2015

VILAS COUNTY GOVERNMENT DIRECTORY

Compiled by: David R. Alleman

Vilas County Clerk

Rev. 07/15/2015

OFFICIAL DIRECTORY OF
VILAS COUNTY GOVERNMENT
VILAS COUNTY, WISCONSIN

ADDRESS
330 COURT STREET
EAGLE RIVER, WI 54521

TELEPHONE
715-479-3600
FAX
715-479-3605

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QUICK – LIST
VILAS COUNTY OFFICE PHONE NUMBERS

Vilas County Toll free 1-800-844-9218

General FAX 715-479-3605

All numbers listed are in Area Code 715

	Telephone	FAX
Board of Adjustment	479-3620	
Child Support Agency	479-3705	3710
Circuit Court Chambers	479-3638	3740
Clerk of Circuit Court	479-3632	
Commission on Aging	479-3625	3692
Coroner	543-2232	
Corporation Counsel	479-3714	3750
County Clerk	479-3600	3605
District Attorney	479-3614	3751
Emergency Management	479-3690	
Finance Department	479-3674	3799
Forestry, Recreation & Land Department	479-5160	5573
Highway Department	479-4641	9162
Human Resources	479-3797	3799
Information Technology	479-3666	3618
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Maintenance Department	479-3680	
Mapping Department	479-3655	3787
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Register of Deeds	479-3660	3695
Register in Probate	479-3642	
Sheriff's Department	479-4441	6039
Social Service	479-3668	3728
Surveyor	479-9610 or 479-3684	
Tax Listing Department	479-3696	
Tourism & Publicity	479-3649	
Treasurer	479-3609	3605
University of Wisconsin - Extension	479-3648	1978
UW - Extension Family Living Agent	479-3653	
Veterans Service	479-3629	3778
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History of Vilas County

William F. Vilas

The territory making up today's Vilas County was originally part of Marathon County, then Lincoln County and finally Oneida County. Vilas County was set apart from Oneida County on April 12, 1893. Initially, Vilas County was comprised of only two towns; Eagle River and Minocqua. The Town of Minocqua would later become a part of Oneida County. The town of Arbor Vitae was created in 1899. The Town of Lac du Flambeau was created in 1900 and the Town of Hackley (now Phelps) was created in 1905, when the present boundaries of Oneida and Vilas counties were made final.

Early in 1907, the Town of State Line (now Land O'Lakes) was created from the Town of Eagle River, as were the towns of Conover, Farmington (now St. Germain) and Winegar (now Presque Isle). On December 8, 1910, the Town of Plum Lake was formed from territory detached from the town of Arbor Vitae.

In 1914 the towns of Lincoln and Washington were each created from territory removed from the Town of Eagle River. Winchester and Cloverland townships were created in 1921, the former from territory in Winegar and the latter from the towns of Conover, Lincoln and Farmington. On March 10, 1921 the City of Eagle River was incorporated from territory contained within the Town of Lincoln. The Town of Spider Lake (now Manitowish Waters) was created in 1926. The Town of Boulder Junction was set apart from the Town of Arbor Vitae in 1927.

Vilas County currently consists of fourteen towns and the City of Eagle River. The towns include Arbor Vitae, Boulder Junction, Cloverland, Conover, Lac du Flambeau, Land O' Lakes, Lincoln, Manitowish Waters, Phelps, Plum Lake, Presque Isle, St. Germain, Washington and Winchester.

Vilas County is approximately 652,067 acres in size, with 555,374 acres of land and 93,923 acres of water. The county contains 1,320 lakes, 563 named and 757 unnamed. It is located in northern Wisconsin and borders Michigan's Upper Peninsula.

In 1899, the property valuations in the three towns that made up Vilas County totaled $2.9 million. Today, the equalized property valuations in the 14 towns and one city that comprise Vilas County total $6.83 billion.

Established on April 12, 1893, Vilas County was named for Civil War Lt. Colonel, William F. Vilas. Vilas served as the U.S. Postmaster General from 1885-1888, Secretary of the Interior 1888-1891 and a Wisconsin U.S. Senator 1891-1897.

The county seat is located in the City of Eagle River. Vilas County is governed by 21 supervisors representing 21 districts. They oversee county departments, establish policies and ordinances, and assess a property tax levy in accordance with an annual budget to provide for all county services.

The 2015 county budget was approved at $33.1 million, of which $12.9 million will be levied as a county property tax. The county portion property tax rate for 2015 is $1.88 per $1,000 of equalized value property. Vilas County collects a ½% county sales tax that in 2013 generated $1.96 million in revenue. Additional revenues are received from fees, fines and state and federal sources.

VILAS COUNTY BOARD OF SUPERVISORS

The Vilas County Board of Supervisors is comprised of 21 Supervisors representing 21 supervisory districts. Eligible voters residing in each district elect a County Supervisor for a 2 year term. Candidates for the County Board are elected in even-numbered years coinciding with the April general election cycle. County Board candidates receiving the majority vote in the April general election are sworn in at the April organizational meeting of the County Board. At that meeting the newly seated County Board elects County Board leadership consisting of a County Board Chairperson, Vice-Chairperson and a 2nd Vice-Chairperson. Committee assignments are then determined by County Board leadership.

Board Actions

The County Board governs and legislates by means of resolutions and ordinances. Resolutions are written documents describing the will (resolve) of the Board. Adopted resolutions remain in force until rescinded or superseded in whole or in part. Ordinances become enforceable county code (law) upon adoption and publication. Ordinances remain in force until amended or rescinded in whole or in part. The Board may also take other actions as permitted by statute, Board Standing Rules and parliamentary procedure.

Meetings of the County Board

County Board meetings are open to the public. Notice of every County Board meeting, by means of a published Board agenda, is provided to numerous government, civic and media outlets within and without Vilas County. Current year meeting agendas may also be accessed online at http://www.co.vilas.wi.us/calendar Public attendance at Board meetings is encouraged. However, public participation at Board meetings is limited to the items listed on the meeting agenda and subject to the discretion of the Chairperson. Individuals wishing to speak before the Board should contact their County Board Supervisor, who may then request that the Chairperson recognize and allow that individual to address the Board.

Meeting Dates and Times

The County Board meets at 9:00 a.m. on the 3rd Tuesday of April, and on the 4th Tuesday of January, February, March, June and August. Evening meetings will be held at 6:30 p.m. on the 4th Tuesday of May, July, September and October. Pursuant to Wis. Stat.§59.11(1)(a) the County Board Annual meeting shall be held at 9:00 a.m. on the first Tuesday after the second Monday of November. When the meeting falls on November 11, the meeting shall be held on the next succeeding day. Meeting dates, times and locations are subject to addition or change as deemed necessary by the County Board Chairperson.

Closed Session Meetings

Periodically, issues may arise which require the County Board to adjourn into a Closed Session, pursuant to Wis. Stat.§19.85. All persons not required to be present during the Closed Session will be required to leave the meeting room at that time.

Proceedings (minutes) of the Vilas County Board

The Vilas County Clerk is responsible for transcribing, posting and archiving County Board meeting minutes. Meeting minutes are not full transcriptions of Board deliberations; minutes only summarize Board proceedings and describe all Board actions taken. Current year posted County Board meeting minutes may be accessed online at http://www.co.vilas.wi.us/calendar

Vilas County Board Committees

Wisconsin counties commonly structure County Board legislative and oversight activities around a system of committees, primarily comprised of elected Board Supervisors. County committees are also limited in their scope and jurisdiction. County committees are the primary means by which resolutions and ordinances are created and forwarded to the County Board.

Committee Meetings

Public attendance at committee meetings is encouraged and the public is notified prior to each committee meeting held. Meeting agendas are published in most instances more than 48 hours prior to a meeting. Agendas include a list of items for discussion and possible action. Public participation at committee meetings is limited to items listed on the meeting agenda and is subject to the discretion of the committee Chairperson. Current year posted committee meeting dates, times and agendas may be accessed online at http://www.co.vilas.wi.us/calendar

Committee Meeting Minutes

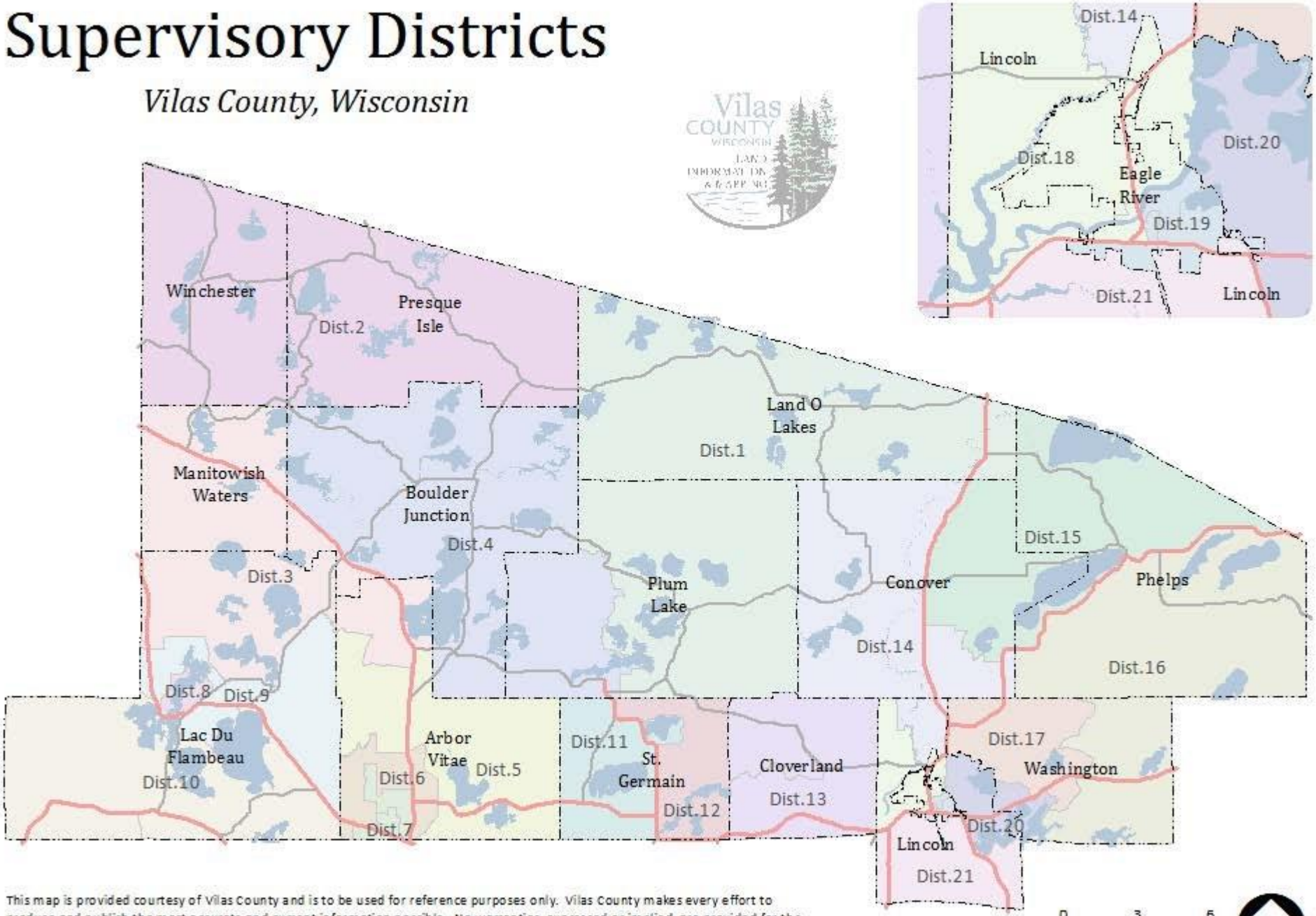
Committee meeting minutes are transcribed and archived. Current year meeting minutes can be accessed at http://www.co.vilas.wi.us/calendar

Archived County Board and Committee Meeting Agendas and Minutes

Five years of archived County Board and Committee meeting agendas and minutes are posted at the Vilas County Government website at www.co.vilas.wi.us Click on the Information tab. If certain meeting minutes cannot be found, contact the Vilas County Clerk at 715-479-3600.

Supervisory Districts

Vilas County, Wisconsin



This map is provided courtesy of Vilas County and is to be used for reference purposes only. Vilas County makes every effort to produce and publish the most accurate and current information possible. No warranties, expressed or implied, are provided for the data provided, its use, or its interpretation. Vilas County does not guarantee the accuracy of the material contained herein and is not responsible for any misuse or misrepresentation of this information or its derivatives. This map does not represent a survey.

