

CHAPTER 1  
COUNTY ORGANIZATION AND COUNTY BOARD OF SUPERVISORS

- 1.01 ELECTION TO BECOME SELF-ORGANIZED COUNTY
  - (1) Creation of Offices
  - (2) Establishing Size of County Board
- 1.02 CREATION OF SUPERVISORY DISTRICTS
- 1.03 ELECTION AND TERM OF SUPERVISORS
- 1.04 QUALIFICATIONS
- 1.05 NOMINATION PAPERS
- 1.06 WHEN SPRING PRIMARY IS REQUIRED
- 1.07 RESIGNATIONS
- 1.08 VACANCY, HOW CAUSED
- 1.09 REMOVAL FROM OFFICE
- 1.10 VACANCIES
- 1.11 CONFLICT OF OFFICE-HOLDING
- 1.12 PRIVATE INTEREST IN PUBLIC CONTRACTS PROHIBITED
- 1.13 CODE OF ETHICS
- 1.14 COMPENSATION
  - (1) Basic Salary
  - (2) Per Diem Payments
  - (3) Group Health Insurance and Group Dental Insurance
- 1.15 COUNTY BOARD CHAIRPERSON'S COMPENSATION
- 1.16 VICE CHAIRPERSON'S COMPENSATION
- 1.17 MISSION STATEMENT, VISION STATEMENT, AND GUIDING PRINCIPLES
- 1.18 TERM LENGTHS FOR MISCELLANEOUS APPOINTMENTS

1.01 ELECTION TO BECOME SELF-ORGANIZED COUNTY. For purposes of improving the ability of county government to organize its administrative structure and to govern, the County elects to become a self-organized county and to act under the provisions of sec. 59.03(1), Stats.

- (1) Creation of Offices. In carrying out the above election, except for the offices of Supervisor, County Executive, and County Assessor and those officers elected under Section 4 of Article VI of the Constitution, the County Board may:
  - (a) Create any County office, Department, Committee, Board, commission, position, or employment it deems necessary to administer functions authorized by the legislature.
  - (b) Consolidate, abolish, or re-establish any County office, Department, Committee, Board, commission, position, or employment to any other agency including a Committee of the Board.
- (2) Establishing Size of County Board. The Board of Supervisors for Sheboygan County shall consist of twenty-five (25) Supervisors, each to be elected from a supervisory district.

1.02 CREATION OF SUPERVISORY DISTRICTS. The supervisory districts above referred to are hereby created, numbered, and described as follows:

**SUPERVISORY DISTRICT NO. 1:**

**City of Sheboygan Wards 1 and 2** That portion of the City of Sheboygan North and West of the line commencing at the West City Limits at Saemann Avenue, East on Saemann Avenue to North 25<sup>th</sup> Street, North on North 25<sup>th</sup> Street to North Avenue, East on North Avenue to North 13<sup>th</sup> Street, North on North 13<sup>th</sup> Street to Eisner Avenue, West on Eisner Avenue to the City Limits.

**SUPERVISORY DISTRICT NO. 2:**

**City of Sheboygan Wards 3 and 4** That portion of the City of Sheboygan commencing at the intersection of North 15<sup>th</sup> Street and North Avenue, East on North Avenue to North 13<sup>th</sup> Street, North on

North 13<sup>th</sup> Street to Eisner Avenue, West on Eisner Avenue to the City Limits, North and East along the City Limits to the shore of Lake Michigan, South along the shore of Lake Michigan to Superior Avenue, West on Superior Avenue to North 2<sup>nd</sup> Street, North on North 2<sup>nd</sup> Street to Prospect Avenue, West on Prospect Avenue to North 3<sup>rd</sup> Street, North on North 3<sup>rd</sup> Street to Bluff Avenue, West on Bluff Avenue to North 7<sup>th</sup> Street, North on North 7<sup>th</sup> Street to Geele Avenue, West on Geele Avenue to North 9<sup>th</sup> Street, North on North 9<sup>th</sup> Street to Bell Avenue, West on Bell Avenue to North 13<sup>th</sup> Street, North on North 13<sup>th</sup> Street to Annie Court, West on Annie Court to North 15<sup>th</sup> Street, North on North 15<sup>th</sup> Street to North Avenue.

