

# Richland County Rules and Resolutions Committee

## Agenda Item Cover

**Agenda Item Name:** *(Establishment Policy)*

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	2 July 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	29 June 2020	<b>Referred by:</b>	~none

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend motion to, “approve Richland County Establishment Policy and recommend to the Richland County Board of Supervisors for action by resolution as their July 21<sup>st</sup>, 2020 meeting.”

**Background:** *(preferred one page or less with focus on options and decision points)*

This establishment policy is to set the blueprint and format for future Richland County policy development. It is intended to promote consistency and helps define roles in policy maintenance and revisions.

### Attachments and References:

Policy Review Form	
Policy Establishment - Policy	

### Financial Review:

*(please check one)*


<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input checked="" type="checkbox"/>	No financial impact		

No anticipated financial impacts

**Approval:**

**Review:**

\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



# Policy of Richland County

Policy Cover	
<b>Title:</b> Policy Establishment	<b>Effective Date:</b> 21 July 2020
	<b>Adoption/Revision Date:</b> 21 July 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Authority Body:</b> Rules and Resolutions

## 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

## 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-xxxx
- b. Other applicable Resolutions/Ordinances/Policies: Procedure Establishment Policy

## 3. Purpose

- a. To establish a format and revision methodology for Richland County policies to promote consistency and uniformity.
- b. To establish when a policy is required and to set standards for updating and maintaining policies.

## 4. Scope

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
  - i. Department specific policies, including policies that adhere to state or federal uniformity regulations, are exempt from this policy.

## 5. Policy Overview

- a. A policy is a written description of guidelines and directions set by the RCBS, or Richland County governing bodies, to guide the present and future actions of the various departments and services within Richland County.
  - i. A policy typically addresses questions of "who," "what" and "why."
  - ii. A policy may contain specific detailed steps or procedures necessary to implement the intent of a policy. A policy may address questions of "how" and "when," or may defer to administrative procedures.
    1. Refer to "Procedure Establishment Policy" for policy on developing a procedure.
- b. Policies may be administrative or regulatory.
  - i. An administrative policy establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.
  - ii. A regulatory policy establishes rules or orders having the force of law.
- c. Policies shall provide for the exercise of judgment and discretion.

# Policy of Richland County

## **6. Policy Performance**

- a. All future Richland County policy development and revisions shall comply with this policy upon the effective date of the policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## **Policy Content**

## **7. Policy Format and Standards**

- a. All policies shall have the same format as set forth in this “Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each policy shall contain the following sections: 1) Policy Cover; 2) Policy Content; 3) Attachments; and 4) Revision History
- c. Each policy shall contain the following components in a table format as part of the “Policy Cover”:
  - i. A “Title” that provides a brief description of the policy.
  - ii. An “Effective Date” that states the date the policy took effect.
  - iii. An “Adoption/Revision Date” that states when the policy was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the policy when needed.
  - v. An “Approving Body” that states which Richland County governing body shall approve the policy before the policy takes effect.
  - vi. An “Authority Body” that states which Richland County governing body is delegated with authority to make future changes to the policy.
- d. Each policy shall contain the following components in a numbered format on the first page of the policy as part of the “Policy Cover”:
  - i. An “Authority” section that states the state and/or federal law that supports the policy creation.
  - ii. A “References” section that states:
    - 1. The resolution number, ordinance number, and/or meeting minutes stating the governing body and date;
    - 2. The date when the action was taken to approve the policy; and
    - 3. Related resolutions, ordinances, meeting minutes, and/or policies which are related to policy, or may have impacts on the policy.
  - iii. A “Purpose” section that states the intent of the policy.
  - iv. A “Scope” section that states what and who the policy applies to.
  - v. A “Policy Overview” section that gives context to the need for the policy.

# Policy of Richland County

- vi. A “Policy Performance” section that states policy expectations and quantifiable performance indicator(s) to gauge the effectiveness in achieving the policy purpose.
- e. Each policy shall contain a “Policy Content” section that provides details of direction and guidance for current and future action.
  - i. A policy may contain specific, detailed steps or procedures necessary to implement the intent of a policy, or may defer to administrative procedures.
    - 1. Refer to “Procedure Establishment Policy” for policy on developing a procedure.
- f. Each policy shall contain an “Attachment section that lists all attachments that are referred to in the policy itself. Referred to attachments shall be attached to the policy under “Policy Attachments”.
- g. At the end of the policy, a “Revision History” table shall be included that tracks historical changes to the policy by tracking: 1) the adoption or revision date; 2) an overview/summary of the adoption or revision language; and 3) the resolution, ordinances, and/or meeting minutes when action was taken to approve the adoption or revision.
- h. Depending on the length and complexity of the policy, the policy may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate by the custodian, approving body or authority body.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each policy shall include page numbers in the footer.

## **8. Policy Process**

- a. A policy shall be established when:
  - i. Directed by the RCBS.
  - ii. Required by state and/or federal law.
  - iii. Requested by an elected official or Richland County employee and approved by RCBS or other Richland County governing body, in accordance with the board rules.
- b. All policies that apply to all Richland County operations shall originally be approved by the RCBS. Authority to revise, amend, or discontinue the policy may then be delegated to supervisory committee at the discretion of the RCBS.
- c. All policies that are specific to certain operations and/or departments may be approved by the responsible governing body provided they are not in conflict with established county policy, ordinance, or state and federal regulations. Governing bodies may defer action to the RCBS if deemed appropriate by such body.
- d. Each policy shall be assigned to a custodian. The custodian shall update the assigned policy as needed. The custodian shall, at a minimum, review the assigned policy annually.