2014-2016 VILAS COUNTY BOARD

Front row left to right: Mary Kim Black, Ed Bluthardt, Steve Doyen, Mark Rogacki, Ronald De Bruyne, Alden Bauman, Charles Rayala
Second row left to right: Clerk David Alleman, Erv Teichmiller, Wallace Beversdorf, Charles Hayes, Arthur Kunde, Rocky Caffarella, Walt Maciag
Third row left to right: Kim Simac, William Otterpohl, Racquel Zortman-Bell, Carolyn Ritter, Vernon Wiggenhauser, Jerry Burkett, Kenneth Anderson

SUPERVISORS ELECTED TO THE 2014-2016 TERM OF OFFICE

COUNTY BOARD LEADERSHIP

RONALD DE BRUYNE
Chairperson of the County Board
MARK M. ROGACKI
Vice-Chairperson
STEVEN DOYEN
Second Vice-Chairperson

District 1: Town of Land O' Lakes, Ward 1 and Town of Plum Lake, Ward 2
William Otterpohl
7659 Palmer Lake Road, Land O'Lakes, WI 54540
Ph: 715-547-3703

District 2: Town of Presque Isle, Ward 1 and Town of Winchester, Ward 1
Charles Hayes
PO Box 57, Presque Isle, WI 54557
Ph: 715-686-7257 Email: chhaye@co.vilas.wi.us

District 3: Town of Arbor Vitae, Ward 1 and Town of Boulder Junction, Ward 1 and Town of Lac du Flambeau, Ward 1 and Town of Manitowish Waters, Ward 1
Charles M. Rayala, Jr.
PO Box 226, Manitowish Waters, WI 54545-0226
Ph: 715-543-8300 Email: hrayala@centurytel.net

District 4: Town of Boulder Junction, Ward 2 and Town of Plum Lake, Ward 1
Vernon Wiggenhauser
8644 Golf Course Road, Sayner, WI 54560
Ph: 715-542-2206 Email: vewigg@co.vilas.wi.us

District 5: Town of Arbor Vitae, Wards 2 and 7
Rocco Caffarella
11473 Verna Lane, Arbor Vitae, WI 54568
Ph: 715-356-9732 Email: rocaff@co.vilas.wi.us

District 6: Town of Arbor Vitae, Wards 3 and 4
Erwin Teichmiller
1273 E Harbor Drive, Arbor Vitae, WI 54568
Ph: 715-356-9219 Email: community1rentals@gmail.com

SUPERVISORS ELECTED TO THE 2014-2016 TERM OF OFFICE - Continued

District 7: Town of Arbor Vitae, Wards 5 and 6
Ronald De Bruyne
1147 Johnson Creek Road, Arbor Vitae, WI 54568-9114
Ph: 715-356-6366 Email: rodebr@co.vilas.wi.us

District 8: Town of Lac du Flambeau, Wards 2 and 3
Thomas Maulson
PO Box 277, Lac du Flambeau, WI 54538
Ph: 715-588-3614 Cell Ph: 715-614-3614

District 9: Town of Lac du Flambeau, Wards 4 and 7
Mary Kim Black
12541 Grouse Lane, Lac du Flambeau, WI 54538
Ph: 715-588-7554 Cell Ph: 715-892-0941 Email: marykim.black@imaginehomelending.com

District 10: Town of Lac du Flambeau, Wards 5 and 6
Alden B. Bauman
PO Box 92, Lac du Flambeau, WI 54538-0092
Ph: 715-588-3708

District 11: Town of St. Germain, Ward 1
Mark M. Rogacki
8475 Hillcrest Lane, St. Germain, WI 54558
Ph: 715-542-3444 larogacki@yahoo.com

District 12: Town of St. Germain, Ward 2
Carolyn Ritter
7451 W Wakefield Lake Road, St. Germain, WI 54558
Ph: 715-479-5010 Email: critter23@frontier.com

District 13: Town of Cloverland, Wards 1 and 2
Walter Maciag
6171 Wildlife Lane, Eagle River, WI 54521
Ph: 715-477-2031 Email: wamaci@co.vilas.wi.us

District 14: Town of Conover, Ward 1 and Town of Lincoln, Ward 1
Arthur Kunde
5115 Razorback Road, Conover, WI 54519
Ph: 715-547-6020 Email: artsfishin@gmail.com

SUPERVISORS ELECTED TO THE 2014-2016 TERM OF OFFICE – Continued

District 15: Town of Phelps, Ward 1 and Town of Conover, Ward 2
Steven Doyen
2532 Millerville Lane, Phelps, WI 54554
Ph: 715-891-4601 Email: steve.doyen@frontier.com

District 16: Town of Phelps, Ward 2 and Town of Washington, Ward 2
Wallace Beversdorf
1360 Bear Tail Point, Phelps, WI 54554
Ph: 715-545-2355 Cell: 1-612-803-3563 Email: wallace.beversdorf@gmail.com

District 17: Town of Washington, Ward 1
Kenneth Anderson
PO Box 294, Eagle River, WI 54521
Ph: 715-479-2394 Email: glneagls@newnorth.net

District 18: City of Eagle River, Wards 4 and 5 and Town of Lincoln, Wards 2 and 5
Paul L. Hennes
120 Aquila Court, Eagle River, WI 54521
Ph: 715-477-0007

District 19: City of Eagle River, Wards 1, 2 and 3
Gerald Burkett
329 N 9th Street, Eagle River, WI 54521
Ph: 715-479-3449 Email: jerry@burkettrealty.com

District 20: Town of Lincoln, Ward 4 and Town of Washington, Ward 3
Edward E. Bluthardt, Jr.
1447 Everett Road, Eagle River, WI 54521
Ph: 715-479-8898 Email: sparkyblu@gmail.com

District 21: Town of Lincoln, Ward 3
Kim Simac
PO Box 961, Eagle River, WI 54521
Ph: 715-479-8784 Email: kisima@co.vilas.wi.us

2014 - 2016 COUNTY COMMITTEES rev 07/15/15

** Committee Chairperson *Committee Vice-Chairperson

Communications
Agenda – Dale Soltow
Minutes – Carol Krebs
Wally Beversdorf **
Ken Anderson*
Ed Bluthardt
Ron De Bruyne
Kim Simac

County-Tribal Concerns
Agenda – Al Bauman
Minutes – Erv Teichmiller
Al Bauman**
Erv Teichmiller*
Mary Kim Black
Mark Rogacki
Charles Rayala

Executive, Ethics & Insurance
Agenda – David Alleman
Minutes – David Alleman
Ron De Bruyne**
Gerald Burkett*
Chuck Hayes
Walt Maciag
Mark Rogacki

Extension, Education & Economic Development
Agenda – Nancy Miller
Minutes – Gail Kukanich
Chuck Hayes**
Carolyn Ritter*
Wally Beversdorf
Paul Hennes
Kim Simac

Finance & Budget
Agenda – Jason Hilger
Minutes – Jason Hilger
Mark Rogacki**
Vernon Wiggenhauser*
Mary Kim Black
Kim Simac
Erv Teichmiller

Forestry, Recreation & Land
Agenda – John Gagnon
Minutes – Constance Valkenaar
Steve Doyen**
Rocky Caffarella*
Ken Anderson
Art Kunde
Willy Otterpohl

Highway
Agenda – Jarred Maney
Minutes – Louise Krus
Charles Rayala**
Al Bauman*
Ron De Bruyne
Willy Otterpohl
Vernon Wiggenhauser

Health Insurance Board of Trustees
Agenda – David Alleman
Minutes – David Alleman
Ron De Bruyne**
Chuck Hayes*
David Alleman

Land & Water Conservation
Agenda – Carolyn Scholl
Minutes – Gail Kukanich
Wally Beversdorf**
Mary Kim Black
Paul Hennes
Tom Maulson
Kim Simac

Land Records
Agenda – Barb Gibson
Minutes- Barb Gibson
Kim Simac**
Charles Rayala*
Ed Bluthardt
Steve Doyen
Carolyn Ritter

Law Enforcement & Emergency Management
Agenda – Joe Fath
Minutes – Carol Krebs
Jerry Burkett**
Ed Bluthardt*
Mary Kim Black
Art Kunde
Mark Rogacki

Legislative & Judicial
Agenda – David Alleman
Minutes – David Alleman
Mark Rogacki**
Carolyn Ritter*
Rocky Caffarella
Walt Maciag
Erv Teichmiller

Library
TBD
TBD
TBD
TBD
TBD

Human Resources
Agenda – Debra Bohn
Minutes – Kris Duening
Chuck Hayes**
Walt Maciag*
Jerry Burkett
Ron De Bruyne
Art Kunde

Public Health
Agenda – Gina Egan
Minutes – Theresa Lewis
Erv Teichmiller**
Wally Beversdorf*
Al Bauman
Paul Hennes
Walt Maciag

Public Property
Agenda – David Alleman
Minutes – David Alleman
Ron De Bruyne**
Rocky Caffarella*
Ed Bluthardt
Paul Hennes
Carolyn Ritter

Social Services
Agenda – Kate Gardner
Minutes – Kelly Grady Pyne
Alden Bauman**
Erv Teichmiller*
Tom Maulson
Mark Rogacki
Vernon Wiggenhauser

Tourism & Publicity
Agenda – Cindy Burzinski
Minutes – Janet Christianson
Steve Doyen**
Mark Rogacki*
Ken Anderson
Paul Hennes
Art Kunde

Zoning & Planning
Agenda – Dave Sadenwasser
Minutes – Dave Sadenwasser
Ken Anderson**
Chuck Hayes*
Steve Doyen
Carolyn Ritter
Vernon Wiggenhauser

Other Committees & Boards
Ad Hoc committees and sub-committees are not listed

Commission on Aging
Agenda – Sue Richmond
Minutes – Amy Rein
Mary Kim Black**
Chuck Hayes*
Ed Bluthardt

Community Options
Al Bauman
Charles Rayala

Employee Safety
Walt Maciag

Highway Safety
Ken Anderson

Local Emergency Planning Committee (LEPC)
Jerry Burkett
Steve Doyen

Recreational Trails Safety
Rocky Caffarella
Art Kunde
Kim Simac

Veteran Service Commission
Al Bauman
Art Kunde

Transit Commission
Chuck Hayes
Erv Teichmiller

Human Service Board
51:42 Board
Charles Rayala
Erv Teichmiller

Vilas County Economic Development Corporation
Mark Rogacki
Vernon Wiggenhauser

North Central Regional Planning Commission (NCWRPC)
Kim Simac
vacant

North Central ITBEC Board
Charles Rayala

North Central ITBEC Tourism Advisory Com.
Charles Rayala

Northwoods Rail Transit Commission
Edward Bluthardt

Northwoods Community Development Block Grant Consortium
Mark Rogacki

North East Wisconsin Community Action Program (NEWCAP)
Charles Rayala

Grow North
Bob Egan

ADRC of the Northwoods
Erv Teichmiller

Restorative Justice
Ron De Bruyne

VILAS COUNTY COURT SYSTEM – 9TH CIRCUIT COURT

9th CIRCUIT COURT JUDGE'S OFFICE
Telephone 715-479-3638 Fax 715-479-3740

Circuit Court Judge ..... Hon. Neal "Chip" Nielsen III
Judicial Assistant .....Kim McCallum
Court Reporter.....Michelle Livingston

COURT COMISSIONERS
Information - Telephone 715-479-3632

Circuit Court Commissioner.....Dennis Burgy
Circuit Court Commissioner.....Steven Garbowicz
Circuit Court Commissioner.....Ralph Koopman
Family Court Commissioner.....Deborah Hatfield
Juvenile Court Commissioner.....Steven Garbowicz

VILAS COUNTY DEPARTMENTS ASSOCIATED WITH THE 9TH CIRCUIT COURT

CLERK OF CIRCUIT COURT OFFICE
Telephone 715-479-3632 Fax 715-479-3636

Clerk of Circuit Court......Jean Numrich
Deputy Clerk of Circuit Court.....Stephanie Nesbitt
Administrative Secretary.....Jennifer Allen
Administrative Secretary..... Vacant

REGISTER IN PROBATE
Telephone 715-479-3642

Register in Probate .....Dawn Halverson

JUVENILE INTAKE UNIT
Telephone 715-479-3644 Fax 715-479-3759

Juvenile Intake Supervisor.....Eric Swanson
Juvenile Intake Worker.....Chad Christensen
Juvenile Intake Worker.....Mike Wurl
Juvenile Intake Worker – part-time .....Rich Martin
Administrative Secretary .....Vacant

CHILD SUPPORT UNIT
Telephone 715-479-3705 Fax 715-479-3710

Child Support Services Coordinator.....Margaret Garsow
Child Support Specialist .....Courtney Szuta
Child Support Specialist.....Dawn Hallman

VILAS COUNTY ELECTED OFFICIALS & STAFF

Vilas County Elected Officials serve a 4 year term of office

CLERK OF CIRCUIT COURT

Telephone 715-479-3632 Fax 715-479-3636

Clerk of Circuit Court.....Jean Numrich

See Clerk of Circuit Court listing on previous page for staff.