### **SUPERVISORY DISTRICT NO. 3:**

**City of Sheboygan Wards 5 and 6** That portion of the City of Sheboygan commencing at the intersection of North 9<sup>th</sup> Street and Geele Avenue, East on Geele Avenue to North 7<sup>th</sup> Street, South on North 7<sup>th</sup> Street to Bluff Avenue, East on Bluff Avenue to North 3<sup>rd</sup> Street, South on North 3<sup>rd</sup> Street to Prospect Avenue, East on Prospect Avenue to North 2<sup>nd</sup> Street, South on North 2<sup>nd</sup> Street to Superior Avenue, East on Superior Avenue to the shore of Lake Michigan, South along the shore of Lake Michigan to Pennsylvania Avenue, West on Pennsylvania Avenue to North 8<sup>th</sup> Street, North on North 8<sup>th</sup> Street to Niagara Avenue, West on Niagara Avenue to North 10<sup>th</sup> Street, North on North 10<sup>th</sup> Street to Michigan Avenue, West on Michigan Avenue to North 11<sup>th</sup> Street, North on North 11<sup>th</sup> Street to Superior Avenue, East on Superior Avenue to North 10<sup>th</sup> Street, North on North 10<sup>th</sup> Street to Bluff Avenue, East on Bluff Avenue to North 9<sup>th</sup> Street, North on North 9<sup>th</sup> Street to Geele Avenue.

### **SUPERVISORY DISTRICT NO. 4:**

**City of Sheboygan Wards 7 and 8** That portion of the City of Sheboygan commencing at the intersection of North 25<sup>th</sup> Street and North Avenue, East on North Avenue to North 15<sup>th</sup> Street, South on North 15<sup>th</sup> Street to Annie Court, East on Annie Court to North 13<sup>th</sup> Street, South on North 13<sup>th</sup> Street to Bell Avenue, East on Bell Avenue to North 9<sup>th</sup> Street, South on North 9<sup>th</sup> Street to Bluff Avenue, West on Bluff Avenue to North 10<sup>th</sup> Street, South on North 10<sup>th</sup> Street to Superior Avenue, West on Superior Avenue to North 16<sup>th</sup> Street, North on North 16<sup>th</sup> Street to Saemann Avenue, West on Saemann Avenue to North 18<sup>th</sup> Street, North on North 18<sup>th</sup> Street to Cleveland Avenue, West on Cleveland Avenue to North 25<sup>th</sup> Street, North on North 25<sup>th</sup> Street to North Avenue.

### **SUPERVISORY DISTRICT NO. 5:**

**City of Sheboygan Wards 9 and 10** That portion of the City of Sheboygan commencing at the City Limits at Saemann Avenue, East on Saemann Avenue to North 25<sup>th</sup> Street, North on North 25<sup>th</sup> Street to Cleveland Avenue, East on Cleveland Avenue to North 18<sup>th</sup> Street, South on North 18<sup>th</sup> Street to Saemann Avenue, East on Saemann Avenue to North 16<sup>th</sup> Street, South on North 16<sup>th</sup> Street to Superior Avenue, East on Superior Avenue to North 14<sup>th</sup> Street, South on North 14<sup>th</sup> Street to Michigan Avenue, West on Michigan Avenue to North 17<sup>th</sup> Street, South on North 17<sup>th</sup> Street to Erie Avenue, West on Erie Avenue to North 18<sup>th</sup> Street, South on North 18<sup>th</sup> Street to Wildwood Avenue, Southwest on Wildwood Avenue to New Jersey Avenue, West on New Jersey Avenue to South Taylor Drive, South on South Taylor Drive to the City of Sheboygan Limits, thence Northerly along the City Limits to Saemann Avenue and that portion annexed by City Ordinance No. 38-21-22.

### **SUPERVISORY DISTRICT NO. 6:**

**City of Sheboygan Wards 11 and 12** That portion of the City of Sheboygan commencing at the intersection of Union Avenue and South Taylor Drive, North on South Taylor Drive to New Jersey Avenue, East on New Jersey Avenue to Wildwood Avenue, Northeast on Wildwood Avenue to North 18<sup>th</sup> Street, North on North 18<sup>th</sup> Street to Erie Avenue, East on Erie Avenue to North 17<sup>th</sup> Street, North on North 17<sup>th</sup> Street to Michigan Avenue, East on Michigan Avenue to North 14<sup>th</sup> Street, South on 14<sup>th</sup> Street to Georgia Avenue, West on Georgia Avenue to South 17<sup>th</sup> Street, South along South 17<sup>th</sup> Street to Union Avenue, West on Union Avenue to South Taylor Drive.