# Policy of Richland County

- e. All policies, excluding ordinances, may be revised administratively to make format changes; corrections to reflect organizational changes or typos; or similar non-material, non-substantive changes without RCBS or governing body approval.
- f. Prior to adoption or administrative revisions of policies, the County Administrator and Corporation Counsel shall review and approve the policy. The proposed policy shall be submitted with the "Policy Review Form" as set forth in Attachment A for review and approval.
- g. The policy custodian shall be responsible for preparing materials and presenting the policy for approval to the responsible governing body with assistance from the County Administrator, County Clerk, and Corporation Counsel.
- h. Once policies are approved, all policies shall be maintained by the policy custodian with copies furnished to the County Clerk's office and the County Administrator.

## **9. Attachments**

- a. Attachment A – Policy Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	Original	

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

#### **Policy Review Form**

##### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

##### **Completed by County Administrator**

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

##### **Completed by Corporation Counsel**

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Custodian	





## Richland County Rules and Resolutions Committee

### Agenda Item Cover

**Agenda Item Name:** *(Establishment Procedure)*

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	2 July 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	29 June 2020	<b>Referred by:</b>	~none

**Recommendation and/or action language:** *(summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)*

Recommend motion to, "approve Richland County Establishment Procedure and recommend to the Richland County Board of Supervisors for action by resolution as their July 21<sup>st</sup>, 2020 meeting."

**Background:** *(preferred one page or less with focus on options and decision points)*

This establishment procedure is to set the blueprint and format for future Richland County procedure development. It is intended to promote consistency and helps define roles in procedure maintenance and revisions.

#### Attachments and References:

Policy Review Form	
Establishment Procedure - Policy	

#### Financial Review:

*(please check one)*

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
X	No financial impact		

No anticipated financial impacts

**Approval:**

\_\_\_\_\_  
Department Head

**Review:**

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



# Policy of Richland County

Policy Cover	
<b>Title:</b> Procedure Establishment	<b>Effective Date:</b> 21 July 2020
	<b>Adoption/Revision Date:</b> 21 July 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors
	<b>Authority Body:</b> Rules and Resolutions

## **1. Authority**

- a. Wis. Stat. 59.02, 59.03, 59.51, and 59.18

## **2. References**

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-xxxx
- b. Other applicable Resolutions/Ordinances/Policies: Policy Establishment Policy

## **3. Purpose**

- a. To establish a format and revision methodology for Richland County employees to establish procedures to promote consistent and uniform operations in compliance with County policy.
- b. To establish when a procedure is required and to set standards for updating and maintaining procedures.

## **4. Scope**

- a. Applies to the development, implementation, and revision of all Richland County procedures that impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
  - i. Department specific procedures, including procedures that adhere to state or federal uniformity regulations, are exempt from this policy.

## **5. Policy Overview**

- a. A procedure is a written description of specific steps or tasks necessary to implement and achieve the intent of a policy, or in support a policy, as established by the Richland County Board of Supervisors (RCBS) or Richland County governing bodies.
  - i. A procedure typically addresses questions of "how" and "when."
  - ii. Refer to "Policy Establishment" on establishing a policy.
- b. A procedure is intended to be rigid in nature by providing clear definition to a defined process.
- c. A procedure is not intended to replace management decision authority or discretion, but to promote consistent practices in implementing policy.

## **6. Policy Performance**

- a. All future Richland County procedure development and revisions shall comply with this policy.
- b. The quantifiable performance indicator for this policy is one-hundred percent

# Policy of Richland County

(100%) compliance for all new and/or revised Richland County procedures, except as described in 4(a)(i).

## **Policy Content**

### **7. Procedure Format and Standards**

- a. All procedures shall have the same format as set forth in the “Procedure Establishment Policy.”
  - i. Format shall not include all capital letters or underlines.
- b. Each procedure shall contain the following sections: 1) Procedure Cover; 2) Procedure Content; 3) Attachments; and 4) Revision History.
- c. Each procedure shall contain the following components in a table format as part of the “Procedure Cover”:
  - i. A “Title” that provides a brief description of the procedure.
  - ii. An “Effective Date” that states the date the procedure took effect.
  - iii. An “Adoption/Revision Date” that states when the procedure was most recently adopted or revised.
  - iv. A “Custodian” that states a position of employment who is responsible to review and/or update the procedure when needed.
- d. Each procedure shall contain the following components in a numbered format on the first page of the procedure as part of the “Procedure Cover”:
  - i. An “Authority” section that states the county policy, state and/or federal law that the procedure supports.
  - ii. A “References” section that states the associated policies and other procedures that may be impacted.
  - iii. A “Purpose” section that states the intent of the procedure.
  - iv. A “Scope” section that states what and who the procedure applies to.
  - v. A “Procedure Overview” section that gives context to the need for the procedure.
  - vi. A “Procedure Performance” section that states procedure expectations and quantifiable performance indicator(s) to gauge the effectiveness of the procedure.
- e. Each procedure shall contain a “Procedure Content” section that provides detailed steps in systematic sequence (when appropriate) for an activity or task.
- f. Each procedure shall contain an “Attachment” section that lists all attachments that are referred to in the procedure itself. Referred to attachments shall be attached to the procedure under “Procedure Attachments”.
- g. At the end of the procedure, a “Revision History” table shall be included that tracks

# Policy of Richland County

historical changes to the procedure by tracking: 1) the adoption or revision date; and 2) an overview of the adoption or revision.

- h. Depending on the length and complexity of the procedure, the procedure may contain other components (i.e. table of contents, definitions, etc.) that are deemed appropriate.
- i. If a section or component does not warrant an entry, state “n/a” or “not applicable”.
- j. Each procedure shall include page numbers in the footer.