COUNTY CLERK

Telephone 715-479-3600 Fax 715-479-3605

County Clerk ..... David Alleman

Deputy County Clerk .....Kim Olkowski

Administrative Secretary .....Cherie Adler

CORONER

Telephone 715-543-2232

Address: 29 Forest Drive, Manitowish Waters, WI 54545

County Coroner .....Paul Tirpe

DISTRICT ATTORNEY

Telephone 715-479-3614 Fax 715-479-3751

District Attorney .....Albert Moustakis

Assistant District Attorney .....David Breedlove

Victim Witness Specialist .....Glenna Davis

Legal Secretary .....Wendy Dalbeck

Legal Secretary .....Pat Nielsen

Administrative Secretary.....Vacant

REGISTER OF DEEDS

Telephone 715-479-3660 Fax 715-479-3695

Register of Deeds .....Joan Hansen

Deputy Register of Deeds .....Rebecca McDowell

Real Estate and Vital Records Clerk .....Kathy Clure

Real Estate Imaging Technician .....Christine Walker

SURVEYOR

Telephone 715-479-3684 or 715-479-9610

County Surveyor .....Thomas Boettcher

TREASURER

Telephone 715-479-3609 Fax 715-479-3605

County Treasurer ..... Jerri Radtke

Deputy Treasurer .....Sue Petruzates

VILAS COUNTY ELECTED OFFICIALS & STAFF continued

SHERIFF

Toll free 1-800-472-7290

Telephone 715-479-4441 Fax 715-479-6039

Sheriff .....Joseph Fath
Chief Deputy .....Mark Collins
Captain .....David Gardner
Jail Administrator .....William Weiss
Confidential Secretary .....Carol Krebs
Lieutenants: Gregory Fulton, Carl Gauger, Troy Kane, Gerard Ritter, Jeffrey Schaub, Dale Soltow
Detectives: Louise Horn, Christopher Petreikis
Deputies: Michael Aderman, Shyla Belzer, Joshua Ciatti, George Crabtree, Benjamin Gauger, Peter Heller, Glenn Huelskamp, Theodore Indermuehle, Jacob Kammerer, Matthew Mc Mahon, Emily Miller, Robert Minx, Jason Molle, Eric Neff, Ty Peterson, Cody Remick, Patrick Schmidt, Randy Schneider, Joy Torkelson, Zachary Stern, Brook Zimmerman
Part-time Deputies: Todd Budde, Mike Murray, Kevin Schramke
Jail Sergeants: Sue Bedish, Kristine Lovas, Jamie Meier, Lyle Spurgeon
Correctional Officers: Sherylyn Block, Tammy Duwe, Coty Hazelett, Amanda Kuiper, Anthony Mugnaini, Amos O'Brien, Alisha Parrott, Katelyn Rasmussen, James Rozga, Mika Justice, Kory Sparling, Thomas Stoltman, Nancy Voss, Brent Wilmot
Part-time Correctional Officers: Rebecca Gleason, Michael Czlapinski
Telecommunications Sergeant: Erica Buckton
Telecommunicators: Anthony Campion, Joseph Casey, Dawn Grmick, Jaclyn Kortenhof, Amanda Mattke, Patricia Rine, Lori Scarcelli, Tracy Schilling, Patti Sieren
Law Enforcement Clerks: Chris Kamps, Lindsey Riedel, Beth Soltow
K-9 Deputy: Draco

COUNTY ADMINISTRATIVE OFFICES

CORPORATION COUNSEL

Telephone 715-479-3714 Fax 715-479-3750

Corporation Counsel .....Martha Milanowski
Assistant Corporation Counsel.....Mary Sowinski
Confidential Legal Secretary.....Nicole Fuller

HUMAN RESOURCES

Telephone 715-479-3797 Fax 715-479-3799

Human Resources Director.....Debra Bohn
Payroll, Benefits and Accounts Payable Coordinator .....Kristine Duening
Administrative Secretary, Floating .....Gail Kukanich

FINANCE

Telephone 715-479-3674

Finance Director .....Jason Hilger

ADMINSTRATIVE COORDINATOR

Telephone 715-479-3602 Fax 715-479-3605

Administrative Coordinator ..... David Alleman

COUNTY INTERNAL OPERATIONS & SUPPORT DEPARTMENTS

INFORMATION TECHNOLOGY DEPARTMENT
Telephone 715-479-3666 Fax 715-479-3618

Director ……Mike Duening
I.T. System Administrator……Michael Brooks
I.T. Specialist ……Bryn McAllister

BUILDING & GROUNDS MAINTENANCE DEPARTMENT
Telephone 715-479-3680

Maintenance Lead……Russell Szuta
Custodian ……Cynthia Doyen

PUBLIC SERVICES DEPARTMENTS

EMERGENCY MANAGEMENT & SAFETY
Telephone 715-479-3690

Emergency Manager/ Safety Director ……Jim Galloway

FORESTRY, RECREATION AND LAND DEPARTMENT
Telephone 715-479-5160 Fax 715-479-5573
Offsite office location: 2112 N. Railroad Street, Eagle River, WI
Mailing address: 330 Court Street, Eagle River, WI 54521

Forests, Parks and Land Administrator ……John Gagnon
Assistant Forests, Parks and Land Administrator ……Justin Meier
Forestry Technician ……James Jefferson
Parks & Recreation Administrator ……Dale Mayo
Administrative Secretary ……Constance Valkenaar

HIGHWAY DEPARTMENT
Telephone 715-479-4641 Fax 715-479-9162
Offsite office location: 2104 N. Railroad Street, Eagle River, WI
Mailing address: PO Box 1568, Eagle River, WI 54521

Highway Commissioner/Patrol Superintendent ……Jarred Maney
Road Foreman ……Mark Krall
Shop Foreman ……Troy Schalinske
Bookkeeper……Tom Numrich
Assistant Bookkeeper ……Louise Krus
Parts Person……Mike Dreger
Mechanic/Machinist ……Matt Semmerling
Highway Patrolmen/Workers: Dale Bauer, Dwane Benicke, Jeff Biertzer, Louis Dreger, Ron Garske, Jon Haling, **Larry Haling (Lead)**, Dan Klessig, Mike Krueger, Jeff Reeves, Dan Sauvola, Dave Schuenemann, **Dennis Tameling (Lead)**.

LAND INFORMATION / MAPPING DEPARTMENT
Telephone 715-479-3655 Fax 715-479-3787

GIS Administrator/ Land Information Officer ……Barbara Gibson
GIS Analyst ……Adam Grassl
GIS Specialist……Rebecca Nordine
GIS Technician……Tony Jones

LAND AND WATER CONSERVATION DEPARTMENT
Telephone 715-479-3747 Fax 715-479-1978

County Conservationist……Carolyn Scholl
Conservation Specialist ……Mariquita Sheehan
Invasive Species Coordinator ……Catherine Higley

TAX LISTING DEPARTMENT
Telephone 715-479-3696

Tax Listing Coordinator …… Sherry Bierman
Administrative Secretary ……Vacant

TOURISM AND PUBLICITY DEPARTMENT
Telephone 715-479-3649

Director ……Cindy Burzinski
Administrative Secretary ……Janet Christianson

UNIVERSITY OF WISCONSIN – EXTENSION
Telephone 715-479-3648 Fax 715-479-1978
UW-EXTENSION FAMILY LIVING & NUTRITION
Telephone 715-479-3653

Department Head / Youth Development Agent …… Nancy Miller
Community Resource Agent ……Chris Stark
Family Living Agent ……Jenette Chiamulera
Nutrition Program Coordinator ……Terri Miller
Nutrition Program Educator ……Teresa Arnold
Nutrition Program Educator / Summer Horticulturist ……Mary Stys
Program Assistant ……Vacant

VICTIM WITNESS SERVICES
Telephone 715-479-3733 Fax 715-479-3751

Victim Witness Coordinator..……Glenna Davis

ZONING AND PLANNING DEPARTMENT
Telephone 715-479-3620 Fax 715-479-3752
BOARD OF ADJUSTMENT
Telephone 715-479-3620

Zoning Administrator …… Dawn Schmidt
Deputy Zoning Administrators: Gayle Hoffman, James Janet, Tammy Warwick, Dave Sadenwasser
Administrative Secretary ……Gloria Olson
Administrative Secretary……Jane Van Wormer

HUMAN SERVICES DEPARTMENTS

AGING AND DISABILITY RESOURCE CENTER (ADRC) OF THE NORTHWOODS

Toll free 1-800-699-6704

Telephone 715-479-3625 Fax 715-479-3692

Offsite office location: 521 E. Wall Street, Eagle River, WI

Mailing address: PO Box 1281, Eagle River, WI 54521

ADRC Specialist ..... Julie Livingston
ADRC Specialist ..... Laura Rozga

COMMISSION ON AGING

Toll free 1-800-374-1123

Telephone 715-479-3625 Fax 715-479-3692

Offsite office location: 521 E. Wall Street, Eagle River, WI

Mailing address: 330 Court Street, Eagle River, WI 54521

Director ..... Susan Richmond
Benefits Specialist ..... Susan Corrieri
Benefits Specialist ..... Pamme Williams
Family Caregiver Coordinator ..... Amie Rein
Chore Coordinator / Alzheimers Unit ..... Mary Kapke
Administrative Secretary ..... Rebecca Gleason

PUBLIC HEALTH DEPARTMENT

Toll free 1-866-845-2726

Telephone 715-479-3656 Fax 715-479-3741

Offsite office location: 302 W. Pine Street, Eagle River, WI

Mailing address: 330 Court Street, Eagle River, WI 54521

Director / Health Officer ..... Regina Egan
Deputy Health Officer ..... Laurel Dreger
Community Health Coordinator ..... Tammi Boers
Registered Nurse ..... Lori Bergum
Registered Sanitarian ..... Amy Springer
Environmental Health Specialist ..... Taylor Haynes
Registered Dental Hygienist ..... Kelly Moran
Registered Dental Hygienist ..... Andrea Martin
Dental Assistant ..... Barbara Garrett
WIC Clerk ..... Anna Kessro
Administrative Secretary ..... Theresa Lewis

SOCIAL SERVICES DEPARTMENT

Telephone 715-479-3668 Fax 715-479-3728

Director ..... Kathryn Gardner
Social Worker Supervisor ..... Helga Low
Account Tech II ..... Corinne Hoffmann
Account Tech I ..... Vacant
Social Services Aide ..... Sue Vogel
Economic Support Specialists: ..... Sherri Durant, Ellyn Tatro and Julie Szafranski
Social Workers: Kelly Lacko, Cynthia Lei-Nako, Beth Moore, Patricia Stevenson, Donna Sulstrom-Rosner, Trish Unseth, Veronica Vuckovic, Laura Zimbler.
Administrative Secretary ..... Kelly Grady-Pyne
Administrative Secretary ..... Linda Small

HUMAN SERVICES DEPARTMENTS Continued

VETERAN'S SERVICES DEPARTMENT
Telephone 715-479-3629 Fax 715-479-3778

Veteran's Service Officer …… Michael Biszak
Benefit Specialist…… Deborah Eicher

OTHER AREA AGENCIES AND SERVICE PROVIDERS

Agencies and Providers listed below are not affiliated with Vilas County Government

VILAS COUNTY ECONOMIC DEVELOPMENT CORPORATION
www.vilascountyedc.org
Eagle River Office 715-337-0061
Manitowish Waters Office 715-543-8880

LAC DU FLAMBEAU BAND OF LAKE SUPERIOR CHIPPEWA INDIANS
www.ldftribe.com
TRIBAL OFFICES
715-588-3303

GREAT LAKES INTER-TRIBAL COUNCIL
Lac Du Flambeau, WI
715-588-3324 and 715-588-1884

ANIMAL SHELTER
Humane Society of Vilas County
Not affiliated with Vilas County Gov't. Call for current hours of operation
715-479-9777
Shelter location: 2477 US Highway 45 North, Eagle River, WI

Call Municipal Animal Control Officers (see municipal listings beginning on page 21 for name/phone number) for barking dog complaints, stray dog complaints, or dogs hit by vehicles. If no one is available to handle local dog complaints, call the Vilas County Sheriff's Department at 715-479-4441.

CIVIL AIR PATROL
715-891-7234 or 715-617-6840

HEADWATERS SEARCH & RESCUE
715-479-4441

THE HUMAN SERVICE CENTER
1-800-236-8787
and the
NORTHWOODS GUIDANCE CENTER
1-800-236-8788
Office location: 705 E. Timber Drive, Rhinelander, WI 54501

OTHER AREA AGENCIES AND SERVICE PROVIDERS - Continued

Agencies and Providers listed below are not affiliated with Vilas County Government

KOLLER BEHAVIORAL HEALTH SERVICES
Office location: Ministry Medical Group, 930 E Wall St., Eagle River
715- 356-8540

TRI-COUNTY COUNSEL ON DOMESTIC VIOLENCE
***Crisis Line* 1-800-236-1222**
and
715-362-6841

NORTHWOODS RESTORATIVE JUSTICE
PO Box 1744
Woodruff, WI 54568
715-358-2687
Email: northwoodsrestorativejustice@frontier.com

WISCONSIN DEPT OF TRANSPORTATION
www.dot.wisconsin.gov
800-924-3570
Eagle River Office
Hours: 7am to 5pm Monday and Wednesday
302 West Pine Street, Eagle River, WI 54521
Rhinelander Office
510 Hanson Lake Road, Rhinelander, WI 54501
715-365-3490

WISCONSIN DEPT OF NATURAL RESOURCES
http://dnr.wi.gov
Northern Region Service Center
715-365-8900

WISCONSIN DEPT OF CORRECTIONS
http://doc.wi.gov
Probation & Parole
Eagle River Office 715-479-8105
Lac du Flambeau Office 715-588-9565

HIGHWAY G LANDFILL
Owned and Operated by the Landfill Venture Group
Not affiliated with Vilas County Gov't. Call for current hours of operation
715-479-2938

MUNICIPAL INFORMATION

NOTICE – ELECTION DAY POLLING HOURS AT ALL LISTED MUNICIPAL LOCATIONS IS **7:00 AM** UNTIL **8:00 PM**

Town of Arbor Vitae

Pop. 3,321

Telephone 715-356-3120 Fax 715-356-1071

Town Hall located at: 10675 Big Arbor Vitae Drive, Arbor Vitae, WI 54568

Mailing Address: Same as above **Town Website: www.townofarborvitae.org**

Town Chairperson	Frank Bauers	715-356-6820
Supervisor	Richard Held	715-358-5313
Supervisor	Jeffrey Hunter	715-356-2794
Supervisor	Brian Nerdahl	715-356-9019
Supervisor	Steve Perry	715-356-2855
Town Clerk	Mary Reuland	715-356-3120
Town Treasurer	Barb Freudigmann	715-356-3120
Town Assessor	Bowmar Appraisals	920-733-5369
Animal Control	Al Spatz	715-356-3042
Emergency Services Dial 911		