### **SUPERVISORY DISTRICT NO. 7:**

**City of Sheboygan Wards 13 and 14** That portion of the City of Sheboygan commencing at the intersection of North 14<sup>th</sup> Street and Superior Avenue, East on Superior Avenue to North 11<sup>th</sup> Street, South on North 11<sup>th</sup> Street to Michigan Avenue, East on Michigan Avenue to North 10<sup>th</sup> Street, South on North 10<sup>th</sup> Street to Niagara Avenue, East on Niagara Avenue to North 8<sup>th</sup> Street, South on North 8<sup>th</sup>

Street to Pennsylvania Avenue, East on Pennsylvania Avenue to the shore of Lake Michigan, South along the shore of Lake Michigan to Broadway, West on Broadway to South 14<sup>th</sup> Street, North on South 14<sup>th</sup> Street to Georgia Avenue, West on Georgia Avenue to South 14<sup>th</sup> Street, North on 14<sup>th</sup> Street to Superior Avenue.

**SUPERVISORY DISTRICT NO. 8:**

**City of Sheboygan Wards 15 and 16** That portion of the City of Sheboygan commencing at the intersection of South 17<sup>th</sup> Street and Georgia Avenue, East on Georgia Avenue to South 14<sup>th</sup> Street, South on South 14<sup>th</sup> Street to Broadway, East on Broadway to the shore of Lake Michigan, South along the shore of Lake Michigan to the southern City Limits, West and North along the City Limits to Greenfield Avenue, Northwest on Greenfield Avenue to South 9<sup>th</sup> Street, North on South 9<sup>th</sup> Street to Washington Avenue, West on Washington Avenue to South 10<sup>th</sup> Street, North on South 10<sup>th</sup> Street to Wilson Avenue, West on Wilson Avenue to Henry Street, North on Henry Street to Union Avenue, West on Union Avenue to South 17<sup>th</sup> Street, North along South 17<sup>th</sup> Street to Georgia Avenue.

**SUPERVISORY DISTRICT NO. 9:**

**City of Sheboygan Wards 17 and 18** That portion of the City of Sheboygan commencing at the West City Limits and Union Avenue, East on Union Avenue to Henry Street, South on Henry Street to Wilson Avenue, East on Wilson Avenue to South 10<sup>th</sup> Street, South on South 10<sup>th</sup> Street to Washington Avenue, East on Washington Avenue to South 9<sup>th</sup> Street, South on South 9<sup>th</sup> Street to Greenfield Avenue, West on Greenfield Avenue to South 12<sup>th</sup> Street, South on South 12<sup>th</sup> Street to Carmen Avenue, West on Carmen Avenue to South 18<sup>th</sup> Street, North on South 18<sup>th</sup> Street to Washington Avenue, West on Washington Avenue to the West City Limits, North along the City Limits to Union Avenue.

**SUPERVISORY DISTRICT NO. 10:**

**City of Sheboygan Wards 19 and 20** That portion of the City of Sheboygan South of the line commencing at the West City Limits and Washington Avenue, East on Washington Avenue to South 18<sup>th</sup> Street, South on South 18<sup>th</sup> Street to Carmen Avenue, East on Carmen Avenue to South 12<sup>th</sup> Street, North on South 12<sup>th</sup> Street to Greenfield Avenue, East and Southeast on Greenfield Avenue to the East City Limits, and that portion annexed by City Ordinance Nos. 10-22-23 and 24-23-24.

**SUPERVISORY DISTRICT NO. 11:**

**Town of Sheboygan – Wards 4-9** That portion of the Town of Sheboygan commencing at the intersection of Playbird Road and Rangeline Road, South on Rangeline Road to Superior Avenue, East along Superior Avenue to Interstate 43, South on Interstate 43 to the City of Sheboygan, East along the City of Sheboygan to North 40<sup>th</sup> Street, North on North 40<sup>th</sup> Street to Superior Avenue, East on Superior Avenue to North 25<sup>th</sup> Street, North along North 25<sup>th</sup> Street to State Highway 42, Northwest on State Highway 42 to Playbird Road, West on Playbird Road to Rangeline Road.

**SUPERVISORY DISTRICT NO. 12:**

**Town of Herman – Wards 1 and 2** That portion of the Town of Herman commencing at the intersection of County Line Road and Willow Road, South on Willow Road and the town line to County Road A North, East on County Road A North to Bridgewood Road, North on Bridgewood Road, which becomes County Road M, to County Road MM, East on County Road MM to Rangeline Road, North on Rangeline Road to County Line Road, West on County Line road to Willow Road. The entire **Town of Mosel. Town of Sheboygan – Wards 1-3** That portion of the Town of Sheboygan commencing at the intersection of Playbird Road and State Highway 42, Southeast on State Highway 42 to the City of Sheboygan, East along the City of Sheboygan to Lake Michigan, North along Lake Michigan to Playbird Road, West on Playbird Road to State Highway 42.