## **8. Procedure Process**

- a. A procedure shall be established when:
  - i. Directed by Richland County administration or management.
  - ii. Directed by the RCBS or other Richland County governing body.
  - iii. Required by state and/or federal law.
- b. Requested by an elected official or Richland County employee. A procedure shall be based on an approved or proposed policy, or in support of a policy, or in support of an approved function or service.
- c. A procedure shall be developed by gaining a detailed understanding of the process that is being defined as well as an understanding of risks associated with the process.
- d. A procedure shall be approved by the custodian of the policy in which the procedure supports, and the responsible subject matter expert of the procedure. A procedure does not require RCBS or Richland County governing body approval. The proposed procedure shall be submitted with the “Procedure Review Form” as set forth in Attachment A for review and approval.

## **9. Attachments**

- a. Attachment A — Procedure Review Form

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	Original	

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## **Policy Attachments**

### **Attachment A**

#### **Procedure Review Form**

##### **Completed by Procedure Subject Matter Expert**

Procedure Title	
Overview of Adoption/Revision	
Procedure Submitted By	
Procedure Submitted To	
Anticipated Date of Procedure Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

##### **Completed by Policy Custodian:**

Procedure Received On	
Procedure Approved/Denied On w/ Reason	
Procedure Approved/Denied By	
Procedure Storage Location	
Procedure Circulated to Employees –date/method	

## Richland County Rules and Resolutions Committee

### Agenda Item Cover

**Agenda Item Name:** (Authority of Management, Roles of Members and Chairs of Committees Boards and Commissions)

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	2 July 2020	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	Richland County Board Committee Structure (E)
<b>Date submitted:</b>	29 June 2020	<b>Referred by:</b>	~none

**Recommendation and/or action language:** (summarize action/s sought by committee, e.g. present a resolution, present an ordinance, receive and file information, approve expense or grant, etc.)

~ Discussion and individual feedback.

**Background:** (preferred one page or less with focus on options and decision points)

This item is presented for discussion in the ongoing efforts to define the authorities of management, roles of individual members and the role of presiding body members. It is intended that this document be released to departments for feedback that they may gain with their committees and brought back to rules and resolutions in August with final recommendation.

#### Attachments and References:

Policy Language Attached	

#### Financial Review:

(please check one)


<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
X	No financial impact		

No anticipated financial impacts

**Approval:**

\_\_\_\_\_  
Department Head

**Review:**



\_\_\_\_\_  
Administrator or Elected Office (if applicable)





# Policy of Richland County

Policy Cover	
<b>Title:</b> Authority of Management, Roles of Members and Chairs of Committees, Boards and Commissions	<b>Effective Date:</b> 18 Aug 2020
	<b>Adoption/Revision Date:</b> 18 Aug 2020
<b>Custodian:</b> Administrator	<b>Approving Body:</b> Richland County Board of Supervisors (RCBS)
	<b>Authority Body:</b> Rules and Resolutions

## 1. Authority

- a. Wis. Stat. 59.02, 59.03, 59.51 and 59.18

## 2. References

- a. Adopting Resolution/Ordinance/Motion: Resolution 20-xxxx;
- b. Establishment Policy: Resolution 20-xxxx;
- c. Richland County Board Rules; and
- d. Richland County Board Committee Structure

## 3. Purpose

- a. To establish a common vision and define functions regarding the separation of the authorities of management and the roles of the individual members of our Richland County committees, boards and commissions.
- b. To establish the roles and duties of the chair of committee, boards and commissions.

## 4. Scope

- a. Applies to the development, implementation, and revision of all Richland County policies which impact multi-departmental functions of Richland County or have countywide impact on Richland County's operations.
  - i. Authorities and roles that adhere to state or federal regulations, are exempt from this policy.

## 5. Policy Overview

- a. Richland County introduced a County Administrator in the spring of 2020. Expectations with the arrival the administrator included the delegation of tasks considered administrative in nature.
- b. This policy is intended establish and define the authorities of Richland County management and the roles of individual members of our Richland County supervisory bodies for future policy and procedure development, implementation and revisions.
- c. This policy is intended to define the roles and duties of chairs of committees, boards and commissions.
- d. This policy is administrative in nature and establishes powers, responsibilities, and/or rules for county employees and Board Supervisors.

# Policy of Richland County

## **6. Policy Performance**

- a. All future Richland County policy development and revisions shall comply with the authorities and roles established through this policy. (Reference Section 11. Implementation of policy)
- b. The quantifiable performance indicator for this policy is one-hundred percent (100%) compliance for all new and/or revised Richland County policies with exception as described 4(a)(i).

## **Policy Content**

## **7. Management Authorities:**

- a. Richland County reserves any and all management rights regarding county operations under Federal and State regulations.
- b. The Richland County Administrator, Richland County Department Heads, or designees, are tasked with fiscal and ethical management of county personnel, resources and operations.
- c. The authorities and responsibilities of management include, but are not limited to:
  - i. Manage and direct employees;
  - ii. Ensure compliance with all regulations and laws impacting operations;
  - iii. Enforce policies and standards of performance;
  - iv. Hire, promote, schedule, transfer and assign employees;
  - v. Lay off and recall employees;
  - vi. Investigate workplace actions and direct administrative leave;
  - vii. Discharge employees or take corrective and/or disciplinary action, except as by State Statute or Federal Regulations;
  - viii. Authorize and restrict access to department properties and equipment;
  - ix. Schedule overtime as required;
  - x. Develop job descriptions and assign work duties;
  - xi. Introduce new or improved operation methods or change existing operation methods;
  - xii. Prepare and present operating budgets;
  - xiii. Contract for goods and services;
  - xiv. Discontinue unrequired operations of services;
  - xv. Partner with other counties, agencies or organizations;
  - xvi. Educate oversight committee, county board and interested parties on department services;
  - xvii. Direct operations of Richland County; and delegate management authorities as appropriate.

