

LAKE HELEN PROTECTION AND REHABILITATION DISTRICT OPERATIONAL POLICY DOCUMENT

June 3rd, 2023

BACKGROUND

The LAKE HELEN PROTECTION AND REHABILITATION DISTRICT (LHP&RD) was created by a resolution of the Portage County Board. As such it is a governmental body with statutory responsibilities and is regulated by Chapter 33 of the Wisconsin State Statutes and needs to comply with any Portage County regulations that affect the lakes within Portage County.

POLICY - COMMISSIONERS

Chapter 33 of the Wisconsin State Statutes specifies that an a Lake District can have three or five elected Commissioners, plus appointed representatives from Portage County and the Town of Alban [33.28(2m)(a)]

- The LHP&RD will operate with *FIVE ELECTED COMMISSIONERS* each having a three-year term.
- The commissioners shall receive *NO REMUNERATION* for their service in office, but a commissioner will be reimbursed for actual and necessary expenses incurred while conducting the business of the District. [33.28(5)]

POLICY - ANNUAL MEETING

Chapter 33 of the Wisconsin State Statutes specifies that an in-person Annual Meeting be held each year between May 22 and September 8. [33.30 (1)]

- The LHP&RD establishes the *FIRST SATURDAY IN JUNE* as the date for the Annual Meeting]

POLICY - FISCAL YEAR

Chapter 33 of the Wisconsin State Statutes does not specify the specific dates for the fiscal year. [People of the Lake page 75]

- The LHP&RD establishes the fiscal year to be *MAY 1 THROUGH APRIL 30*.
(This allows up to date financial reports and budget to be provided in a timely manner at the Annual Meeting)

POLICY - REVIEW OF PROPERTIES

Chapter 33 of the Wisconsin State Statutes notes that after a lake district has been established, its boundaries may be expanded or reduced. [33.33(2)]

- At least every two years or as needed, LHP&RD shall review all properties within the anticipated new boundaries for the District to determine if any properties have been converted to residential use. If so the District Board of Commissioners will initiate attachment proceedings in accordance with Chapter 33 of the State Statutes

POLICY - COMMITTEES

Chapter 33 does not specify directions for committees.

- The chair may appoint committees as deemed necessary to further the interests of the District. All committee members shall serve at the pleasure of the Board of Commissioners.
- The Committee head shall make all recommendations to the Commissioners and should not proceed until they receive approval. That includes raising and spending funds, which need prior approval of the Board of Commissioners.

POLICY - ADDITIONS AND CHANGES

After the initial establishment of this document, the POLICIES may be changed, deleted, or added to by a vote of 2/3 of the entire Commissioners.