Town of Boulder Junction

Pop. 941

Telephone 715-385-2220 Fax 715-385-9129

Town Hall located at: 5392 Park Street (CTH M)

Mailing Address: PO Box 616, Boulder Junction, WI 54512

Town Website: www.townofboulderjunction.org

Town Chairperson	Dennis Reuss	715-385-0252
Supervisor	Dennis McGann	715-385-3200
Supervisor	Denny Duke	715-385-2662
Town Clerk/Treasurer	Kendra Moraczewski	715-385-2220
Town Assessor	Carlson Appraisals	715-686-7738
Animal Control	Dennis Reuss	715-385-0252
Emergency Services Dial 911		

Town of Cloverland

Pop. 1,032

Telephone 715-479-3434 Fax 715-479-1490

Town Hall located at: 5860 Perch Lake Road, Town of Cloverland

Mailing Address: PO Box 1565, Eagle River, WI 54521

Town Website: www.townofcloverland.org

Town Chairperson	Scott Maciosek	715-479-3408
Supervisor	Joe Eisele	715-479-1485
Supervisor	Steve Favorite	715-479-2860
Supervisor	E. Francine Gough	715-479-4284
Supervisor	Millie Ritzer	715-479-2392
Town Clerk/Treasurer	Julie Priefer	715-479-3434
Town Assessor	Hoffman Appraisals	715-536-6236
Animal Control	Bob Lass	715-891-3787
Emergency Services Dial 911		

Town of Conover

Pop. 1,235

Telephone 715-479-8688 Cell 715-891-7868 Fax 715-479-8688

Town Hall located at: 4665 CTH K, Town of Conover
Mailing Address: PO Box 115, Conover, WI 54519-0115
Town Website: www.townofconover.com

Town Chairperson	George Champeny	715-891-1520
Supervisor	Tom Timken, Jr	715-891-1742
Supervisor	Karl Jenrich	715-891-2049
Town Clerk/Treasurer	Kathy Mitchell	715-479-8688
Town Assessor	Bowmar Appraisals, Inc.	920-733-5369
Animal Control	Ed Evert	715-891-8439
Emergency Services Dial 911		

City of Eagle River

Pop. 1,381

Telephone 715-479-8682 Fax 715-479-9674

City Hall located at: 525 East Maple Street, City of Eagle River
Mailing Address: PO Box 1269, Eagle River, WI 54521
City Website: www.eagleriver.govoffice2.com

Mayor	Jeff Hyslop	715-479-8682
Alderman Dist. 1	Scott Flores	715-891-3145
Alderman Dist. 2	Jerry Burkett	715-479-3449
Alderman Dist. 3	Kim Schaffer	715-479-2599
Alderman Dist. 4	Paul Hennes	920-460-8385
City Clerk/Treasurer	Debbie Brown	715-479-8682
City Assessor	Associated Appraisal Consultants, Inc.	888-457-4720
Animal Control	Mike Adamovich	715-479-4330
Emergency Services Dial 911		

Town of Lac du Flambeau

Pop. 3,453

Telephone 715-588-3358 Fax 715-588-7923

Town Hall located at: 109 Old Abe Road (STH 47), Town of Lac du Flambeau
Mailing Address: PO Box 68, Lac du Flambeau, WI 54538
Mail property tax payments to: PO Box 535, Lac du Flambeau, WI 54538
Town Website: www.tn.lacduflambeau.wi.gov

Town Chairperson	Matthew Gaulke	715-588-3330
Supervisor	Chris Mayer	715-588-9020
Supervisor	Ginger Schwanebeck	715-588-7861
Town Clerk	Nancy Edwards	715-588-3358
Town Treasurer	Irene Messinger	715-588-3716
Town Assessor	Carlson Appraisals	715-686-7738
Animal Control	Robert Smith	715-614-0034
Emergency Services Dial 911		

Town of Land O' Lakes		
Pop. 865		
Telephone 715-547-3255 Fax 715-547-3935		
Town Hall located at: 4331 Hwy B, Town of Land O' Lakes Mailing Address: PO Box 660, Land O' Lakes, WI 54540-0660 Town Website: www.townoflandolakes.com		
Town Chairperson	Daniel Balog	715-547-6034
Supervisor	Sam Otterpohl	715-547-6714
Supervisor	Mike Stopczynski	715-547-3665
Town Clerk/Treasurer	Lynn Bybee	715-547-3255
Town Assessor	Bowmar Appraisal, Inc.	920-733-5369
Animal Control	Roman Sparks	715-547-6904
Emergency Services Dial 911		

Town of Lincoln		
Pop. 2,432		
Telephone 715-479-7000 Fax 715-479-2372		
Town Hall located at: 1205 Sundstein Road, Town of Lincoln Mailing Address: PO Box 9, Eagle River, WI 54521 Town Website: www.townoflincolnvilas.com		
Town Chairperson	Dick Stoegbauer	715-479-9759
Supervisor	Bill Hassey	715-479-7395
Supervisor	Bob McDonald	715-891-4555
Supervisor	Bruce Richter	715-479-9183
Supervisor	Brian Uttech	715-479-6198
Town Clerk/Treasurer	Shelly Sauvola	715-479-7000
Town Assessor	Peterson Appraisals	715-369-2952
Animal Control	Robin Vold	715-479-7580
Emergency Services Dial 911		

Town of Manitowish Waters		
Pop. 569		
Telephone 715-543-8400 Fax 715-543-8467		
Town Hall located at: 5733 Airport Road, Manitowish Waters Mailing Address: PO Box 267, Manitowish Waters, WI 54545 Mail property tax payments to: PO Box 385, Manitowish Waters, WI 54545 Town Website: www.mwtown.org		
Town Chairperson	John Hanson	715-543-2438
Supervisor	Charles Rayala III	715-904-8300
Supervisor	Eric Behnke	715-604-2253
Town Clerk/Treasurer	Dana Hilbert	715-543-8400
Town Assessor	Carlson Appraisals	715-686-7738
Animal Control	Eric Behnke	715-490-0484
Emergency Services Dial 911		

Town of Phelps

Pop. 1,204

Telephone 715-545-2270 Fax 715-545-2270

Town Hall located at: 4495 Town Hall Road, Town of Phelps
Mailing Address: PO Box 157, Phelps, WI 54554-0157
Mail property tax payments to: PO Box 91, Phelps, WI 54554
Town Website: www.townofphelps.com

Town Chairperson	Steve Doyen	715-891-4601
Supervisor	Mike Duquaine	715-437-0088
Supervisor	Dorothy Kimmerling	715-617-2736
Supervisor	Eugene McCaslin	715-545-8328
Supervisor	Steve Waier	715-617-5552
Town Clerk/Treasurer	Marjorie Hiller	715-545-2270
Town Assessor	Hoffman Appraisals	715-536-6236
Animal Control	Rick Brown	715-617-0196

Emergency Services Dial 911

Town of Plum Lake

Pop. 500

Telephone 715-542-4531 Fax 715-542-4531

Town Hall located at: 8755 Lake Street, Sayner
Mailing Address: PO Box 280, Sayner, WI 54560-0280
Town Website: None

Town Chairperson	Will Maines	715-542-3501
Supervisor	Kevin Rasmussen	715-892-1877
Supervisor	Gary Schmidt	715-891-0853
Town Clerk/Treasurer	Sharon Brooker	715-542-4531
Town Assessor	Appraisal Services Inc.	888-820-6862
Animal Control	Sharon Brooker	715-892-7049

Emergency Services Dial 911

Town of Presque Isle

Pop. 627

Telephone 715-686-2473 Fax 715-686-2588

Town Hall located at: 8306 School Loop Road, Town of Presque Isle
Mailing Address: PO Box 130, Presque Isle, WI 54557
Town Website: www.piwi.us

Town Chairperson	Jack Harrison	715-904-8100
Supervisor	Karen “KC” Swenson	715-686-7447
Supervisor	Adam Johnson	715-482-4520
Town Clerk	Lorine Walters	715-686-2473
Town Treasurer	Kathy Sitkiewitz	715-686-2473
Town Assessor	Carlson Appraisals	715-686-7738
Animal Control	Howard Meyer	715-904-0188

Emergency Services Dial 911

Town of St. Germain

Pop. 2,083

Telephone 715-542-3813 Fax 715-542-2850

Community Center located at: 545 State Highway 155, Town of St. Germain
Mailing Address: PO Box 7, St. Germain, WI 54558-0007
Mail property tax payments to: PO Box 117, St. Germain, WI 54558
Town Website: www.townofstgermain.org

Town Chairperson	Tom Christensen	715-891-5967
Supervisor	Alan Albee	715-891-3834
Supervisor	Marv Anderson	715-542-3946
Supervisor	Jim Swenson	715-542-2295
Supervisor	John Vojta	715-614-3611
Town Clerk	Tom Martens	715-542-3813
Town Treasurer	Marion Janssen	715-617-7743
Town Assessor	Carlson Appraisals	715-686-7738
Animal Control	Don Bauman	715-891-5646

Emergency Services Dial 911

Town of Washington

Pop. 1,458

Telephone 715-479-1669

Town Hall located at: 2301 Town Hall Road, Town of Washington
Mailing Address: 2160 Pinewood Drive, Eagle River, WI 54521
Mail property tax payments to: 1643 Tambling Lake Lane, Eagle River WI 54521
Town Website: www.town-of-washington.org

Town Chairperson	Jim Spring	715-891-1095
Supervisor	Steve Burr	715-891-6241
Supervisor	Keith Numrich	715-479-8031
Town Clerk	Michele Sanborn	715-479-1669
Town Treasurer	Lanae Slizewski	715-479-5439
Town Assessor	Hoffman Appraisals	715-536-6236
Animal Control	Robin Vold	715-479-7580

Emergency Services Dial 911

Town of Winchester

Pop. 387

Telephone 715-686-2123 Fax 715-686-2488

Town Hall located at: 7228 CTH W, Town of Winchester, WI 54557
Mailing Address: Same as above | **Town Website: www.winchesterwi.com**

Town Chairperson	Rick Clem	715-543-2094
Supervisor	Steven Budnik	715-686-7852
Supervisor	Tom Ghiloni	715-686-2580
Town Clerk	Ruth Allis	715-686-7103
Town Treasurer	Geri Sell	715-686-2300
Town Assessor	Carlson Appraisals	715-686-7738
Animal Control	Phil Williams	715-686-2584

Emergency Services Dial 911

UNITED STATES GOVERNMENT

UNITED STATES SENATORS www.senate.gov

Sen. Tammy Baldwin
717 Hart Senate Office Building
Washington, DC 20510
Phone: 202-224-5653
www.baldwin.senate.gov

Sen. Ron Johnson
328 Hart Senate Office Building
Washington, DC 20510
Phone: 202-224-5323
www.ronjohnson.senate.gov

REPRESENTATIVE IN CONGRESS www.house.gov

Rep. Sean Duffy Congressional District #7
1208 Longworth HOB
Washington, DC 20515
Phone: 202-225-3365
www.duffy.house.gov

STATE OF WISCONSIN GOVERNMENT
www.wisconsin.gov

WISCONSIN GOVERNOR

Gov. Scott Walker
115 East Capitol
Madison, WI 53702
Phone: 608-266-1212
www.wisgov.state.wi.us

WISCONSIN STATE SENATORS – Representing Districts in Vilas County

Sen. Janet Bewley 25th Senate District
Room 126 South
State Capitol
PO Box 7882
Madison, WI 53707-7882
Phone: 608-266-3510
Sen.Bewley@legis.wi.gov

Sen. Thomas Tiffany 12th Senate District
Room 409 South
State Capitol
PO Box 7882
Madison, WI 53707-7882
Phone: 608-266-2509
Sen.Tiffany@legis.wi.gov

STATE OF WISCONSIN GOVERNMENT Continued

WISCONSIN STATE ASSEMBLY – Representing Districts in Vilas County

Rep. Beth Meyers 74th Assembly District
Room 409 North
State Capitol
PO Box 8953
Madison, WI 53708
Phone: 608-266-7690
Rep.Meyers@legis.wisconsin.gov

Rep. Rob Swearingen 34th Assembly District
Room 123 West
State Capitol
PO Box 8953
Madison, WI 53708
Phone: 608-266-7141
Rep.Swearingen@legis.wisconsin.gov

OTHER STATE OFFICIALS

Lt. Governor
Rebecca Kleefisch
Phone: 608-266-3516
www.ltgov.state.wi.us

Secretary of State
Douglas La Follette
Phone: 608-266-8888
www.sos.state.wi.us

State Treasurer
Matt Adamczyk
Phone: 855-375-2274
www.statetreasury.wisconsin.gov

Attorney General
Brad Schimel
Phone: 608-266-1221
www.doj.state.wi.us

Superintendent of Public Instruction
Tony Evers
Phone: 608-266-1771
www.dpi.wi.gov