# Policy of Richland County

## **8. Roles of Individual Members of Committee, Boards and Commissions:**

- a. The Richland County Board of Supervisors and members of Richland County Governing Bodies are responsible for establishing policy that provides the framework for county staff to run operations on behalf of Richland County. Such decisions are made as collective bodies and not by individual members.
- b. Committee, Boards and Commissions authorities and responsibilities are defined through state statute and Richland County Committee structure.
- c. Members of committee, boards and commissions are expected to individually contribute to a collaborative effort to make policy decisions that support the strategic mission and advance the priorities of the county. Examples of individual member activities include, but are not limited to:
  - i. Take part in activities of the board and/or serving on one or more standing committees or commissions;
  - ii. Participate in the process of debate and voting on proposed ordinances, resolutions and motions in county board and committee meetings;
  - iii. Provide oversight and advice to the management of county regarding delivery of county services
  - iv. Respond to the needs of constituents and informing administration of community service concerns;
  - v. Express priorities for the delivery of county services through the annual budget, tax levy and strategic planning processes; and
  - vi. Request information needed to make informed decisions.
- d. No individual member, chair or otherwise, has individual authority or responsibility with respect to committee's official business unless specified in county policy, through state statute or RCBS rules.

## **9. Roles of the Chairs of Committees, Boards, or Commissions:**

- a. The following duties and responsibilities are placed on the presiding member of the governing body:
  - i. Approve placement of items of the body's meeting agenda;
  - ii. Confirm that proper posting of meeting agenda was fulfilled prior to conducting business;
  - iii. Announce, at the conclusion of the roll call, the fact of the presence of a quorum, or not, as the case by be;
  - iv. Put to vote the questions which are regularly moved or which necessarily arise in the course of the proceedings, and to announce the result;
  - v. Restrain the members while engaged in debate within the rules of order;
  - vi. Preserve order and decorum, decide all questions of order and shall inform the Board, when necessary, on any point of order or practice. She/he may speak to points of order in preference to others and seek the advice of the

# Policy of Richland County

Corporation Counsel, Administrator, Department Head, Subject Matter Expert, etc. on such points of order or practice. She/he shall decide questions of order, subject to an appeal by any member;

- vii. Clear the meeting floor when adjourning or moving into closed session;
- viii. Use discretion in the order of addressing agenda items;
- ix. Limit time on the floor to speakers unless overruled by a majority vote of the body present;
- x. Appoint/ensure that minutes are recorded;
- xi. Use discretion in the seating configuration for meetings;
- xii. Authorize departments under the body's supervision to take emergency action to act on proposed contract, expenditure or program initiative (Rule #14e, page 6)

b. Succession of the presiding official:

- i. In the event the Body Chair is absence, unable or unfit to preside, the duties and authorities shall abide by the following succession plan:
  - 1. Vice Chair
  - 2. Secretary
  - 3. Longevity of service on the committee, board or commission
  - 4. Alphabetical by last name

## **10. Roles of the County Board Chair:**

- a. The following duties and responsibilities are placed on the County Board Chair:
  - i. May alter the seating arrangements of the county board meeting (Rule #2)
  - ii. Shall assign proposed resolutions and ordinances to the appropriate committee when in doubt (Rule #19)
  - iii. Provide determination of need for teleconferencing meetings (Rule #3)

## **11. Implementation of Policy:**

- a. All current rules, ordinances, policies and procedures that contradict with this policy remain in effect and take precedence over this policy until such a time where the conflicting policies are amended to reflect the vision and directives set forth in this policy.

## Policy of Richland County

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
	Original	

DRAFT

# Policy of Richland County

## **Policy Attachments**

### **Attachment A**

### **Policy Review Form**

#### **Completed by Policy Custodian**

Policy Title	
Overview of Adoption/Revision	
Policy Submitted By	
Policy Submitted To	
Anticipated Date of Policy Final Approval	
Existing policies, ordinances, regulations and laws referenced to ensure that conflicts do not exist	

#### **Completed by County Administrator**

Policy Received On	
Policy Approved/Denied On w/ Reason	
Policy Approved/Denied By	
Policy Storage Location	
Policy Forwarded to Corporation Counsel	

#### **Completed by Corporation Counsel**

Policy Received On	
Policy Approved/Denied On w/Reason	
Policy Approved/Denied By	
Policy Forwarded to Custodian	

## Richland County Rules and Resolutions

### Committee

#### Agenda Item Cover

**Agenda Item Name:** Proposed Changes to Committee Structure Regarding Supervision

<b>Department</b>	Administration	<b>Presented By:</b>	Clinton Langreck
<b>Date of Meeting:</b>	7/2/20	<b>Action Needed:</b>	Resolution
<b>Disclosure:</b>	Open Session	<b>Authority:</b>	
<b>Date submitted:</b>	6/30/20	<b>Referred by:</b>	None

#### **Recommendation and/or action language:**

Recommend a motion, to present a resolution to the County Board to make changes to the Committee Structure resolution, last amended on October 29, 2019 through Resolution No. 19-128. Also recommend a referral to the Finance & Personnel Committee, to review Resolution No. 19-93 to consider removal of any remaining conflicts between Resolution No. 19-128 and Resolution No. 19-93.