**SUPERVISORY DISTRICT NO. 13:**

**Town of Herman Ward 3** That portion of the Town of Herman commencing at the intersection of County Road A North and Willow Road, South on Willow Road to Playbird Road, East on Playbird Road to Rangeline Road, North on Rangeline Road to County Road MM, West on County Road MM to County Road M, South on County Road M, which becomes Bridgewood Road, to County Road A North, West on County Road A North to Willow Road. **Town of Sheboygan Falls Ward 2** That portion of the Town of

Sheboygan Falls commencing at the Northwest corner of the Town of Sheboygan Falls and Willow Road, South on Willow Road to County Road O, East on County Road O to Meadowlark Road, North on Meadowlark Road to County Road J, East on County Road J to Rangeline Road, North on Rangeline Road to Playbird Road, West on Playbird Road to the Northwest corner of the Town of Sheboygan Falls. The entire **Village of Howards Grove**.

**SUPERVISORY DISTRICT NO. 14:**

**Town of Greenbush Ward 1** That portion of the Town of Greenbush North of State Highway 23. The entire **Town of Rhine**, the entire **Town of Russell**, the entire **Village of Elkhart Lake**, and the entire **Village of Glenbeulah**.

**SUPERVISORY DISTRICT NO. 15:**

**Town of Lyndon Ward 1** That portion of the Town of Lyndon North and West of the line commencing at the Western boundary of the Town of Lyndon and State Highway 28, Northeast on State Highway 28 to County Road E, North on County Road E to County Road N, East on County Road N to Blueberry Lane, North on Blueberry Lane to the Northern boundary of the Town of Lyndon. The entire **Town of Plymouth** and the entire **Village of Cascade**.

**SUPERVISORY DISTRICT NO. 16:**

**City of Plymouth Wards 1-6** That portion of the City of Plymouth North of the line commencing at the Western boundary of the City of Plymouth and Summit Street, East on Summit Street to North Pleasant Street, North on North Pleasant Street to West / East Mill Street, East on Mill Street to Eastern Avenue, East on Eastern Avenue to South Pleasant View Road, South on South Pleasant View Road to Valley Road, East on Valley Road to the Eastern boundary of the City of Plymouth.

**SUPERVISORY DISTRICT NO. 17:**

**City of Plymouth Wards 7-12** That portion of the City of Plymouth South of the line commencing at the Western boundary of the City of Plymouth and Summit Street, East on Summit Street to North Pleasant Street, North on North Pleasant Street to West / East Mill Street, East on Mill Street to Eastern Avenue, East on Eastern Avenue to South Pleasant View Road, South on South Pleasant View Road to Valley Road, East on Valley Road to the Eastern boundary of the City of Plymouth, and that annexed by City Ordinance No. 3 of 2023.

**SUPERVISORY DISTRICT NO. 18:**

**Town of Sheboygan Falls Wards 1 and 3** That portion of the Town of Sheboygan Falls South and East of the line commencing at the intersection of Willow Road and County Road O, East on County Road O to Meadowlark Road, North on Meadowlark Road to County Road J, East on County Road J to Rangeline Road. **City of Sheboygan Falls Wards 1, 2, 9 and 10** That portion of the City of Sheboygan Falls West of the line commencing at Bluebird Lane and County Road C, which becomes Fond du Lac Avenue, East on Fond du Lac Avenue to Main Street, South on Main Street to the East bank of the Sheboygan River, Southerly on the East Bank of the Sheboygan River to the City of Sheboygan Falls Limits, Easterly on the City of Sheboygan Falls limits to Monroe Street, West on Monroe Street, which becomes County Road PPP to the southern boundary of the City of Sheboygan Falls. **City of Sheboygan Falls Ward 8** That portion of the City of Sheboygan Falls North and East of the line commencing at the northern boundary of the City of Sheboygan Falls and State Highway 32, South on State Highway 32, which becomes North Main Street, to Forest Avenue, East on Forest Avenue to the eastern boundary of the City of Sheboygan Falls.

**SUPERVISORY DISTRICT NO. 19:**

**City of Sheboygan Falls Wards 3-7** That portion of the City of Sheboygan Falls East of the line commencing at the southern boundary of the City of Sheboygan Falls and County Road PPP East on County Road PPP, which becomes Monroe Street, to Mill St, Westerly on the City of Sheboygan Falls Limits to the East Bank of the Sheboygan River, Northerly on the East Bank of the Sheboygan River to Main Street, North on Main Street to Fond du Lac Avenue, which becomes County Road C, West on County Road C to Bluebird Lane, North on Bluebird Lane to the boundary of the City of Sheboygan Falls, Northerly and Easterly along the west boundary of the City of Sheboygan Falls to State Highway 32,

South on State Highway 32 to Forest Avenue, East on Forest Avenue to the eastern boundary of the City of Sheboygan Falls, and that portion annexed by City Ordinance No. 8 of 2023.