AREA ZIP CODES

Alvin	49936
Arbor Vitae	54568
Boulder Junction	54512
Conover	54519
Clearwater Lake	54518
Eagle River	54521
Iron River, MI	49935
Lac du Flambeau	54538
Land O'Lakes	54540
Minocqua	54548
Manitowish Waters	54545
Phelps	54554
Presque Isle	54557
Rhinelander	54501
St. Germain	54558
Sayner	54560
Star Lake	54561
Sugar Camp	54501
Three Lakes	54562
Winchester	54557
Woodruff	54568

PUBLIC LIBRARIES LOCATED IN VILAS COUNTY

Name	Address	Phone
Ben Guthrie-LdF Public Library	622 Peace Pipe Road, Lac du Flambeau	715-588-7001
Boulder Junction Public Library	5386 Park Street, Boulder Junction	715-385-2050
Eleanor Ellis Public Library	4495 Town Hall Road, Phelps	715-545-2887
Frank B. Koeller Memorial Library	Hwy 51 South, Manitowish Waters	715-543-2700
Land O' Lakes Public Library	4242 Co Hwy B, Land O' Lakes	715-547-6006
Plum Lake Public Library	239 State Hwy 155, Sayner	715-542-2020
Presque Isle Community Library	8306 School Loop Road, Presque Isle	715-686-7613
Walter E Olson Memorial Library	203 N Main Street, Eagle River	715-479-8070
Winchester Public Library	2117 Lake Street, Presque Isle	715-686-2926

PUBLIC SCHOOL DISTRICTS LOCATED IN VILAS COUNTY

District	Address	Phone
Arbor Vitae Woodruff	1065 Old Hwy 51 N, Woodruff, WI 54568	715-356-3282
Lakeland Union High School	9573 State Hwy 70, Minocqua, WI 54548	715-356-5252
Lac du Flambeau No 1	2899 State Hwy 47, Lac du Flambeau, WI 54538	715-588-3838
North Lakeland School District	12686 County Hwy K, Manitowish Waters, WI 54545	715-543-8417
Northland Pines School District	1800 Pleasure Island Road, Eagle River, WI 54521	715-479-6487
Phelps School District	4451 Old School Road, Phelps, WI 54554	715-545-2724

STANDING RULES AND COMMITTEE DUTIES OF
THE VILAS COUNTY BOARD OF SUPERVISORS
Revised February 24, 2015

I. GENERAL RULES OF BOARD MEMBERSHIP

1. Attendance at all County Board meetings and Committee meetings is mandatory and may be enforced by the Executive Committee as allowed by law. If a Board member cannot be present for a scheduled meeting through its entirety, he/she must notify the chair of the committee or department 24 hours in advance or as soon as practicable. A new meeting date may have to be rescheduled in order for the committee to obtain a full quorum. Three consecutive unexcused absences from committee meetings shall constitute a resignation from that committee. The County Board Chair, 1st Vice Chair and 2nd Vice Chair shall then appoint a person to fill the committee vacancy according to Board policy or State Statute.

2. In the event of illness, or other prolonged absence, of any Board member causing absence of his/her attendance at committee meetings, the County Board Chairperson, as soon as possible, shall appoint a substitute Board member to act on his/her behalf.

3. In the event of a vacancy on County Board, either by death, resignation, removal or other cause, the County Board Chairperson, as soon as possible, shall nominate a substitute member to finish out the unexpired term. Such new member must be approved by the County Board.

4. In the case of the absence or disability of the County Board Chair, the County Board 1st Vice Chair shall perform the Chair's duties. In the event the Chair is unable to complete the duties for the remainder of the term, the County Board 1st Chair shall perform the Chair's duties for the remainder of the term or until such time that the Board elects a new Chair. In the case of the absence or disability of the County Board Chair and 1st Vice Chair, the 2nd Vice Chair shall perform the Chair's duties for the remainder of the term or until such time that the Board elects a new Chair.

5. The official spokesperson of the County shall be the County Board Chair or his/her designee.

6. All County Board members are subject to the "Code of Ethics for local government officials, employees and candidates" set forth in §19.59 of the Wisconsin Statutes. In addition, all County Board members are subject to the Vilas County Work Rules as set forth in Appendix A of the Vilas County Employee Handbook, and said rules are adopted herein by reference.

7. The County Board may censure a County Board Supervisor, if the County Board by majority vote determines that a censure is appropriate. Requests for censure/censure complaints shall be reviewed by the Executive, Ethics and Insurance Committee. No complaints requesting censure shall be accepted from any person not a County Board Supervisor.

8. County Board and Committee meetings shall be conducted in accordance with Robert's Rules of Order.

II. ORGANIZATIONAL MEETING

An organizational meeting shall be held on the third Tuesday in April, pursuant to Wis. Stat. §59.11(1)(c), concurrent with the first County Board meeting held subsequent to the general election of the County Board. At the organizational meeting the County Clerk, or his or her Deputy Clerk shall call the new Board to order. The County Clerk shall preside until the election of a permanent Chairperson.
The Order of Business shall be:

1. Pledge of Allegiance.
2. Roll Call & Oath of Office.

3. Adoption of Standing Rules and Committee Duties.
4. Election by majority vote of: A permanent Chairperson.
   A permanent Vice-Chairperson.
   A permanent Second Vice-Chairperson.
5. Such other business as may legally be brought before the organizational meeting in the order prescribed under Section IV following "Roll Call".

III. STANDING COMMITTEES AND OTHER BOARDS AND COMMISSIONS

The following Standing Committees shall be named according to the procedures provided by the Wisconsin Statutes and these rules. This shall be done within two weeks following the organizational meeting.

1. Communications Committee (5 members).
2. County-Tribal Concerns (7 members).
3. Executive, Ethics and Insurance (4 Chairmen from different Committees and County Board Chairperson).
4. Extension, Education and Economic Development (5 members).
5. Finance and Budget (5 members).
6. Forestry, Recreation and Land (5 members).
7. Health Insurance Board of Trustees (3 members).
8. Highway (5 members).
9. Land, Air and Water Conservation (LAWCC) (6 members).
10. Land Records (5 members).
11. Law Enforcement & Emergency Management (LEEMC) (5 members).
12. Legislative and Judicial (5 members).
13. Library (5 members).
14. Human Resources (5 members).
15. Public Health Board (9 members).
16. Public Property (5 members).
17. Social Services Board (5 members).
18. Tourism and Publicity (5 members).
19. Zoning and Planning (5 members).

OTHER BOARDS, COMMISSIONS AND APPOINTMENTS

1. ADRC of the Northwoods (1 member)
2. Board of Adjustment (no more than 5 members, plus 2 alternates)
3. Civil Service Commission (5 members)
4. Commission on Aging (no more than 12 members)
5. Community Options Program (no more than 25 members)
6. Economic Development Corporation Board (2 members)
7. Employee Safety Committee (no more than 12 members)
8. Grow North Regional Economic Development Commission (1 member)
9. Highway Safety (no more than 12 members)
10. Human Service 51.42 Board (2 members)
11. Land Information Council (8 members, including 1 County Board member)
12. Local Emergency Planning Committee (no more than 14 members)
13. NEWCAP Committee (1 member)
14. North Central ITBEC Board (2 members)
15. North Central ITBEC Tourism Advisory Committee (1 member)
16. North Central Wisconsin Regional Planning Commission (2 members)
17. Northern Waters Library System Trustee Board (2 representatives)
18. Northwoods Community Development Block Grant Consortium (1 member)
19. Northwoods Rail Transit Commission (2 members)

20. Northwoods Restorative Justice Committee (Private Board, no more than 1 County Board member)
21. Northwoods Transit Commission (2 members)
22. Recreational Trails Safety Committee (3 County Board members – other members as stipulated)
23. Veterans Service Commission (at least 3 members who are veterans)
24. Vilas County Economic Development Corporation (1 member)
25. Alma-Moon Lake District (1 member)
26. Big St. Germain Lake District (1 member)
27. Little Arbor Vitae Lake District (1 member)
28. Little St. Germain Lake District (1 member)
29. Little Tamarack Flowage Lake District (1 member)
30. Long Lake District (1 member)
31. Lost Lake District (1 member)
32. Spectacle Lake District (1 member)
33. Stella Lake District (1 member)

IV. ORDER OF BUSINESS - REGULAR AND SPECIAL BOARD MEETINGS

. The General Order of Business at all Board Meetings shall be as follows, with said order subject to the discretion of the County Board Chairperson:

1. Pledge of Allegiance.
2. Roll Call.
3. Approval of Agenda.
4. Approval of Minutes of previous meeting.
5. Resolutions tabled or postponed to a day certain.
6. Introduce and act on all resolutions and ordinances as posted.
7. The hearing of Resolutions, Petitions, Communications, and Memorials not previously submitted to the Board members by mail, and disposition by reference to the appropriate committees by the Chairperson, unless the Board wishes immediate action and votes on motion to waive the rules (two-thirds vote required) to do so.
8. Consideration of Committee and departmental reports including those not previously submitted to the Board by mail.
9. Letters and communications.
10. Committee Reports.
11. Pay per diem.
12. Adjournment.

V. MEETING DATES AND TIMES

1. The hour of meeting shall be 9:00 a.m. for a morning meeting and 6:30 p.m. for an evening meeting, unless adjournment to some other hour or at the call of the chairperson.

2. Morning regular County Board meetings shall be held the 4th Tuesday of January, February, March, June and August. Evening regular County Board meetings shall be held the 4th Tuesday of May, July, September and October. Such meeting dates shall be subject to change as deemed absolutely necessary by the County Board Chairperson.

3. The Annual County Board meeting shall be held at 9:00 a.m. on the first Tuesday after the second Monday of November. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day. (Wis. Stat. §59.11(1)(a))

4. The County Board shall meet on the 3rd Tuesday of each April. This meeting will be held at 9:00 a.m. (Wis. Stat. §59.11(1)(c))

5. A Special Meeting of the County Board may be scheduled upon the written request of a majority of the supervisors, delivered to the clerk, specifying the time and place of the meeting. The scheduled time of the Special Meeting shall not be less than 48 hours from the delivery of the request. (Wis. Stat. §59.11(2)(a))

VI. MEETING RULES, PARLIAMENTARY PROCEDURES AND SUBMISSIONS

A. GENERAL

1. The Chairperson, with the assistance of the Clerk, shall prepare the Agenda. The Agenda shall be distributed to all Board Members the week prior to the meeting.

2. The County Clerk shall record the minutes of all County Board meetings. In the Clerk's absence, the Deputy County Clerk or another qualified County staff member shall record the minutes.
   In all cases when an ordinance, resolution or motion shall be entered in the minutes of the Board, the name of the member moving the same and his/her second shall be entered in the minutes.

3. The County Clerk shall read the Public Meeting Notice at the beginning of each Board meeting and certify that the meeting was properly noticed.

4. The County Clerk shall conduct a roll call by the first and last name of all members of the board, whose names shall be arranged alphabetically. The roll call shall be for purposes of determining members present and if a quorum of the Board exists.

5. If a quorum is not present, the members may adjourn from time to time until there is a quorum. A majority of Board members shall constitute a quorum.

6. The Chairperson shall preserve order and decide questions of order subject to appeal to the Board, and shall vote on all questions.

7. The Chairperson without calling for a vote shall refer all matters that come to the County to the appropriate committee, unless otherwise ordered by the Board.

8. Whenever any member desires to speak to the Board, the member shall raise their hand, address the Chairperson, and be recognized. When two or more members raise their hands at once, the Chairperson shall designate the member who is to speak first, but in all cases the member who shall first raise his/her hand and address the Chairperson shall speak first.

9 . Every Board member shall confine their remarks to the subject and not deal in personalities. Each member shall speak only to the merits of the question under consideration, maintain a courteous tone, avoid personalities, refrain from attacking or questioning the motives of any other member and avoid the mention of other members' names in a demeaning or derogatory manner. When called to order, Board members shall not be allowed to proceed without permission of the Chairperson.

10. Time for citizen comments will be provided at County Board meetings; however, in accordance with state statutes, citizen comments must be specific to action items posted on the published agenda and must be made prior to Board action on the item. When anyone not a member desires to address the Board, permission to do so must be asked by a Board member. The Chairperson may limit the time a non-member may speak.

11. In all parliamentary questions raised during a session of the Board, and which are not covered specifically by the foregoing rules, Robert's Rules of Order shall prevail.

B. VOTING

1. Any election of an officer of the Board may be by secret ballot pursuant to Wis.Stat.§19.88(1). Other voting shall be by Ayes and Noes.

2. A roll call vote may be called for by any member on any issue at any time; however, if the vote is unanimous, the roll call need not be taken. On roll call vote the name of the Chairperson shall be read last.

3. All questions shall be put in this form: Those who are in favor say "aye"; those who are opposed say "no". The Chairperson may call for a show of hands or a roll call to re-affirm the results of a voice vote.

4. Each member participating in debate must vote aye or no on each question unless excused by the Chairperson for a reason of conflict or other special cause.

5. Any member desiring to recuse themselves from deliberation and action involving any resolution or ordinance, for a reason of conflict or other special cause, shall leave the area of the meeting room, until such time that said deliberation and action have concluded.

6. Whenever a resolution, ordinance or motion is defeated, any member who voted on the prevailing side may move for reconsideration at any time during the same session. If two-thirds (2/3) of the members present vote in favor of reconsideration, the subject shall be before the Board for further action.