#### **Background:**

Per Corporation Counsel's recommendation in the Rules & Resolutions Committee on April 3, 2020, conflicts between the Administrator's job description and other resolutions are being reviewed. The Committee Structure document (last amended on October 29, 2019 through Resolution 19-128) has several conflicts with Resolution 19-93 (adopting the Administrator's job duties) regarding supervision of departments. The first attachment (Committee Structure) removes one instance of "appoint" under the Agriculture and Extension Education Committee, and nine instances of "supervise," one each under:

- Child Support Committee
- Fair & Recycling Committee
- Joint Ambulance Committee
- Land Conservation Committee
- Parks Commission/County
- Property, Building and Ground Committee
- U.W. Platteville-Richland Committee
- Veterans Service Commission
- Zoning and Land Information Committee

Each instance has been replaced with the phrase "provide oversight and advice regarding . . ." This matches the language under the related agenda item, "Authority of management," section 8(c)iii, "roles of members of committees, boards, and commissions." Supervision of staff in these and other departments is planned to shift from committees, boards, and commissions to the Administrator, as noted in Statute 59.18 and Resolution 19-93. "Supervise" has not been removed from the Committee Structure document where department heads are elected by Richland County voters (i.e. Clerk, Clerk of Circuit Court, Coroner, District Attorney, Register of Deeds, Sheriff, Surveryor, Treasurer).

A conflict remains between State Statute 59.18 and Resolution 19-93 (Administrator's job duties) where a clear demarcation has not been drawn between elected and non-elected Department heads. For this reason, it is recommended that this committee refer to the Finance & Personnel Committee a review of

## Richland County Rules and Resolutions

### Committee

### Agenda Item Cover

Resolution No. 19-93 in light of the above recommended changes to Resolution No. 19-128 (Committee Structure).

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#### Attachments and References:

Attachment A: Committee Structure
Attachment B: Statute 59.18 – County Administrator

#### Financial Review:

(please check one)

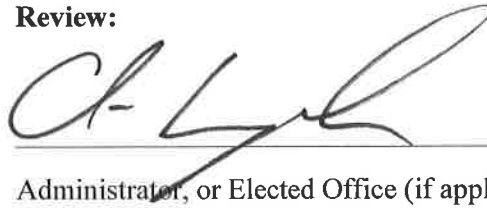
<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
X	No financial impact		

*(summary of current and future impacts)*

#### Approval:

\_\_\_\_\_  
Department Head

#### Review:

  
\_\_\_\_\_  
Administrator, or Elected Office (if applicable)



## **RICHLAND COUNTY BOARD COMMITTEE STRUCTURE**

(Amended October 29, 2019)

### **AGRICULTURE AND EXTENSION EDUCATION COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Functions in accordance with section 59.87, Wisconsin Statutes and as follows.
- D. ~~Appoint~~ Provide oversight and advice on the hiring of professionally qualified persons to the University Extension Program staff in cooperation with University Extension. Vacancies and additions to the staff shall be filed in the same manner.
  - 1. To make available the necessary facilities and conduct programs in:
    - a. Professional and liberal education.
    - b. Human resources development.
    - c. Economic and environmental development.
    - d. Extension work provided for in an act of Congress and all acts supplementary thereto.
    - e. Any other extension work authorized by local, State or Federal legislation.
    - f. Examine and audit all claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes.

### **AMERICANS WITH DISABILITY ACT COMPLIANCE COMMITTEE**

- 1. 7 members composed as follows:
  - (a) the County Board Chair;
  - (b) the Vice Chair of the County Board;
  - (c) one Supervisor;
  - (d) one disabled individual;
  - (e) a representative from the business or non-profit community;
  - (f) a representative from education;
  - (g) a representative from the medical/health profession.
- 2. The committee shall hear appeals from action taken by the Americans With Disability Coordinator.
- 3. Members shall be appointed by the County Board after it receives nominations from the Committee on Committees.
- 4. Members shall be paid mileage and per diems for their attendance.

## **AUDIT COMMITTEE**

- A. This committee shall consist of three people.
- B. The three members of this committee shall be selected by the Committee on Committees for appointment by the County Board.
- C. This committee shall review and approve all expense vouchers for the County Board of Supervisors and the various departments of the County, except for the Social Services Department, Pine Valley Healthcare and Highway Department for which the Audit Committee shall review the department summary sheets.

## **CHILD SUPPORT COMMITTEE**

- A. Three members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. ~~Supervise~~ Provide oversight and advice to the Child Support Agent in the implementation of Public Law 93-647 which sets forth a system for the collection of child support payments from parents who have abandoned their families and do not voluntarily contribute to the support of their children.

## **CITY LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

## **COMMISSION ON AGING AND DISABILITY BOARD**

- 1. This committee shall consist of eleven members as follows:
  - a. At least 51% of the members shall be at least 60 years old;
  - b. At least 2 members representing adults with disabilities;
  - c. At least 1 member representing adults challenged by mental health and/or substance abuse disorders;
  - d. At least 1 member representing disabled youth transitioning into adult services;
  - e. At least 1 member representing service providers;
  - f. At least 2 members shall be County Board Supervisors.
- 2. 6 of the initial appointments shall be for 2 years and 5 shall be for 1 year. All subsequent appointments shall be for 2 years.
- 3. Appointments to the Commission shall be made in the usual manner with nominations being made by the Committee on Committees, appointments being made by the County Board Chair subject to approval by the County Board.