**SUPERVISORY DISTRICT NO. 20:**

**Town of Sheboygan Ward 10** That portion of the Town of Sheboygan South of a line commencing at the intersection of Superior Avenue and Rangeline Road East on Superior Avenue to Interstate 43, South on Interstate 43 to the City of Sheboygan Limits, East on the City of Sheboygan Limits to North 40<sup>th</sup> Street, North on North 40<sup>th</sup> Street to Superior Avenue, East on Superior Avenue to Lake Michigan. **Town of Wilson Wards 3 and 4** That portion of the Town of Wilson East of Interstate 43 and North of Stahl Road and Stahl Road extended to Lake Michigan, Except the portion bounded by Stahl Road on the South, Moenning Road on the East, The City of Sheboygan Limits on the North and West. The entire **Village of Kohler**.

**SUPERVISORY DISTRICT NO. 21:**

**Town of Wilson Wards 1 and 2** Those portions of the Town of Wilson West of Interstate 43 and South of Stahl Road and Stahl Road extended to Lake Michigan, including a Portion bounded by Stahl Road on the South, Moenning Road on the East, and the City of Sheboygan Limits on the North and West. The entire **Village of Oostburg**.

**SUPERVISORY DISTRICT NO. 22:**

The entire **Town of Lima**. **Town of Lyndon Wards 2 and 3** That portion of the Town of Lyndon South and East of the line commencing at the Western boundary of the Town of Lyndon and State Highway 28, Northeast on State Highway 28 to County Road E, North on County Road E to County Road N, East on County Road N to Blueberry Lane, North on Blueberry Lane to the Northern boundary of the Town of Lyndon. The entire **Village of Waldo**.

**SUPERVISORY DISTRICT NO. 23:**

**Town of Greenbush Wards 2 and 3** That portion of the Town of Greenbush South of State Highway 23. The entire **Town of Mitchell**. **Town of Scott Wards 2 and 3** That portion of the Town of Scott North of the line commencing at the Western boundary of the Town of Scott and Tower Drive, East on Tower Drive to County Road A, South and East on County Road A to the Eastern boundary of the Town of Scott.

**SUPERVISORY DISTRICT NO. 24:**

**Town of Scott Ward 1** That portion of the Town of Scott South of the line commencing at the Western boundary of the Town of Scott and Tower Drive, East on Tower Drive to County Road A, South and East on County Road A to the Eastern boundary of the Town of Scott. The entire **Town of Sherman**, the entire **Village of Adell**, and the entire **Village of Random Lake**.

**SUPERVISORY DISTRICT NO. 25:**

The entire **Town of Holland** and the entire **Village of Cedar Grove**.

In the event any of the annexation ordinances enacted by the City of Sheboygan which served as a basis for the supervisory district amendments enacted by Ordinance 1 (2018/19) are subsequently voided by any judicial body, the Clerk is empowered and directed to adjust the district boundaries so affected back to the former boundary lines, to change the Code language to conform to the adjustments, and to report any such changes to the County Board within thirty (30) days of such action.

- 1.03 ELECTION AND TERM OF SUPERVISORS. Supervisors are County officers and shall be elected for two- (2-) year terms at the election to be held on the first Tuesday in April on even numbered years and shall take office on the third Tuesday in April on that year.
- 1.04 QUALIFICATIONS. A candidate for the office of supervisor shall be a qualified elector and resident of his supervisory district at least ten (10) days prior to the earliest time for the commencement of the circulation of nomination papers.

