

CHAPTER II

COUNTY ADMINISTRATION

2.02 ESTABLISHMENT OF SUPERVISORY DISTRICTS (09-10)

(1) The Board of Supervisors of Ozaukee County shall consist of 31 supervisors to be elected from supervisory districts which are hereby created, numbered, and described as follows:

DISTRICT NUMBER	DISTRICT DESCRIPTION	WARD POPULATION	DISTRICT POPULATION
1.	Town of Belgium - Ward 1	912	2,590
	Village of Belgium - Ward 1	964	
	Village of Belgium - Ward 2	714	
2.	Town of Belgium - Ward 2	123	2,694
	Town of Fredonia - Ward 1	995	
	Town of Fredonia - Ward 3	1,000	
	Town of Saukville- Ward 1	454	
	Village of Fredonia - Ward 3	30	
	Village of Newburg - Ward 3	92	
3.	Town of Fredonia - Ward 2	65	2,571
	Town of Saukville- Ward 3	572	
	Village of Fredonia - Ward 1	941	
	Village of Fredonia - Ward 2	993	
4.	Town of Cedarburg- Ward 8	441	2,618
	Town of Saukville - Ward 2	354	
	Town of Saukville - Ward 4	329	
	Village of Saukville - Ward 1	770	
	Village of Saukville - Ward 6	724	
5.	Town of Saukville- Ward 5	46	2,620
	Village of Saukville - Ward 2	715	
	Village of Saukville - Ward 3	894	
	Village of Saukville - Ward 4	421	
	Village of Saukville - Ward 5	544	
6.	Town of Belgium - Ward 3	478	2,590
	Town of Grafton - Ward 3	432	
	Town of Port Washington - Ward 1	806	
	Town of Port Washington - Ward 2	871	
	Village of Saukville – Ward 8	3	
7.	City of Port Washington - Ward 10	1,063	2,613
	City of Port Washington - Ward 11	1,550	
8.	City of Port Washington - Ward 1	1,454	2,605
	City of Port Washington - Ward 2	1,151	

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DISTRICT NUMBER	DISTRICT DESCRIPTION	WARD POPULATION	DISTRICT POPULATION
9.	City of Port Washington - Ward 3	330	2,591
	City of Port Washington - Ward 4	1,263	
	City of Port Washington - Ward 8	670	
	City of Port Washington - Ward 9	328	
10.	City of Port Washington - Ward 5	291	2,661
	City of Port Washington - Ward 6	1,572	
	City of Port Washington - Ward 7	798	
11.	Town of Grafton - Ward 1	729	2,782
	Town of Grafton - Ward 2	756	
	Town of Grafton - Ward 4	670	
	Village of Grafton - Ward 5	621	
	Village of Grafton - Ward 16	4	
	Village of Saukville – Ward 7	2	
12.	Town of Cedarburg - Ward 9	149	2,626
	Town of Grafton - Ward 7	147	
	Village of Grafton - Ward 1	885	
	Village of Grafton - Ward 2	767	
	Village of Grafton - Ward 3	678	
13.	Village of Grafton - Ward 6	886	2,617
	Village of Grafton - Ward 7	846	
	Village of Grafton - Ward 8	885	
14.	Village of Grafton - Ward 4	922	2,762
	Village of Grafton - Ward 12	894	
	Village of Grafton - Ward 13	946	
15.	Town of Grafton – Ward 6	744	2,744
	Village of Grafton - Ward 9	646	
	Village of Grafton - Ward 10	693	
	Village of Grafton - Ward 11	652	
	Village of Grafton - Ward 14	2	
	Village of Grafton - Ward 15	2	
	City of Cedarburg - Ward 17	5	
16.	Town of Cedarburg - Ward 2	329	2,639
	Town of Cedarburg - Ward 5	767	
	Town of Cedarburg - Ward 6	603	
	Town of Cedarburg - Ward 7	940	
	City of Cedarburg - Ward 21	0	
17.	Town of Cedarburg - Ward 1	976	
	Town of Cedarburg - Ward 3	913	
	Town of Cedarburg – Ward 10	167	
	City of Cedarburg - Ward 3	620	