4. The Commission on Aging and Disability is the citizen advisory body of the Richland County Aging and Disability Resource Center Unit and Health and Human services Board in matters relating to those citizens over age 60 and those citizens over age 18 and under 60 who are disabled physically, developmentally, and/or challenged by mental health or substance abuse disabilities in Richland County.
5. The Powers and Duties of the Commission on Aging and Disability are:
  - a. Advise the Aging and Disability Resource Center Unit on the development and implementation of the County Aging Plan and ADRC Service Plan.
  - b. Provide financial oversight for the Aging and Disability Resource Center Unit.
  - c. Ensure that the terms of the Aging and Disability Resource Center state/county/Area Agency on Aging contract are fulfilled.
  - d. Collect information on the needs of older adults and adults with disabilities and make recommendations to Aging and Disability Resource Center Unit Staff.
  - e. Monitor progress on implementation of the Aging and Disability Resource Center Unit Plan.
  - f. Serve as an advisory group and approve a Community Options Plan for participation in the program and plan updates as they are made.
  - g. Educate older people and adults with disabilities on issues of importance to them.
  - h. Advocate for the rights of older people to the Area Agency on Aging – District I, Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to older populations.
  - i. Advocate for the rights of adults with disabilities to the Aging and Disability Resource Center Unit, Legislators and other elected officials of the County, State and Federal governments and to adult populations.
  - j. React to and comment on concerns transmitted from the Health and Human Services Board and Aging and Disability Resource Center Unit.
  - k. Assure input from consumers, service providers, and local constituents in the general policies, procedures, practices, and goals of the Aging and Disability Resource Center Unit.
  - l. Study specific problems facing elders and adults with disabilities and make recommendations to the County Board, Health and Human Services Board and Aging and Disability Resource Center Unit.
  - m. Review and advise the Health and Human Services Board and Aging and Disability Resource Center Unit on budgetary and programmatic issues.
  - n. Report to local adult and senior clubs and other adult and senior organizations on information and issues relevant to senior citizens and adults with disabilities.
  - o. Serve on committees as needed.
  - p. Attend regular Commission on Aging and Disability meetings.

#### **COMMITTEE ON COMMITTEES**

- A. Seven members.
- B. The chairman and vice-chairman are automatic members of this committee with the five additional members being elected by the Board for a two (2) year term.
- C. The duties of this committee are to recommend for appointment by the County Board, the Supervisors and/or citizen members to staff the committee, boards and commissions are required by Wisconsin Statutes and Board Resolution.

## **COMPREHENSIVE COMMUNITY SERVICES COORDINATION COMMITTEE**

1. Nine members.
2. The Committee shall consist of the following members:
  - a. 2 employees of the Richland County Department of Health and Human Services who are responsible for mental health and substance abuse services;
  - b. 1 service provider(s);
  - c. 1 community mental health and substance abuse advocate(s);
  - d. 4 consumers;
  - e. 1 family members and interested citizens.
3. At least one-third of the members of the Committee shall be consumers and no more than one-third of the members may be County employees or providers of mental health or substance abuse services.
4. The duties of the Committee are:

Review and make recommendations regarding: the initial and any revised Comprehensive Community Services Plan; Comprehensive Community Services quality improvement plan; personnel policies and other policies, practices or information that the Community Services Program and protection of consumer rights.
5. The Committee shall meet at least quarterly.
6. Members shall serve 3-year staggered terms after serving a 2-year initial appointment.
7. All members, except County employees, shall be paid mileage and a per diem for their attendance.

## **CONTINUUS**

- A. One County Supervisor member.
- B. Represent Richland County on the Long Term Care District Governing Board, which governs the 8-county long term care district which provides care maintenance organization functions to the citizens of the 8-county members of the long term care district.
- C. Richland County could possibly appoint more members of the Long Term Care District Governing Board in that four members of that board must represent target populations served by the care management organization and three members are to serve as at-large representatives who are residents of one of the counties forming the long term care district with medical or business expertise helpful to the care management organization.

## **CRIMINAL JUSTICE COORDINATING COMMITTEE**

A. Thirteen member consisting of the following:

Circuit Court Judge  
Director of the Department of Health and Human Services  
District Attorney  
Sheriff  
Chief of Police of the City of Richland Center  
One County Board Supervisor  
Mayor of the City of Richland Center  
Public Defender  
Probation Agent  
Director of Passages  
Child Support Administrator  
Clerk of Circuit Court  
President of the Richland County Ministerial Association

- B. Study the Richland County juvenile and criminal justice system; identify deficiencies and formulate policy, plans and programs for change; communicate and present planning, financial, operational, managerial and programmatic recommendations to the agencies which administer the juvenile and criminal justice system in Richland County; provide coordinated leadership necessary to establish cohesive policies which are based on research, evaluation and monitoring of policy decisions and program implementations for innovative corrections programs for adult and juvenile offenders; review, evaluate and make policy recommendations on vital criminal justice system issues.
- C. All members except the County Board Supervisor member may designate an alternate to attend a meeting or meetings of the Committee;
- D. The term of all members shall be 6 years from January 1, 2017, and
- E. The following members or their designees are entitled to be paid a per diem and mileage for their attendance at meetings of the Committee;

County Board Supervisor;  
Mayor of the City of Richland Center;  
Director of Passages;  
President of the Richland County Ministerial Association.

## **ECONOMIC DEVELOPMENT**

A 3-member Board for Economic Development consisting of the County Board Chair, the Mayor and a representative of Southwest Partners. The duties of the Board are set forth in paragraph 2 of the Agreement.

## **ECONOMIC DEVELOPMENT – ROTATING ADVISORY BOARD**

A non-voting Rotating Advisory Board of Economic Development. The composition and duties of this Board are set forth in paragraphs 1 and 2 of the Economic Development Agreement.