- 1.05 NOMINATION PAPERS. Nomination papers shall be circulated and filed pursuant to the provisions of Wis. Stat. § 8.10. As authorized by Wis. Stat. § 8.10(3m) the number of required signatures on nomination papers for the office of County Supervisor in Sheboygan County shall not be less than fifty (50) nor more than two hundred (200) electors.
- 1.06 WHEN SPRING PRIMARY IS REQUIRED. If nomination papers propose three (3) or more candidates for members of the Board of Supervisors in any County supervisory district, no person's name shall be placed on the ballot in the spring election unless he or she is nominated at the spring primary pursuant to Wisconsin Statutes.
- 1.07 RESIGNATIONS. Resignations of County Supervisors shall be made in writing to the Sheriff who shall immediately transmit a notice thereof to the Chairperson of the County Board and after such transmittal, the Sheriff shall file the resignation with the County Clerk.
- 1.08 VACANCY, HOW CAUSED. The office of supervisor shall become or be deemed vacant upon the happening of any of the following events:
- (1) The death of the incumbent.
  - (2) His or her resignation.
  - (3) His or her removal.
  - (4) His or her ceasing to be an inhabitant of the district.
  - (5) For any of the other reasons set forth in Wis. Stat. § 17.03.
- 1.09 REMOVAL FROM OFFICE. Supervisors may be removed from office by the County Board, for cause, by a vote of 2/3 of the supervisors entitled to seats on such Board.
- 1.10 VACANCIES. In the event of a vacancy on the County Board caused by death, resignation, or removal from office, the County Board Chairperson, with the approval of the County Board, shall appoint a person who is a qualified elector and resident of the supervisory district to fill the vacancy for the unexpired portion of the term to which the supervisor was appointed and until the supervisor's successor is elected and qualified.
- 1.11 CONFLICT OF OFFICE HOLDING. No County officer or employee is eligible to the office of supervisor, but a supervisor may also be a member of a town board, the common council of his city, or the board of trustees of his or her village.
- 1.12 PRIVATE INTEREST IN PUBLIC CONTRACTS PROHIBITED. No County officer or employee shall have a private interest in a public contract to the extent the same is prohibited by Wis. Stat. § 946.13.
- 1.13 CODE OF ETHICS. Pursuant to the authority granted under Wis. Stat. § 19.59(1m) Sheboygan County adopts this Code of Ethics. This Code of Ethics is adopted to further the goals that public officials be impartial, that public office not be used for personal gain, and that the public have confidence in the integrity of their governmental bodies. This Code of Ethics shall apply to all full-time and part-time elected County officials.
- (1) Ethics Board. The Executive Committee of the Board of Supervisors shall constitute the Ethics Board and shall administer and enforce this Code of Ethics. The Chairperson of the Executive Committee shall serve as chair of the Ethics Board, and in the absence or inability to serve as the Chairperson, the Vice-Chairperson shall serve as Ethics Board chair. If a member of the Executive Committee is the subject of investigation by the Ethics Board or abstains from participation, the Chairperson shall designate another Supervisor to serve on the Ethics Board for such investigation. The Ethics Board may issue subpoenas, administer oaths, and investigate any violation of this Ordinance on its own motion or upon complaint by any person. The Ethics Board is the exclusive entity for the determination of violation of the Code of Ethics as to elected County officials. The Ethics Board shall establish operating rules to assure that persons accused of violating the Code of Ethics shall be given a fair hearing process. Complaints received by the Ethics Board with respect to County employees shall be referred to the County Administrator for handling pursuant to Section 2.23 of the County Code. The Ethics Board may call upon the Corporation Counsel, County Administrator, or other County staff for consultation and clerical support. The Ethics Board shall determine on a

case-by-case basis whether its investigations, meetings, and findings are closed in whole or in part to the public.

- (2) Advisory Opinions. The Ethics Board may issue advisory opinions to any County official or employee who wishes to have an advance determination as to whether a particular action would be prohibited by the Code of Ethics. The Ethics Board may delegate to the Corporation Counsel the responsibility of issuing advisory opinions. Advisory Opinions shall be confidential as required by Wis. Stat. § 19.59(5).
- (3) Violations. A finding of a violation of the Code of Ethics by the Ethics Board shall constitute grounds for a public or private reprimand of an elected official by the Ethics Board and/or for a referral of a resolution of public censure to the full County Board, and/or a public reprimand and a referral of the matter to the District Attorney for political prosecution.
- (4) Prohibited Activity.
  - (a) Conduct Constituting Violation. Conduct which constitutes a violation of Wis. Stat. § 19.59(1)(a), (b), (br), and (c) is a prohibited activity under this Code of Ethics.
  - (b) Use of Public Property. No County elected official shall use or permit the unauthorized use of County-owned vehicles, equipment, materials, or other property for personal convenience or profit. Authorization to use shall be determined by the Liaison Committee through the provisions of Chapter 58 for County-owned vehicles.
  - (c) Favoritism. No County elected official shall grant any special consideration, treatment, or advantage to any person beyond that which is available to other persons. This provision is not intended to prohibit elected officials from being more solicitous to their constituents than to non-constituents.
  - (d) Disclosure of Confidential Information. No County elected official shall, without proper legal authorization, disclose confidential information obtained in the course of service to the County nor use such information to advance the financial or other private interest of self or others. By way of illustration, "confidential information" includes matters that are discussed or presented during a closed meeting of any Committee or Board that are not part of the public record of the Committee or Board or matters disclosed in relation to deliberating or negotiating the purchase or sale of County property or deliberating or negotiating County contracts.
  - (e) Gifts and Favors. No County elected official may solicit or accept anything of substantial value, including gifts and favors, from any person who is known to be interested, directly or indirectly, in any business dealings with the County. Furthermore, no County elected official may solicit or accept anything of substantial value including gifts and favors that may create the perception of influence on the recipient in the discharge of County duties or create the perception that the recipient is being rewarded for action or inaction.
    1. Definition of "Substantial Value". "Substantial value" is defined as Twenty Dollars (\$20.00) per occurrence or Fifty Dollars (\$50.00) per calendar year.
    2. Examples of Matters Included. This section shall apply to admission tickets to sports or entertainment events; meals and beverages; accommodations at a hotel or resort; ceremonial or business-related events such as groundbreakings, receptions, grand openings, conferences, outings, and parties; receipt of mementos such as coffee cups, pens, pencils, note pads, paperweights, or all other matters not excluded below.