7. When the vote on any question is a tie, it is lost.

8. No vote shall be taken on any orally presented motion to amend a resolution or ordinance until the Clerk is permitted to read it back to the board so as to give the Board a clear statement and the proceedings a correct record.

C. MEASURES REQUIRING MORE THAN A MAJORITY VOTE OF THE BOARD

1. Except as provided in the Finance and Budget Committee rules, a two-thirds (2/3) vote of the entire membership of the Board must be obtained before a budget appropriation may be changed. Any changes made under this rule must be published to the public within 10 days of the change.

2. No rules of the Board shall be suspended, altered or amended without the consent of 2/3 of the members present.

3. No sale, purchase or trade of County land may be authorized without the consent of 2/3 of the members present.

4. No transfer of money from the General Fund may be authorized without the consent of 2/3 of the members present.

5. New positions may not be authorized without the consent of 3/4 of the members present.

6. No building projects and/or building acquisitions may be authorized without the consent of 3/4 of the members present.

D. MOTIONS - GENERAL

1. No ordinance, resolution or motion shall be debated or put to a vote unless it has been moved and seconded by a member of the Board.

2. Before a motion has been stated by the Chairperson, its mover may withdraw it or modify it without asking the consent of anyone. After a motion has been moved and seconded, it is in possession of the Board, but it may be withdrawn by unanimous consent or by a majority vote of the Board at any time before amendment or decision.

3. When a resolution is under debate no motion shall be received except to amend, to lay on the table, to postpone indefinitely, to postpone to a day certain, to withdraw or to adjourn.

E. TABLING A MOTION

1. A motion to lay on the table enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen, with no set time for taking the matter up again.

2. A motion to lay on the table, if adopted, halts consideration of a question immediately without debate. Such motion is out of order if the evident intent is to kill or avoid dealing with a measure.

3. A motion to lay on the table cannot be qualified in any way, and as long as the question remains on the table, the decision as to when, or if, it will be taken up is left open. If a tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist. A motion to remove a question from the table may be made during the unfinished business portion of the meeting once all agenda items are addressed. If the motion to remove is seconded, the discussion proceeds as if a motion to table had never been made.

F. POSTPONING A MOTION

1. A motion to postpone indefinitely may be made when the intent is that the assembly wants to decline to take position on the main question. If adopted, this motion defeats the main motion for the duration of the session and will avoid a direct vote on the question. It can be applied only to the main question and can be made only while a main question is immediately pending. It is debatable, not amendable, and requires a majority vote. An affirmative vote on a motion to postpone indefinitely can be reconsidered, but a negative vote on it cannot be reconsidered.

2. A motion to postpone to a certain time may be made so that the question can be considered at a more convenient time, or because debate has shown reasons for holding off a decision until later. It is out of order when another has the floor, and it is also debatable, but debate is limited to the extent it is necessary to discuss the merits to enable the assembly to decide whether the main question should be postponed and to what time. It can also be reconsidered.

G. SUBMISSIONS TO THE BOARD

1. Annual reports, resolutions, ordinances and requested appointments sponsored by Committees or individual members shall be in writing and filed with the Clerk no later than Noon, Friday 10 days prior to the next meeting of the Board. The Clerk shall have them copied and distributed to all members for their information and consideration at least five days prior to the meeting.

2. All annual reports, resolutions, ordinances and requested appointments, received after the 10 day deadline, shall be deferred to the next scheduled County Board meeting. In an emergency the Chairperson may permit any late submission to be placed on the Board agenda, provided that such placement occurs within the proper notification times allowed by law.

3. Any resolution presented for consideration at any meeting must bear the signature of the member(s) offering the same, or if offered by a Committee, the signatures of a majority of that Committee.

4. All committee or individual members' recommendations shall be in resolution form to be presented to the County Board for action. All resolutions and ordinances shall be numbered consecutively beginning with the first meeting of the calendar year.

5. When a Committee Annual Report or Resolution or Ordinance is taken up and is under consideration, the main question shall be "Shall the recommendations of the Committee be adopted by the Board?" and unless specific amendments are offered in the usual parliamentary form, discussion shall be limited to adoption or rejection of the report or resolution.

H. CREATION OF RESOLUTIONS AND ORDINANCES

1. All resolutions and ordinances must be created using county approved formats.

2. Fiscal Impact Statement.
(a) Every resolution, ordinance, or written motion presented to the County Board must contain a fiscal impact statement that clearly describes the economic impact of the resolution, ordinance, or written motion and it must include the budgeted line items affected and each respective dollar amount of change. If the fiscal impact cannot be determined, a written explanation indicating why the fiscal impact cannot be determined must be provided.
(b) The person drafting the resolution, ordinance, or written motion is responsible for drafting the fiscal impact statement and including it in the document.
(c) Resolutions supporting or opposing legislation or honoring an individual, group or event are exempted from the fiscal impact statement requirement.

3. Finance Director's Fiscal Comment.
Every resolution, ordinance, or written motion that contains a fiscal impact statement must be presented to the Finance Director for review and must contain a Fiscal Comment from the Finance Director.

4. Human Resources Statement.
(a) Every resolution, ordinance, or written motion presented to the County Board that involves the hiring, promotion, demotion, disciplinary action, wage adjustment, exemption adjustment, position re-classification, or other employment-related matter must be first presented to the Human Resources Manager for review and approval. The Human Resources Manager will indicate approval or non-approval on the resolution, ordinance, or written motion.
(b) The person drafting the resolution, ordinance, or written motion is responsible for obtaining Human Resources review and approval.

5. All resolutions, ordinances and written motions must be brought to the Corporation Counsel for review of their legality and language, and must contain a Corporation Counsel signature line stating "approved as to form."

I. MISCELLANEOUS

1. The County Board shall by resolution establish the hours during which the County Offices, except the Court's, shall be open to the public, and the hours of work to be required of employees in those offices.

2. Salaries or wages for all employees shall be determined by the County Board as provided in Wis. Stat. §59.22 after consideration and recommendation by the Personnel Committee.

FORMATION OF VILAS COUNTY COMMITTEES

1. Except as otherwise provided by law, the Chairperson of the County Board, in collaboration with the Vice-Chairperson and Second Vice-Chairperson, shall appoint the membership of each committee of the Board. All committees of the Board shall elect their committee Chairperson and Vice-Chairperson.

2. Except as otherwise provided by law, the Chairperson of the County Board shall be an ex-officio member of all standing committees. His/her ex-officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the Chairperson, Vice-Chairperson or Second Vice-Chairperson to make a quorum as an active member of that committee for that day. The Chairperson, Vice-Chairperson and Second Vice-Chairperson shall be paid mileage and per diem when used to make a quorum by any properly authorized County Committee.

3. When requested by a committee, and when determined to be necessary by the Chairperson of the County Board, the Chairperson of the County Board may appoint a Board member to serve temporarily on a committee for the purpose of obtaining a quorum of the committee so that a particular meeting may be held without delay.

THE DUTIES OF VILAS COUNTY COMMITTEES

1. All committees of the County Board shall keep a written record of their meeting, including dates, attendance, proposed resolutions, matters considered, including all information on bids or proposals submitted for their approval and their action thereon in a committee file in the office of the County Clerk or in the office so named and copies shall be mailed to the County Board Chairperson with the next meeting's agenda. These minutes shall be of public record.

2. All Committees shall prepare preliminary budgets and turn them in to the Finance Director on the date set forth annually.

3. All oversight committees will approve a listing of all paid bills on a monthly basis. The listing will be signed by all members of the committee who are present at the meeting and returned to the Finance Department.

4. The Public Property Committee shall create and periodically review Vilas County's purchasing policy.

5a. Any department, committee or individual Board member that desires to propose any new expenditure in a subsequent year budget in excess of $5,000, shall first submit the proposed expenditure to the Finance Director and the Finance & Budget Committee, in order that the proposed expenditure may be included in all budget deliberations.

5b. Upon inclusion in the approved County budget all expenditures, purchases and projects will be entered into without additional County Board approval, unless the purpose has changed or the cost has increased. In that case additional approval will be required from the Finance & Budget Committee. New projects or major improvements to existing services, equipment or facilities which would require sizeable appropriations and thus have a major effect on the budget for the following year, shall present these by resolution to the County Board on or before the September meeting in order to include said appropriations in their proposed budget. "Sizeable appropriation" shall mean any amount equal to or greater than 10% of a department's annual budget or $20,000, whichever is less.

5c. All committees and departments shall prepare preliminary budgets and submit them to the Finance Director by the date set annually by the Finance & Budget Committee. The Finance & Budget Committee will prepare a proposed budget for all committees and departments not meeting the stated deadline.

6. Any committee that has a contract binding on the county must first have the contract reviewed and initialed by the Corporation Counsel and any other person required by law. All contracts shall be signed by the

Chairperson or Vice-Chairperson of the County Board, or the County Clerk, or the Chair of the presiding committee, and any other person required by law, with the exception of contracts for services that are in the ordinary and customary practice and procedure of the Department of Social Services, which shall be signed by the Director of Social Services.

7. All public work projects where the cost of such work will exceed $25,000.00 shall be let by contract to the lowest responsible bidder, pursuant to Wis. Stat. §59.52(29).

8. Board members or committees who desire to present resolutions to the County Board for non-budgeted expenditures or expenditures of money in excess of any of the committee's or department's budget shall first present the resolution to the Finance Committee for approval.

9. All committees shall refer to the specific Standing Rules for their committee.

10. All committee members shall file their committee per diem and expense bills for each calendar month with the County Clerk each month no later than five days prior to the meeting of the Finance Committee.

11. Per diem
    a. Attendance per diem reimbursement is $47.00 per day. A $47.00 per diem is paid per day for conventions and/or trainings out of county regardless of the event's length, including travel to and from.

    b. Only committee members will be paid per diem at a specified committee meeting unless the County Board Chair and/or a Committee Chair requests a Committee member to attend a specific meeting.

12. Ad Hoc Committees
    a. Ad hoc committees and their chairs shall be appointed by the Board Chair, with Board approval. These assignments shall be for a definite purpose and time and shall hold over until such duties have been completed and a final written report given to the Board.

    b. Ad hoc committees in all cases report a statement of facts and their opinion thereon to the Board as interim verbal reports on no less than an annual basis. Such reports shall be given in addition to final written reports.

13. All Committees must comply with the Open Meeting Law requirements as provided in §19.83, §19.84 and §19.85, Wisconsin Statutes.

14. Only County Board Committee members can vote unless otherwise provided by Statute.

15. The Corporation Counsel shall attend any closed session of a committee when requested by the committee.

16. Before any new grant applications over $1,000 may be made by a department or office, they must first be approved by resolution of the Board of Supervisors. Any grant application for monies less than $1,000 and not requiring matching County funds must first be approved by the Committee overseeing the department that is applying for the grant.

17. A Committee may appoint a subcommittee of its members, with County Board Chairperson approval, but only for the purpose of fact-finding or the performance of other advisory duties. Such subcommittee may not include a quorum of the regular Committee's members.

18. All County Board Supervisors must receive prior approval from a specific committee of jurisdiction, and/or County Board Chair, for any out-of-County travel.

19. All County employees must receive prior approval from their department head for any out-of-county travel. Out-of-state travel must be authorized by the committee of jurisdiction and Finance Committee in advance.

20. Unless required by law or otherwise, there shall be no segregated, non-lapsing accounts. Unless specifically provided for in the following year's budget, all monies left in the County Budget at the end of each year will be returned to the General Fund unless a department can justify the need for a non-lapsing account.

21. All Committees with hiring jurisdiction shall give advance notice of scheduled interviews to the Human Resources Manager.

The following POWERS AND DUTIES are hereby delegated to and prescribed for the Committees of the County Board:

I. COMMUNICATIONS COMMITTEE

1. It shall be the oversight committee for the special radio communication project, including budget and design oversight.
2. It shall negotiate and approve tower lease and rental agreements for space rented on county-owned towers, for county space required on privately owned towers, and tower leases on County-owned land.
3. It shall make recommendations to the county board on county communication needs.
4. The committee shall be appointed by the county board chairman, with the majority of members being county board supervisors.
5. The committee shall meet on an "as needed basis" but at least once every 60 days.
6. It shall enhance public safety communications on a local, county and regional level.
7. It shall identify opportunities to enhance economic development through improved communications and encourage private/public communication relationships that benefit the citizens of the county.
8. It shall work with public property, law enforcement, highway and land records committees to provide a seamless merge in the areas of information systems, mapping and public safety communications.
9. It shall work with the zoning committee to ensure that conditional use permits for new towers make provisions for public safety communication equipment.

II. COUNTY-TRIBAL CONCERNS

1. It shall meet and work in all areas of concern between Vilas County and the Lac du Flambeau Band of Lake Superior Chippewa Indians.
2. It shall report periodically to the County Board and make recommendations for action as they deem necessary.
3. The make-up of the committee will be five (5) county board members and two (2) tribal representative appointed by the Lac du Flambeau Tribal Council, all of whom will have voting powers.