DISTRICT NUMBER	DISTRICT DESCRIPTION	WARD POPULATION	DISTRICT POPULATION
17. (con't)	City of Cedarburg - Ward 15	42	
	City of Cedarburg - Ward 16	0	
	City of Cedarburg - Ward 18	1	
	City of Cedarburg - Ward 19	33	
	City of Cedarburg - Ward 20	unknown	
	City of Cedarburg - Ward 22	0	2,752
18.	City of Cedarburg - Ward 1	707	
	City of Cedarburg - Ward 2	851	
	City of Cedarburg - Ward 13	1,138	2,696
19.	City of Cedarburg - Ward 10	604	
	City of Cedarburg - Ward 11	775	
	City of Cedarburg - Ward 12	776	
	City of Cedarburg - Ward 14	425	2,580
20.	City of Cedarburg - Ward 7	677	
	City of Cedarburg - Ward 8	962	
	City of Cedarburg - Ward 9	921	2,560
21.	City of Cedarburg - Ward 4	1,054	
	City of Cedarburg - Ward 5	633	
	City of Cedarburg - Ward 6	1,027	2,714
22.	Town of Cedarburg - Ward 4	449	
	City of Mequon - Ward 2	907	
	City of Mequon - Ward 20	718	
	City of Mequon - Ward 21	643	2,717
23.	Town of Grafton - Ward 5	645	
	City of Mequon - Ward 9	810	
	City of Mequon - Ward 18	1,080	
	City of Mequon - Ward 19	171	2,706
24.	Village of Thiensville - Ward 1	598	
	City of Mequon - Ward 1	221	
	City of Mequon - Ward 3	297	
	City of Mequon - Ward 6	1,534	2,650
25.	Village of Thiensville - Ward 2	976	
	Village of Thiensville - Ward 3	975	
	Village of Thiensville - Ward 4	705	2,656
26.	City of Mequon - Ward 4	1,045	
	City of Mequon - Ward 5	1,604	2,649
27.	City of Mequon - Ward 10	1,227	
	City of Mequon - Ward 11	1,551	2,778
28.	City of Mequon - Ward 7	1,322	
	City of Mequon - Ward 8	1,419	2,741

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DISTRICT NUMBER	DISTRICT DESCRIPTION	WARD POPULATION	DISTRICT POPULATION
29.	City of Mequon – Ward 12	1,364	2,750
	City of Mequon – Ward 13	1,386	
30.	City of Mequon – Ward 14	1,148	2,756
	City of Mequon – Ward 15	1,608	
31.	Village of Bayside Ward 6	103	2,714
	City of Mequon – Ward 16	1,613	
	City of Mequon – Ward 17	998	

- (2) Municipal ward boundaries are described in ordinances or resolutions, and are shown on maps, filed in the office of the County Clerk.
- (3) The populations indicated are as of April 1, 2001.
- (4) One supervisor shall be elected from each district commencing with the Spring Election in 2002.

2.11 SHERIFF'S FEES

- (1) Process Fees.
- (a) Each service or attempted service - \$30.00 for each defendant or person. (06-4)
- (b) Each defendant or person at a given address - \$15.00 for each additional defendant or person.
- (2) Advance Payment.
- (a) When it is deemed necessary, the Sheriff is authorized to collect the fees under Section 59.32 (1) of the Wisconsin Statutes in advance.
- (3) Pursuant to section 303.08 of the Wisconsin Statutes, every prisoner who is sentenced to the Ozaukee County Jail under Huber Law and is gainfully employed or receives unemployment insurance or employment training benefits, shall be liable to Ozaukee County for maintenance and board costs at the rate of \$22.00 per day or any portion of a day and shall reimburse the County for the same in accordance with the law (plus applicable Wisconsin sales tax).(09-8)
- (4) Jail boarding rates for agencies outside of Ozaukee County will be negotiated by the Sheriff to the greatest advantage of the County. (03-19)
- (a) Municipalities within Ozaukee County - adults charged with violation of a municipal ordinance \$20.00 per day
- (b) The costs of other direct services provided are to be added to any of the above amounts.
- (5) The fee for the sale of real estate is established at \$150.00 for all necessary activities of the Sheriff in connection with the sale of real estate by the Sheriff or other officers, under any judgment or order of court, and making all the necessary papers and notices, including but not limited to:

