 83 and 84, as may be consistent with the code of general ordinances. In such capacity, the committee shall:

1. Oversee the construction and maintenance of all county trunk roads and bridges and the construction, improvement, equipment, maintenance and operation of the highway department and grounds;
2. Report to the board on all matters under the jurisdiction of the department including highways, county highway speed limits and traffic control devices;
3. Exercise those powers and duties as authorized in Chapter 2.70 and recommend to the board for approval all leases, contracts or agreements not covered therein.

B. The chair of the county board shall select one member from and residing in each of three areas:

1. The city of Eau Claire;
2. The towns of Bridge Creek, Clear Creek, Fairchild, Lincoln, Ludington, Otter Creek and Wilson; the Villages of Fairchild and Fall Creek; and the city of Augusta;
3. The towns of Brunswick, Drammen, Pleasant Valley, Seymour, Union and Washington; and the city of Altoona.

The remaining 2 members shall be appointed at large. The provisions of Wis. Stat. § 83.015(1)(d), shall not apply.

C. The highway department and the committee shall use the system of cost accounting devised by the State Department of Revenue, as required by Wis. Stat. § 83.015(3). (Ord. 161-6, Sec. 23 & 24, 2017; Ord.141-97 Sec.26, 1998; Ord.141-26, Sec.2, 1997; Ord.136-40, 1994; Ord. 136-101, Sec.1, 1993; Ord. 131-43. Secs.1 & 2, 1987, Ord. 81-82/429 Secs.1 and 2, 1982; Ord. 126-2 Secs.3--8 and 10, 1982; Ord. 81-82/13 Sec.9m, 1981; Ord. 80-81/265 Sec.2, 1981; Ord. 80-81/06 Sec.13, 1980).

#### 2.04.475 Committee on parks and forest.

A. The committee shall be responsible to the county board for the departmental policy and oversight of the parks and forest department and of all county parks, parkways, waysides, special use areas, the Exposition Center including county owned lands and facilities and the county forest.

B. The committee shall have the following powers and duties:

1. To annually propose making reservations and acquisitions of lands and improvements thereof for park related functions. The county board reserves the authority to adopt, modify, change or extend plans proposed by them as provided in Wis. Stat. § 27.04(2);
2. To enter into agreements for timber sales from the county forest, pursuant to Wis. Stat. § 28.11(6);