III. EXECUTIVE, ETHICS AND INSURANCE

1. It shall be the duty of this Committee to supervise County administrative affairs in general, with the view of bringing about proper coordination or cooperation between the various departments or agencies of the County.
2. It shall be the duty of this Committee to confer and advise with the officials and Committees of the various departments of the County on official matters where such conference is asked for by officials or committees or when deemed advisable.
3. All claims of a general nature shall be referred to this Committee. Any claim not exceeding $5,000.00 may be decided by this Committee. Any claim over $5,000.00 shall be referred to the County Board with a recommendation from said Committee.
4. It shall also have charge of and investigate all matters involving legal questions.
5. It shall be responsible for all County insurance. This duty may be delegated by the Executive Committee to other committees.
6. It shall act as ethics advisor to the County Board.
7. Requests for censure shall be presented to this Committee for investigation. The investigation shall be conducted in closed session pursuant to Wis. Stat. §19.85(1)(f) unless the Supervisor being investigated requests an open proceeding. If the Committee decides that a censure is warranted, it shall forward its recommendation for censure to the full board for consideration.
8. The County Board Chairperson will be Chairperson of the Executive Committee. Each of the other four members shall be Chairpersons of other Vilas County Committees.

IV. EXTENSION, EDUCATION AND ECONOMIC DEVELOPMENT

1. This committee shall be comprised of 5 County Board members appointed by the County Board Chairperson.
2. It shall perform duties as prescribed by the County Board and §59.56, Wisconsin Statutes. Pursuant to these statutes, this Committee shall sign contracts and hire University faculty and academic staff in conjunction with the University of Wisconsin-Extension.
3. It shall cooperate with all federal, state and local agencies and officials in establishing any educational and/or economic development related programs in Vilas County.
4. It shall promote economic and resource development, youth development, and family living education in the County, and shall oversee all such issues affecting Vilas County and make appropriate recommendations to the County Board.
5. The UW-Extension department shall report to this committee.
6. Vilas County Economic Development Corporation shall advise this committee on any Economic Development issues.

V. FINANCE AND BUDGET

1. It shall supervise all financial matters of the County for the purposes of keeping expenditures under control and within the budget adopted by the County Board.
2. It shall establish and administer financial policy and processes in conformity with established and recognized fiscal procedures.
3. It shall be the duty of this committee to draft or have submitted to it, all resolutions for non-budgeted expenditures of money and make recommendations thereon to the Board.
4. The County Board delegates to this committee pursuant to §66.0603, Wisconsin Statutes, the authority to temporarily invest any unused county funds and to arrange for the safekeeping, sale, reinvestment or redemption of securities as they may deem proper.
5. Unless directed otherwise by specific County Board Resolution, it may transfer funds between budgeted items of an individual county office or department, but only if such budgeted items have been separately appropriated and only if first approved by the appropriate committee.
6. It shall act upon and verify all demands for the Cancellation of Illegal Tax Certificates and Deeds and related matters and then submit their actions to the County Board for approval
7. It shall check the sufficiency of the sureties of all bonds of County officials and employees as set forth in §59.21(2), Wisconsin Statutes, and report to the County Board their action thereon on a yearly basis.
8. The Finance Director shall report to this Committee.
9. It shall be the oversight committee for the Clerk of Court, Coroner, County Clerk, District Attorney, Register of Deeds, Surveyor, and Treasurer's Offices.

VI. FORESTRY, RECREATION AND LAND

1. It shall be responsible for the overall management, protection and administration of all county lands. This will be done in accord Chapters 16 & 19 of the County General Code and Chapters 26, 27, 28, 29 and 59 of the Wisconsin Statutes.
2. It shall have appraisals made of all lands to be sold or purchased or exchanged for fair market value and bring its recommendations to the County Board for approval.
3. It shall oversee all leases of County-owned land and bring its recommendations to the County Board for approval.
4. It shall advertise all lands approved for sale, accept and open all bids, and prepare the necessary documents to complete the sales.
5. It shall negotiate for the acquisition of lands within County Forest and Recreation areas by purchase, gift or bequest or by exchange of County owned lands outside such areas for the purpose of blocking the forest, for better administration, or for recreational purposes.
6. It shall have a County Forest Administrator and other staff as may be approved by the County Board to inventory and manage all timber on all County lands in the concept of multiple-use to assure maximum public benefit.

7. It shall be authorized to protect, manage and sell timber in accord with sound forest management practices pursuant to the laws and regulations set forth in Chapter 16 of the County General Code and Chapter 28 of the Wisconsin Statutes.
8. It shall develop a 15 year Forest Management Plan comprehensive plan–and shall prepare annual work plans and budgets for the operation of the County Forest and Forestry Department activities.
9. It shall advise and consult with the Department of Natural Resources, other agencies and conservation groups to promote fish, game, recreation and all other conservation projects throughout the County and make its recommendations to the County Board.
10. The Vilas County Forest Administrator will act as agent and coordinate all activities of the Vilas County Forestry Department or this Committee.
11. It shall oversee Vilas County's snowmobile trail system and it shall be responsible for obtaining and distributing State snowmobile funding.
12. The Recreation Trail Coordinator shall report to this committee
13. All recreational trail matters shall be referred to the Forestry, Recreation and Land Committee.

VII. HEALTH INSURANCE BOARD OF TRUSTEES

1. Its members shall consist of County Board Chairperson, Chairperson of the Human Resources Committee and the County Clerk.
2. It shall oversee the County's Employee Health Plan Trust.
3. It shall study methods of providing comprehensive health care coverage and determine which plan is most advantageous to the County and its employees.

VIII. HIGHWAY

1. It shall be the duty of this Committee to receive and make recommendations upon all highway matters referred to it by the County Board.
2. It shall make annual reports and recommendations to the County Board on all matters pertaining to their jurisdiction in accordance with §83.015 of the Statutes.
3. It shall direct the expenditure of highway maintenance funds received from the State or provided by county tax.
4. It shall be designated as the Natural Beauty Council of Vilas County. The Highway Commissioner shall be responsible for coordinating this program.
5. The Highway Commissioner shall report to this committee.

IX. HUMAN RESOURCES

1. It shall consider and evaluate all requests and problems relating to wages, salaries, fringe benefits (including employee health insurance), and job descriptions, making recommendations to the County Board.
2. When appropriate, it will call the chairpersons of the various committees and department heads having County employees under their jurisdiction to appear before the Human Resources Committee to present testimony that is relevant to the problem presented to it.
3. It shall be the designated representative of the Vilas County Government relating to all negotiations with labor unions representing County employees and all negotiations with non-union County employees, and shall report their recommendations to the Board when required for action. No bargaining agreement shall be considered adopted without County Board approval.
4. When disputes and grievances arise between any labor union employees and the County, or any non-union employee and the County, discussions for settlement of said grievances and disputes shall be conducted by the Human Resources Manager and the Human Resources Committee. Such disputes and grievances shall be governed by Chapter 111 of the Wisconsin Statutes as it relates to Public Employment Relations, or the County's Grievance Policy, as applicable.
5. Any and all changes in the work policy manuals for union and non-union employees shall be created and revised by the Human Resources Manager and approved by this committee. Subject to change by the County Board, the Human Resources Committee may adopt such rules and regulations governing work policies for union and non-union employees as it considers necessary and advisable, pursuant to Resolution 96-38.
6. Vacant, previously authorized and currently budgeted positions and 100% grant funded positions may be

filled by the Human Resources Manager upon department head submittal of a Staffing Requisition form.

7. Unless otherwise required by statute or county ordinance, the Human Resources Manager shall direct and manage the employee recruitment and selection process. The committee of jurisdiction shall receive advance notice of all scheduled interviews and the Chairperson of the committee, or his/her designee and the department head shall attend the interviews and shall collaborate with the Human Resources Manager during the selection process. Final selection shall be made by unanimous consent of the committee member, department head and the Human Resources Manager.
8. The Human Resource Manager shall report to this Committee.

X. LAND AND WATER CONSERVATION (LWCC)

1. It shall serve as the County Land Conservation Committee pursuant to the provisions of Chapter 92, Wisconsin Statutes.
2. Its Committee membership shall consist of at least two (2) persons from the Extension Education and Community Development Committee, and shall also consist of the Chairperson of the Farm Service Agency Committee (FSA) or its designated representative. The County Board may appoint to the Land and Water Conservation Committee up to two (2) citizen members. Non-voting membership includes representatives of UWEX, FSA, DNR, NRCS, as designated by Memorandums of Understanding.
3. It shall establish and maintain a cooperative working relationship with local, state, tribal, and federal agencies with natural resource responsibilities for the purpose of coordinating a soil and water conservation program within the county.
4. It shall establish soil and water conservation standards and develop and implement the required County Land and Water Plan.
5. It shall distribute and allocate federal, state and county funds made available to the committee for programs.
6. It shall encourage research, educational, informational and public service programs and assist the University of Wisconsin system in implementing educational programs within the county.
7. It shall nominate a member of the Land and Water Conservation Committee or another county board member to serve on each Lake District Board of Commissioners. The County Board shall make the appointments.
8. It shall conduct public hearings regarding creation of or to amend the boundaries of a new lake district. If a petition is addressed to the County Board and is filed with the County Clerk for the creation of a Lake Protection and Rehabilitation District, the petition shall be immediately referred to this committee by the County Clerk for presentation. Upon presentation of the petition to the committee, the committee shall conduct a public hearing within 30 days pursuant to §33.26, Wisconsin Statutes. Following the hearing, the committee shall report to the County Board and the Board shall act on the matter pursuant to the provisions of §33.26(3), Wisconsin Statutes.
9. It shall represent the County through various regional and state resource organizations including the North Central Land Conservation Association, the Wisconsin Land & Water Conservation Association, the National Association of Conservation Districts, and the Lumberjack Resource Conservation and Development Council.
10. It shall oversee the administration of the Farmland Preservation Program and Wildlife Damage Program within the County.
11. Land and Water Conservation staff will report to this committee.

XI. LAND RECORDS

1. It shall supervise the work of the Vilas County Land Information Office in carrying out the design, development, and implementation of an integrated land information system.
2. Its membership shall include representatives from the Land and Water Conservation Committee; the Zoning and Planning Committee; the Forestry, Recreation and Land Committee; the Highway Committee; the Finance Committee and the Law Enforcement Committee.
3. When necessary or advisable, it shall coordinate land information projects with other units of government and/or the private sector.
4. It shall administer and guide land records projects and funding as set forth in the county wide land records plan as per §16.967(3)(e).
5. It shall review and recommend projects from the County and local governmental units for grants from the state land information board under §16.967(7).

6. The Mapping Coordinator and Tax Listing Coordinator shall report to this Committee.
7. It shall meet bimonthly, with additional meetings to be called by the Chair of the Committee if necessary. All interim bills shall be presented to the Finance Committee for approval.

XII. LAW ENFORCEMENT AND EMERGENCY MANAGEMENT

1. It shall oversee the Sheriff's Office and Emergency Management and, upon recommendation of the Sheriff, prescribe departmental tours of duty, hours of work, procedures and other administrative rules and regulations of the office.
2. It shall, as required by §59.54(15), Wisconsin Statutes, inspect the jail at least annually and report its findings to the County Board.
3. It shall prepare an annual preliminary budget for the Sheriff's Office and Emergency Management, and submit it to the Finance and Budget Committee.
4. It shall be responsible for developing, adopting, and overseeing an effective program of emergency management consistent with the state plan of emergency management.
5. It shall supervise the emergency management director who shall be responsible for, among other things, directing county-wide emergency management training programs and exercises, and directing and coordinating emergency management activities throughout the County during a state of emergency.
6. Recommends appointment of certified Humane Officer and oversees contract for Humane Officer services.
7. It shall perform such duties as have been or may hereafter be provided by appropriate resolution or enactment of the County Board.

XIII. LEGISLATIVE AND JUDICIAL

1. It shall be the duty of this Committee to examine all legislation and Wisconsin Counties Association policy which may affect or concern Vilas County.
2. This Committee is authorized to pursue the interests of Vilas County before the state and federal legislatures and the Wisconsin Counties Association. This Committee shall make recommendations to the County Board regarding a proposed course of action relating to all such legislation and policy.
3. It shall recommend additions or revisions to the ordinances of the County and the Standing Rules & Committee Duties of the Board.
4. It shall act upon such other matters as may be referred to it by the County Board or its Chairperson.
5. Corporation Counsel and Veterans Service shall report to this committee.

XIV. LIBRARY

1. It shall be the duty of the Library Committee to survey and study the Library needs of the County and to develop and report to the County Board plans and proposals for improving Library services within the County.
2. It shall annually review the services of the Northern Waters Library System and make its recommendations to the County Board.
3. It shall annually submit a preliminary budget to the Finance and Budget Committee showing the recommended donation levels for the local library units and the Northern Waters Library System.
4. It shall act as Vilas County's library planning committee pursuant to §43.11, Wis. Stats, or its successor statute(s).
5. A representative from each library within Vilas County and a representative from the Northern Waters Library Service shall be nonvoting, advisory members of this Committee.

XV. PUBLIC HEALTH BOARD

1. The purpose of the Vilas County Board of Health is to provide policy-making guidance to the Health Officer, the County Board Chairman, and the Vilas County Board of Supervisors to provide an environment in which people can be healthy.
2. It shall consist of nine members, five of which must be County Board Supervisors, and four of which must be persons who are not elected officials and not employed by Vilas County. These persons will have demonstrated interest or competence in the field of public health or community health, and, if possible, are residents of Vilas County. The Public Health Board will invite up to 2 Lac du Flambeau Tribal Council representatives appointed by the Tribal Council to be non-voting advisory members of the Public Health Board.