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- (a) Drawing an advertisement of real estate.
- (b) Issuing every certificate of sale of real estate.
- (c) Drawing, executing and acknowledging a deed pursuant to a sale of real estate.
- (d) Posting notices of Sheriff's sale.
- (e) Recording a certificate of sale with the Register of Deeds.
- (6) Pursuant to section 814.705(1)(a) of the Wisconsin Statutes, the Sheriff shall charge \$45.00 per hour for each deputy sheriff assigned to inventory the property when seizing property on attachment, replevin, execution, or evicting on a writ of restitution, or a writ of assistance, plus all necessary expenses incurred thereby. (06-4)
- (7) Inmates shall be responsible for the actual costs of medical and dental expenses incurred by Ozaukee County as set forth in section 302.38 of the Wisconsin State Statutes. The County may seek reimbursement for same in accordance with the law. The Sheriff may establish a system of co-payments for services provided by Jail Health Services and other medical/dental providers. (09-8)
- (8) Inmates sentenced to Ozaukee County Jail shall be charged a fee of \$10.00 per day or any part of a day for the entire period of time that the inmate is or was confined in the jail, including any period of pretrial detention as provided in section 302.372 of the Wisconsin State Statutes. (09-8)
 - (a) Inmates charged for maintenance and board costs relative to the Huber Law will be exempt from this subsection in accordance with section 303.08 of the Wisconsin State Statutes. (09-8)
 - (b) Inmates subject to reimbursement charges shall complete a financial disclosure form provided by the Sheriff. Inmates failing to complete said form are subject to penalties as described in section 302.372. (09-8)

2.13 HIGHWAY CONSTRUCTION CONTRACTS

- (1) The Ozaukee County Public Works Committee is authorized and empowered to enter into contracts with cities, villages and towns within the boundaries of Ozaukee County to enable the County to construct and maintain streets and highways in such municipalities, pursuant to the provisions of Section 83.035 of the Wisconsin Statutes.
- (2) Contracts with the municipalities shall be based on county labor, equipment and material costs in effect at the time the work is performed.

2.19 MARRIAGE LICENSE & DOMESTIC PARTNERSHIP FEES

- (1) The County Clerk may, at his or her discretion, issue a marriage license or declaration of domestic partnership less than 5 days after the application if the applicant pays an additional fee of \$10.00 for a marriage license and \$10.00 for a declaration of domestic partnership to cover the increased processing cost incurred by the county. (09-4)

(2) In addition to the fee established in Section 765.15 of the Wisconsin Statutes, the County Clerk shall charge an additional fee of \$50.00 for a marriage license and per Section 770.17 of the Wisconsin Statutes the same fee for each declaration of domestic partnership and for each certificate of termination of domestic partnership, which amount shall become a part of the funds of the county. (09-4)

2.23 FACSIMILE SIGNATURES

(1) In lieu of the personal signature of the County Clerk, the County Treasurer and the County Board Chairperson, the facsimile signature adopted by each of these individuals is approved and may be affixed to all order checks or transfer orders.

2.25 LEGAL CUSTODIAN OF PUBLIC RECORDS

(1) Legal Custodians

(a) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

(b) Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any committee, commission, board or authority created by ordinance or resolution of the County Board.

1. If the records of any committee, commission, board or authority are normally the responsibility of an individual other than the County Clerk, such other individual shall act as legal custodian of those records.

(c) For every authority not specified in subsections (a) or (b), the authority's chief administrative officer (the department head) is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

(d) Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designate.

(2) Procedural Information

(a) Pursuant to Section 19.34, Wisconsin Statutes, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of Section 19.31 to 19.39, Wisconsin Statutes.

2.26 FEES FOR COPIES AND SERVICES

(1) Fees for copies are established as follows: (03-27)

- (a) Copies made by the County Clerk under the provisions of Section 59.23 (2) Wisconsin Statutes, copies made by the County Treasurer under the provisions of Section 59.25 (3) Wisconsin Statutes, copies made by the County Coroner and copies made by any other department when a statutory fee does not apply.
 - 1. All Copies - 25¢
 - 2. Each certification - 50¢
- (b) Copies made by the Register of Deeds on a contract basis:
 - 1. Microfiche - \$3.00 each
 - 2. Non-certified documents - \$1.00 for first page and 50¢ for additional pages
 - 3. Other records - 50¢ per page
- (2) Fees for services are established as follows:
 - (a) Signing of Death Certificates - \$50.00 (09-12)
 - (b) Use of the county morgue by other counties for autopsies or similar procedures \$500.00 per day. (07-5)
 - (c) Storage of bodies in the county morgue by other counties and all funeral directors - \$50.00 per day. (09-9)
 - (d) Each additional page required for instruments submitted for recording under the provisions of Section 59.43 (2) Wisconsin Statutes - \$2.00 per page.
 - (e) The fee for storage of vehicles by the Sheriff shall be \$5.00 per day for indoor storage and \$2.00 per day for outdoor storage.
 - (f) Issuance of Cremation Permits - \$150.00 (09-9)
 - (g) Issuance of Disinterment Permits - \$75.00