3. Matters Excluded. This section does not apply to compensation and expenses paid by the state, United States, or County; fees, honoraria and expenses paid for attendance, presentations, or other participation in a professional organization, conference or seminar; attendance or participation at events or functions on County property or sponsored or sanctioned by the County; and gifts from family and friends where there can be no perception that the gift might influence the recipient in the discharge of County duties.
4. Options For Items of Substantial Value. If an elected official receives an item that the official is not permitted to accept or retain, the official shall do one of the following:
  - a. Give the item to the County Administrator's office for the purpose of identifying a County use or for sale to the public.
  - b. Give the item to another local agency or to a public institution, such as a local school, library, or museum.
  - c. Give the item to a charitable organization as defined in Wis. Stat. §11.0101(4), not including a charitable organization with which the official or his or her immediate family is associated.
  - d. Return the item to the donor.
  - e. If the donor is neither a lobbyist, as defined in Wis. Stat. §13.62(11), nor a principal, as defined in Wis. Stat. §13.62(12), purchase the item at its full retail value and keep the item.

(f) Failure to Abstain. No County elected official shall fail to abstain from voting or participating in a matter pursuant to Section 2.22 of the County Code if the elected official has a conflict of interest otherwise deemed illegal under state law or this Code of Ethics.

(5) Interpretation. To the extent that conduct prohibited under Subsection (4)(a) hereof is more restrictive than the conduct prohibited under Subsections (4)(b), (c), (d), and (e) hereof, the less restrictive prohibitions will be controlling.

1.14 **COMPENSATION.** The compensation for County Board Supervisors shall be reviewed at least every five (5) years by the Executive Committee. Commencing with the April 2020 term of office, the compensation shall be as follows:

(1) Basic Salary. Each County Board Supervisor shall receive a basic annual salary of Two Thousand One Hundred Dollars (\$2,100.00), payable in equal monthly payments of One Hundred Seventy-five Dollars (\$175.00) in the regular course of the County payroll.

(2) Per Diem Payments. In consideration for County Board meetings and Committee service, each Supervisor shall, in addition to the basic salary, be paid a per diem as herein provided for each County Board meeting and for each Committee or Committee-authorized meeting attended, subject to the following provisions:

(a) The per diem payment shall be as follows:

\$35.00 for a meeting lasting up to 4 hours  
\$70.00 for a meeting over 4 hours

(b) Per diem payments shall not exceed Six Thousand Dollars (\$6,000.00) in any Board year. However, time traveling to authorized out-of-county meetings shall be counted in calculating the length of the meetings.

(c) Meetings of a Committee on different subjects or in different places on the same calendar day shall be counted as one (1) meeting and the combined meeting



times shall be considered in calculating the amount of per diem to be paid unless there is a time lapse of more than one (1) hour between meetings in which case two (2) per diems will be paid.