#### **EMERGENCY MANAGEMENT COMMITTEE**

- A. Three members.
- B. County Board Chairman and the Vice-Chair shall automatically be members with the remaining members to be selected by the Committee on Committees for appointment by the County Board.
- C. The County Board Chairman shall designate which member of this committee shall serve as chairman of the committee, in accordance with section 166.03(4)(C), Wisconsin Statutes.
- D. Control and make the spending decisions as to State and Federal funds granted to the Local Emergency Planning Committee.
- E. Members of this Committee are also members of the Local Emergency Planning Committee.

#### **FAIR AND RECYCLING COMMITTEE**

- A. Seven members, four of whom shall be Supervisors and three of whom shall be citizen members.
- B. Members shall be nominated by the Committee on Committees and approved by the County Board.
- C. Manage and control the operation, maintenance and use of the County Fairgrounds and buildings.
- D. Manage and control the operation of the annual County Fair.
- E. Establish all fees relating to the use of the Fairgrounds, including entrance fees, rental fees, parking fees and all other fees or rental charges relating to the use of the Fairgrounds, for during the time of the County Fair and for all other times. The Fair Committee shall annually report all fees as a committee report to the County Board prior to the County Fair.
- F. Attend to all security matters relating to the Fairgrounds.
- G. Carry out all the duties assigned to counties as set forth in 1989 Wisconsin Act 335.
- H. Deal with all matters, including the development of a budget, relating to the solid waste disposal and recycling needs of the citizens of Richland County.
- I. ~~Supervise~~ Provide oversight and advice on all Clean Sweep Programs to be carried out in Richland County.

#### **FINANCE AND PERSONNEL COMMITTEE**

- A. Seven members. For the initial term, 3 of the members shall have a term of 1 year, 4 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. After the initial term, all terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board except that the County Board Chair and the Vice-Chair shall be automatic members of the Committee.
- C. To supervise all financial matters of the County Board for the purpose of keeping expenditures under control and within the budget adopted by the County Board. To invest monies, and to have responsibility for financial audits by outside auditors. To provide insurance coverage for all County property and administer all property, liability and worker's compensation policies.
- D. Annually prepare a budget for the County for submission to the County Board for its approval at the annual meeting.
- E. The committee shall advise and supervise County administrative affairs in general with a view of bringing about proper coordination and cooperation between the various departments and agencies in the County to the end that the best business practices may be observed; that due efficiency may be maintained; and that the interests of the citizens of the County may best be served.
- F. This committee shall handle all matters relating to debt service issues.

- G. This committee shall initially consider all claims made against Richland County, except claims arising under the Dog License Law, Chapter 174, Wisconsin Statutes, and shall make a recommendation to the County Board as to how to dispose of each such claim.
- H. Assist with issues that may arise out of the offices of the County Clerk, County Treasurer and Register of Deeds.
- I. Sell all tax deed property in the manner prescribed by the Wisconsin Statutes and as deemed appropriate by the Committee and without further approval by the County Board.
- J. Administer the Revolving Loan Fund account in accordance with the procedures manual.
- K. Make fund transfers between budget lines within the budgets of individual departments or committees in the annual County budget.
- L. Recommend all proposals of lowering or raising the salary ranges, fixing the salaries, sick leave, vacation periods, holidays, working conditions, insurance for County employees, fringe benefits and leaves of absence shall be referred to the Personnel Committee only after consideration and recommendation by the concerned department head and committee. The Personnel Committee shall review and analyze such proposals and make such recommendations to the County Board as it determines appropriate.
- M. The Personnel Committee shall have the authority to suspend and relieve personnel of duties, providing a majority of the Personnel Committee and a majority of the respective committee responsible for the individual's department agree.
- N. The committee shall from time to time conduct or cause to be conducted Job Analysis and Evaluations, review of job descriptions, and a study of the table of operations, and if a change in any of the above is recommended, and said recommendation shall be submitted to the County Board for action.
- O. The committee shall, after recommendation by the concerned department head and committee, set working conditions, grant leaves of absence, grant promotions, settle grievances, and establish personnel rules, regulations and policy.
- P. The committee together with such professional assistance as may be provided by the County Board, shall represent the County in collective bargaining and all other situations and procedures covered by section 111.70, Wisconsin Statutes, including the applications and interpretation of all collective bargaining agreements. The County Board shall have authority to approve or reject any and all agreements of any employee bargaining units.
- Q. This committee shall review, examine and recommend to the County for approval the amount of bonds of various county officers and employees.
- R. Supervise the activities, functions, duties and powers of all elected and appointed officials' departments in Richland County.
- S. Administer County's Federal and State Family and Medical Leave Act policies and forms.
- T. The Committee will administer the County's deferred compensation program.
- U. Maintain a written self evaluation for approval by the County Board to ensure that the County's delivery of services and programs is in compliance with the Americans with Disabilities Act.
- V. Administer and review the procedure for the filing of complaints under the Americans With Disabilities Act and develop a written self-evaluation for the purpose of bringing the County's hiring and appointment procedures into compliance with the Americans With Disabilities Act.
- W. Investigate all complaints of sexual harassment and endeavor to handle such matters expeditiously in a professional manner so as to protect the offended individual.
- X. The Committee shall administer the personnel aspects of Courthouse security.
- Y. Study and make recommendations to the County Board regarding future telephone needs of all County departments.
- Z. Authorize all expenditures from the Video-Conferencing Fund.