2.27 DESTRUCTION OF OBSOLETE RECORDS

- (1) Prior to the destruction of any obsolete public records, the legal custodian of such records shall make a written offer of such records to the State Historical Society. If such offer is not accepted within 60 days, a written offer of the records shall be made to the County Historical Society. If this offer is not accepted within 60 days, the records may be destroyed.
- (2) Authorization is granted to destroy obsolete Human Services Department records as follows:
 - (a) Public assistance and social services records, as determined by the State Department of Health and Social Services, after the minimum holding period prescribed by the State Department.
 - (b) County vouchers and original general purchase orders relative to general relief after the expiration of ten (10) years of the date thereof and after they have been audited.
 - (c) Such other records no longer required for administration of the general relief program.

(3) Authorization is granted to destroy or dispose of obsolete Human Services Department records as follows:

(a) All department records shall be retained for the minimum period prescribed by applicable Wisconsin Administrative Code and federal regulations.

(b) Obsolete records not required to be retained may be disposed of in the following manner:

1. Alcohol and drug abuse treatment records shall be destroyed by department personnel pursuant to federal regulations.

2. Other treatment and financial records shall be offered to the State Historical Society, pursuant to Wisconsin Statutes. If said records are not requested by said Society, they shall be destroyed by department personnel.

3. The Administrative Committee of the County Board shall be notified prior to the destruction of any financial records.

2.40 LIMITATION ON PAYMENT OF CLAIMS FOR DAMAGE BY DOGS TO DOMESTIC ANIMALS

(1) The maximum amount that may be allowed for settlement of a claim for damages to domestic animals by dogs under Section 174.11 of the Wisconsin Statutes shall be \$1,000.

2.43 RECOVERY OF LEGAL FEES

(1) Under the provisions of Section 757.66 of the Wisconsin Statutes, whenever Ozaukee County has paid for legal representation of an indigent defendant, the Clerk of Courts shall prepare, sign and record in the office of the Register of Deeds a certificate stating the name and residence of the indigent beneficiary, the amount paid by the county for his or her legal representation, the date when paid and the court in which the case was heard, only when the costs of such legal representation cannot be recovered as costs of the action pursuant to Section 973.06 and 973.07 of the Wisconsin Statutes.

(2) The District Attorney shall commence and prosecute all actions and proceedings necessary to make recovery of all amounts paid by the county for an indigent defendant when it appears that the indigent defendant or his or her estate is able to pay the claim.

9/15/2005

2.44 CODE OF ETHICS

- (1) No county official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.
- (2) No person may offer or give to a county official or employee, directly or indirectly, and no county official or employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the county official's or employee's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the county official or employee.
- (3) No county official or employee may:
 - (a) Take any action substantially affecting a matter in which the official or employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest.
 - (b) Use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the county official or employee, one or more members of the official's or employee's immediate family either separately or together, or an organization with which the official or employee is associated.
- (4) This code is based on the provisions of Section 19.59 of the Wisconsin Statutes and applies to all county officials and all county employees.

2.45 PRIVATE INTEREST IN PUBLIC CONTRACTS

(1) No county official or employee may do any of the following:

(a) In the official's or employee's private capacity, negotiate or bid for or enter into a contract in which the official or employee has a private pecuniary interest, direct or indirect, if at the same time the official or employee is authorized or required by law to participate in the official's or employee's capacity as such official or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the official's or employee's part.

(b) In the official's or employee's capacity as such official or employee, participates in the making of a contract in which the official or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the official's or employee's part.

(2) Subsection (1) does not apply to contracts in which any single public official or employee is privately interested that do not involve receipts and disbursements by the county aggregating more than \$15,000 in any one year.

2.46 USE OR DISCLOSURE OF CONFIDENTIAL INFORMATION

(1) No county official or employee shall knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any other person. Nor shall a county official or employee, without proper legal authorization, disclose confidential information gathered in the course of public employment to an unauthorized person.

2.47 INCOMPATIBLE EMPLOYMENT. No county official or employee shall engage in or accept private employment or render service for private interest when such employment or service is in conflict with the proper discharge of his or her official duties.