- (d) Attendance at County Board Committee meetings when not a member thereof, or attendance at public functions or hearings as a representative of a Committee of the Board, will entitle the Supervisor to per diem payments if such attendance is authorized or ratified by majority vote of the Committee being represented or by the Executive Committee.
  - (e) Per diem claims shall be paid monthly in accordance with County Board RULE XVIII (County Code Section 2.18).
- (3) Group Health Insurance and Group Dental Insurance. Each County Board Supervisor shall be eligible to participate in the County's group health insurance program and group dental insurance program by enrolling for such coverage at the beginning of each term of office and by advance payment of 100% of the applicable monthly premium as established for the employees of the County. Supervisors may enroll in one coverage and not the other coverage if they choose.
- (4) County-Issued Computing Devices. Each County Board Supervisor may keep the County-issued computing device issued to him or her when it has reached the end of its service life, as determined by the Information Technology Department. Prior to this transfer of ownership, the Information Technology Department will clear the device of any official business-related applications or data. If any County Board Supervisor opts to keep a decommissioned County device for his or her personal use, the Supervisor is solely responsible for any future maintenance, support, updates, or repairs, and such device will not be serviced through the Information Technology Department.
- 1.15 COUNTY BOARD CHAIRPERSON'S COMPENSATION. The Chairperson of the County Board, in lieu of the County Supervisor's basic salary and in lieu of any per diem payments, shall be paid an annual salary of Eleven Thousand Five Hundred Dollars (\$11,500.00).
- 1.16 VICE CHAIRPERSON'S COMPENSATION. The Vice Chairperson shall be paid One Thousand Dollars (\$1,000.00) per year in addition to the basic compensation and per diem payments provided for in Section 1.14 above.
- 1.17 MISSION STATEMENT, VISION STATEMENT, AND GUIDING PRINCIPLES. This Section shall be applicable to all full-time and part-time elected and appointed County officials and employees.
- (1) The mission of Sheboygan County is to provide courteous, responsive, efficient, and effective services to those we serve.
  - (2) The vision of Sheboygan County is to be recognized as a leader of responsive and cost-effective local government.
  - (3) The guiding principles of Sheboygan County are:
    - (a) to provide leadership,
    - (b) to be dedicated to the concept of democratic local government,
    - (c) to maintain a constructive, objective, and creative attitude,
    - (d) to maintain a deep sense of social responsibility as a trusted public servant,
    - (e) to be dedicated to the highest ideals of honor and integrity in all public and personal relationships,
    - (f) to recognize that the chief function of local government is to serve the best interests of all citizens,
    - (g) to improve the quality and image of public service, to encourage regular communication between citizens and County officials,
    - (h) to emphasize friendly and courteous service to the public,
    - (i) to treat your colleagues and staff with respect and courtesy,
    - (j) to foster problem-solving and continuous learning in the work environment,
    - (k) to train and empower staff to attain high standards of professionalism, and

- (l) to actively seek shared services opportunities with local, state, and federal agencies.

1.18 TERM LENGTHS FOR MISCELLANEOUS APPOINTMENTS.

- (1) The County Board has created and may create special-purpose or limited-time Committees pursuant to its authority under Section 2.08 of this Code. The County Board has created such Committees by Resolution or Ordinance or in fulfillment of statutory requirements. Similarly, the County Board has authorized and may continue to authorize persons on behalf of the County Board to serve as representatives to other organizations or bodies.
- (2) Where the document authorizing the Committee or representative does not expressly recite a term length and where the appointing authority is not the County Administrator pursuant to Section 43.05 of this Code and the appointment powers remain with the County Board Chairperson, such appointment shall be made and submitted for Board confirmation if required by the regular third Tuesday meeting in May in even numbered calendar years and the appointment shall expire at the end of the Board term the following even-numbered calendar year.
- (3) Where the document authorizing the Committee or representative does not expressly recite a term length and where the appointing authority is the County Administrator pursuant to Section 43.05 of this Code, the County Administrator shall make such appointments and shall cause them to be submitted for Board confirmation by the regular third Tuesday meeting in May in even-numbered calendar years, and the appointment shall expire at the end of the Board term the following even-numbered calendar year unless at the time of the appointment the County Administrator requests and the County Board agrees to a different term length at the time of confirmation.
- (4) Any appointments made to fill vacancies to appointments under Subsections (2) or (3) above shall serve for the balance of the original term.
- (5) The County Administrator shall prepare and maintain a list of all Committees and representative appointments made on behalf of the County. When appointed terms expire, the County Administrator shall make new appointments pursuant to Section 43.05 of this Code and shall inform the County Board at its April Organizational Meeting of such expired terms.
- (6) For expired terms where the appointing authority is the County Board Chairperson, the County Administrator shall provide the County Board with a list of appointments to be made for distribution at the Organizational Meeting.

---

History: Ord. 6 (1989/90); Ord. 4 (1990/01); Ord. 21 (1999/2000); Ord. 25 (2006/07); Ord. 3 (2009/10); Ord. 3 (2011/12); Ord. 7 (2012/13); Ord. 2 (2014/15); Ord. 10 (2015/16); Ord. 12 (2015/16); Ord. 3 (2016/17); Ord. 4 (2017/18); Ord. 1 (2018/19); Ord. 2 (2018/19); Ord. 6 (2018/19); Ord. 9 (2018/19); Ord. 11 (2018/19); Ord. 2 (2019/20); Ord. 3 (2019/20); Ord. 10 (2020/21); Ord. 11 (2020/21); Ord. 12 (2020/21); Ord. 2 (2021/22); Ord. 11 (2023/24)