3. The County Board Chairperson shall appoint members of this board, subject to the approval of the County Board, and when appointing members who are not elected officials or employees, must make a good faith effort to appoint a registered nurse and a physician. The citizen appointments will be for a 2 year term and the County Board Chair may reappoint citizen members to subsequent terms.
4. The Vilas County Board of Health will meet on a monthly basis. Meetings may be cancelled, but the Board must meet a minimum of four times per year.
5. Only County Board Supervisors who are members of this board may approve this board's expenditure vouchers and give preliminary consideration to specific personnel problems in closed session pursuant to Wis. Stat. §19.85(1)(f).
6. The Vilas County Board of Health shall hire and supervise the local health department staff. The Board shall hire the Health Officer, subject to appointment by the County Board Chairman. It shall employ qualified public health professionals, including a public health nurse to conduct general public health nursing programs under the direction of this Board.
7. The Vilas County Board of Health has the following specific duties:
   - Assures the enforcement of public health statutes, rules and local code
   - Assures the local health department meets the requirements of a Level II health department as defined in statute
   - Adopts local public health regulations to protect and improve the public's health that are no less stringent than, and do not conflict with, state statutes or the rules of the State Department of Public Health.
   - Assesses public health needs and advocates for the provision of reasonable and necessary public health services
   - Develops policy and provides leadership to meet public health needs
   - Assures collaboration between the local health department and other public health partners
   - Assures accountability of the local health department
8. It shall be responsible for abatement or removal of human health hazards as provided under §254.01 and §254.59, Wisconsin Statutes.
9. It shall assure that the county will provide the supplemental food, nutrition, education and other services authorized under §253.06, Wisconsin Statutes, and shall establish or designate an agency to administer that provision. This is in regards to State supplemental food program for women, infants and children (WIC).
10. The County Health Officer or designee County Nurse shall be a representative regarding public health concerns on the Local Emergency Planning Committee.

XVI. PUBLIC PROPERTY

1. It shall be responsible for the maintenance and repair of the Courthouse and all other County-owned buildings and grounds.
2. It shall oversee all leases of building space by Vilas County and bring its recommendations to the County Board for approval.
3. It shall be responsible for the remodeling and assigning of space in all County-owned and leased buildings.
4. It shall be responsible for all Vilas County supply and equipment purchasing/leasing and the creation and review of County purchasing policy, with the following exceptions:
   a. Highway Department vehicle, road and shop equipment, shop supplies, parts and raw materials.
   b. Forestry Department vehicle, parks and shop equipment, parks and shop supplies, parts and raw materials.
   c. Sheriff's Department vehicles.
5. Upon recommendation of the appropriate oversight committee, it shall be responsible for approving all professional services, consulting, purchasing and vendor contracts for all County owned building additions and remodeling projects, building infrastructure improvements, building maintenance and repair, office equipment purchases and leases, office furniture purchases, office supply purchases, all information systems professional services and vendor contracts and communication systems professional services and vendor contracts. Public Property shall review all professional services, consulting, purchasing and vendor contracts under its jurisdiction every two years.
6. It shall oversee all capital construction, improvements and remodeling to County buildings and grounds. It shall oversee all maintenance and repair to County building, grounds and equipment with the following exceptions:

a. Buildings – County park, picnic area and campground buildings and structures, which shall remain under the jurisdiction of the Forestry, Recreation and Land Committee.
b. Grounds – County trunk highways and right of ways, which shall remain under the jurisdiction of the Highway Committee, and County forest roads, game trails, park and forest lands, which shall remain under the jurisdiction of the Forestry, Recreation and Land Committee.
c. Highway and Forestry Department construction, road and shop equipment.

This oversight includes the ability to authorize the purchase of any necessary materials.

7. It shall set up and supervise duties and hours of a Maintenance Department and staff and provide for accounting for their supplies.
8. It shall require each department to maintain an inventory of all County property under its care.
9. It shall be responsible for handling OSHA and ADA policies as they relate to the County's building infrastructure.
10. The Maintenance Supervisor, Information Technology Director and County Purchasing Agent shall report to this committee.
11. It shall be responsible to oversee professional supervision of any building project that the County Board approves for construction.

XVII. SOCIAL SERVICES BOARD

1. It shall have all the powers and duties granted by §46.22, Wisconsin Statutes.
2. It shall select a chairperson, a secretary, and such other officers as it deems necessary.
3. Pursuant to §46.22(2)(e), Wisconsin Statutes, it is responsible for the appointment of all staff in the department.
4. It shall supervise the working of the department and shall be a policy-making body determining the broad outlines and principles governing the administration of the functions, duties and powers assigned to the department.
5. It shall consult with the director concerning the preparation of the annual budget and the annual report and the appointment of necessary personnel.
6. It shall recommend to the Human Resources Manager the reclassification and promotion of qualified personnel.
7. It shall submit such resolutions to the County Board as are deemed necessary to administer the department's programs.
8. It shall periodically review the County's emergency relief policy to insure such program is administered according to law.
9. Juvenile Intake shall report to this Board for budgetary and expenditure oversight purposes, while all other supervisory and personnel responsibilities for that office shall be performed by the Circuit Court.
10. Child Support Enforcement shall report to the Social Services Board.

XVIII. TOURISM AND PUBLICITY

1. This Committee shall advertise and promote the advantages, attractions and resources of Vilas County.
2. It shall oversee all necessary publicity for the Tourism and Publicity Department.
3. All personnel connected with the advertising and promotion of Vilas County shall report to this committee.
4. It shall oversee all advertising, tourism and publicity issues in Vilas County and make appropriate recommendations to the County Board.

XIX. ZONING AND PLANNING

1. The members shall all reside within the County and outside the limits of the City of Eagle River. No two members shall reside within the same town.
2. It shall assume all responsibility for County Zoning and Land Use Planning.
3. It shall supervise a County Zoning Administrator and other staff as may be approved by the County Board, and it shall prescribe their duties and activities and have full direction and supervision thereof.
4. It shall periodically review all ordinances pertaining to zoning and environmental protection and make recommendations to the County Board for revision of said ordinances as become necessary.
5. All efforts and objectives shall be in accordance with the Wisconsin Statutes pertinent to said committee and agency. Statutes: §59.69, §59.692, §87.30, §281.31, §236.10, §236.45, §59.70(1).

6. It shall handle any issues within the County relating to solid waste, hazardous waste, or recycling as may develop and advise the County Board on such matters.
7. Under the guidance of the County recycling ordinance, it shall submit applications for state recycling grants and shall help coordinate County-wide recycling efforts by meeting with and disseminating information to municipalities within the County.
8. It may withhold recycling grant funds from any municipality within the County which is not in compliance with the County recycling ordinance.

OTHER BOARDS AND COMMISSIONS

I. BOARD OF ADJUSTMENT

1. It shall consist of five members and two alternates, appointed by the County Board Chairperson, approved by the County Board, who shall serve staggered three year terms, beginning July 1st. §59.694(2), Wisconsin Statutes. Alternates shall be designated by the County Board as the first alternate and second alternate, pursuant to Wis. Stat. 59.694(2)(bm).
2. The members shall all reside within the County and outside the limits of the City of Eagle River. No two members shall reside within the same town.
3. It shall select its own Chairperson.
4. The Chairperson or, in his/her absence, the acting Chairperson may administer oaths and compel the attendance of witnesses.
5. It shall carry out and conduct its business in accordance with Article 10 of Vilas County Zoning Ordinance No. 85.
6. It shall carry out and conduct its business in accordance with the Rules and By-Laws, which have been approved and adopted by the Vilas County Board of Supervisors §59.694(3), Wisconsin Statutes.
7. It shall receive compensation as provided for members of all County Standing Committees.
8. All meetings of the Board of Adjustment shall be open to the public §59.694(3), Wisconsin Statutes.

II. COMMISSION ON AGING

1. It shall be composed of not more than 12 members, a majority of whom are age 60 or over, and three of whom also serve on the County Board. Commission members are appointed by the County Board Chairperson and approved by the County Board and shall serve for terms of 3 years, pursuant to Wis. Stat. §46.82(4)(c). No member may serve more than 2 consecutive 3-year terms. They meet each month; and conduct their business pursuant to by-laws which they have adopted.
2. The primary duty is to develop and administer programs to serve older Americans. The purposes of these programs are to help older people maintain an independent and productive lifestyle, thereby preventing costly illness and premature institutionalization.
3. It shall act as an advocate for older people, providing a mechanism through which their voices can be heard on issues which are important to them.
4. It shall seek the most current information available on the distribution and condition of older people in the County and use this information in developing county policies which affect the elderly.
5. It shall cooperate with the Greater Wisconsin Agency on Aging Resources and related public and private agencies so that programs for older people are coordinated rather than duplicated.
6. It shall annually prepare a "Biannual County Plan and Annual Budget" which describes programs to be undertaken and includes a detailed budget of projected federal, state and county general fund expenditures.
7. Since most program funding is of state or federal origin, the Commission shall be knowledgeable about and shall observe relevant state and federal law in administering programs.
8. Only County Board Supervisors who are member of this Commission may approve this Commission's expenditure vouchers and give preliminary consideration to specific personnel problems in closed session pursuant to Wis. Stat. §19.85(1)(f).

III. COMMUNITY OPTIONS PROGRAM (COP)

1. It shall be comprised as follows: at least five persons receiving long-term community support services, each of whom represents one of the following groups: elderly persons, physically disabled persons, developmentally disabled persons, chronically mentally ill persons and chemically dependent persons. Also, two (2) elected County officials, one (1) County Health representative, one (1) representative of the County

Department of Social Services, one (1) representative of the §51.42 or §51.437 Boards, one (1) representative of the County Commission on Aging, and also any additional persons as appropriate.

2. It shall organize assessment activities.
3. It shall coordinate involvement in the assessment process between the County Department of Social Services, Chapter 51 Boards, Health Service providers, County Commission on Aging, the person assessed and their family or guardian.
4. It shall arrange service contracts.
5. It shall ensure the provision of necessary long-term community support services.
6. It shall provide for ongoing care management, periodic case plan review and follow-up services.
7. It shall apply the uniform cost-sharing schedule.
8. It shall apply the program to current residents of nursing homes.
9. It shall coordinate the program with the Chapter 55 protective services system and Administrative Order 1.67.

IV. EMPLOYEE SAFETY COMMITTEE

1. This committee shall be a formally constituted subcommittee of the Executive, Ethics and Insurance Committee.
2. It shall be comprised of: A representative from the Maintenance Department, Highway Department, Forestry Department, Sheriff's Department, Social Services Department, Public Health Department, a county board member from the Executive, Ethics & Insurance Committee, the Corporation Counsel and the County Clerk.
3. It shall coordinate efforts to improve safety and manage risk.
4. It shall meet with insurance representatives to review claims and loss control efforts.
5. It shall plan training activities.
6. It shall make recommendations to the Executive, Ethics & Insurance Committee and/or appropriate department(s).
7. The Safety Coordinator shall attend all Employee Safety Committee meetings and work with the committee to establish a safer work environment.

V. HIGHWAY SAFETY COMMISSION (§83.013, Wisconsin Statutes)

1. It shall be comprised as follows: County Highway Commissioner, Chief County Traffic Law Enforcement Officer, the State Highway Safety Coordinator or a designated representative, a County Board member appointed by the County Board Chairperson, and a representative appointed by the County Board Chairperson 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.

VI. LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

1. It shall implement programs and undertake activities which are designed to prepare the County to cope with emergencies involving the accidental release of hazardous substances and which are consistent with but in addition to the minimum requirements of Wis. Stat. §166.20, and 42 USC 11000 to 11050.
2. It shall perform the duties as provided §166.20, §166.21, Wisconsin Statutes, regarding hazardous substances information and emergency planning.
3. It shall perform such duties as have been or may hereafter be provided by appropriate resolutions or enactment of the County Board.
4. The Local Emergency Planning Committee shall be the approving authority for all security and emergency response grants and emergency management salary grants applied for by the Emergency Management Department, as long as the grant requires no matching funds.
5. It shall serve as the Vilas County Public Health Preparedness Coordinating Committee.
6. It shall be responsible for development and execution of the Vilas County Operational Preparedness Plans.

VII. NORTHERN WATERS LIBRARY SYSTEM TRUSTEE BOARD

1. Representatives are members of the Board of Trustees for the library system designated by the County Board.

VIII. RECREATIONAL TRAILS SAFETY COMMITTEE

1. It shall be comprised of a county board supervisor from Forestry, Land and Recreation Committee, and two additional county board supervisors appointed by the County Board Chairperson, the Parks & Recreation Administrator, a member of the, Sheriff's Department, Public Health Department and Tourism & Publicity Department, a member of DNR law enforcement, the president/vice-president of the Vilas County Snowmobile Alliance, and four additional representatives from local snowmobile clubs representing the four quadrants of the County and representatives from other permitted trail user groups.
2. It shall coordinate efforts to enhance public safety on local recreational trails.
3. It shall coordinate efforts to improve communications between law enforcement and local recreational trail user groups/organizations for the purpose of accident reduction.
4. It shall support Vilas County trail user groups in their efforts to promote, safer trails and positive public relations regarding all Vilas County recreational trails.
5. It shall be advisory in nature and shall report to the Forestry, Land and Recreation Committee and to Vilas County recreational trail user groups to promote a united effort to improve recreational trail safety.

IX. VETERANS SERVICE COMMISSION

1. It shall be in conformance with provisions of Wisconsin Statutes, Chapter 45, to promote the interests of Vilas County Veterans, and advise and consult with the Vilas County Veterans Service Officer, whom shall act as Secretary to the Commission.