## **HEALTH AND HUMAN SERVICES BOARD**

- A. 7 members, 4 of whom shall be County Board Supervisors and 3 of whom to be non-Supervisors. At least 1 member shall be an individual who receives or has received human services or shall be a family member of such an individual. Of the 7 members, 1 shall be a physician, 1 shall be a registered nurse; 1 shall be a consumer/family member.
- B. To operate a program for the providing of services to the mentally ill, developmentally disabled and alcohol and other drug dependent citizens of Richland County, in accordance with section 51.42 and 51.437, Wisconsin Statutes.
- C. Perform the duties set forth in Chapter 251, Wisconsin Statutes, and such other duties as may be imposed upon it by the County Board.
- D. Exercise those powers and perform those duties set forth in section 46.22(2), Wisconsin Statutes, and such other duties as may be set forth in County Ordinances or Resolutions.
- E. The Board may enter into contracts on behalf of Richland County which involve the expenditure of not more than \$30,000 either at one time or within the course of one year, without prior County Board approval.
- F. Administer the use and maintenance and security of the Richland County Community Services Building and parking lot.
- G. Supervise and act as the County liaison between State and National Agencies relating to Senior Citizens funding and program activities including the Older Americans Act activities.

## **HIGHWAY & TRANSPORTATION COMMITTEE**

- A. Five County Board Members elected by the Board for a one (1) year term.
- B. The duties of the committee shall be to function pursuant to the provisions of section 83.015, Wisconsin Statutes, and be responsible for other duties as may be imposed by the County Board. Some of these duties are to purchase and sell county road machinery, enter into highway contracts in the name of the county, direct the expenditure of the highway maintenance and construction funds, audit highway payrolls and material claims, administer the Town Road highway payrolls and material claims, administer the Town Road Standards Law for compliance with the Minimum Design Standards and to enter into agreements with the State Division of Highways for maintenance of State Trunk Highways in the county. It shall keep in repair and have complete management of the highway buildings and grounds.
- C. Attend to all security matters relating to all buildings and grounds utilized by the County Highway Department.

## **HOUSING AUTHORITY**

- A. Five members all of whom are appointed by the County Board and not more than two of whom shall be County Board Supervisors.
- B. Receive funds and administer programs in Richland County of the U.S. Housing and Urban Development Department (HUD), except HUD's Block Grant program.
- C. Per Resolution No. 78-72, the members of the Housing Authority also constitute the membership of the Community Development Block Grant Committee which administers HUD's Block Grant Program in Richland County.



## JOINT AMBULANCE COMMITTEE

1. 16 members, consisting of 1 from each of the 10 participating towns, 1 each from the Village of Boaz and the Village of Yuba, 1 from the City Council of the City of Richland Center and the Mayor and 2 County Board Supervisors;
2. Provide oversight and advice regarding ~~Supervise~~ the operation of the County Ambulance Service.

## LAND CONSERVATION COMMITTEE

- A. Six members, one of whom shall be the chairperson of the Farm Service Agency Committee or other Farm Service Agency Committee member designated by the chairperson of the Farm Service Agency Committee.
- A. The remaining five members of the committee shall be selected by the Committee on Committees for appointment by the County Board. Two of the members shall be members of the Agriculture and Extension Education Committee.
- B. Perform the functions required by Chapter 92 of the Wisconsin Statutes as repealed and recreated by Chapter 346, Laws of 1981.
- C. Supervise- Provide oversight and advice regarding the functions and activities of the Richland County Department of Land Conservation.
  1. The Richland County Land Conservation Committee shall submit its long range plan and annual plan to the County Board for review and approval by the County Board.
  2. Approval of the annual plan by the County Board shall constitute approval of all proposed Land Conservation committee activities and programs set forth in the annual plan, except as provided in paragraph (e) below.
  3. The Chairperson of the Land Conservation Committee, or his or her designated representative, is authorized to sign contracts, memoranda of understanding or other agreements which have been approved by the Land Conservation Committee relating to Land Conservation Committee activities and programs, provided that these documents relate specifically to activities and programs described in the annual plan.
  4. The Land Conservation Committee shall ensure that its annual plan contains specific and measurable objectives and procedures.
  5. Notwithstanding any annual plan approval, the Land Conservation Committee may not undertake any new projects whose overall costs exceed \$30,000.00 excluding priority watershed projects as designated by the State of Wisconsin, without County Board approval.
  6. If, during the course of the year, the Land Conservation Committee desires to undertake any activity or program not identified in the annual plan for the year, the Land Conservation Committee may make a special request for County Board approval of the activity or program, but may not undertake that activity or program without prior County Board approval.
  7. Reviewing all applications received by the County Clerk under the Farmland Preservation Tax credit Act (Chapter 91, Wisconsin Statutes) and making recommendations as to each such application to the County Board.
- D. Manage the Ash Creek Community Forest.
- E. Attend to all security matters relating to all land and buildings utilized by the Land Conservation Committee.

## **LAND INFORMATION COUNCIL**

- A. Eight members consisting of the following: The Register of Deeds, The County Treasurer, The Real Property Tax Lister, A County Board Supervisor, The County Surveyor, The Zoning Administrator, A realtor employed in Richland County, and A public safety representative employed in Richland County
- B. Members shall be appointed by the County Board Chair, after receiving the advice of the Committee on Committees, subject to confirmation by the County Board by motion.
- C. All terms shall be for 2 years, coinciding with County Board terms.
- D. The Council shall meet only after direction to do so by the Zoning and Land Information Committee.
- E. Citizen members shall be paid the per diem and mileage paid to Supervisors for attendance at committee meetings. No additional compensation shall be paid to full-time County officers or employees for attendance at meetings of the Council. The County Surveyor shall be compensated in accordance with the Surveyor's contract with the County. The Supervisor member shall be paid the standard per diem and mileage for attendance at committee meetings.
- F. The Council shall review the priorities, needs, policies and expenditures of the Land Information Office and advise the County on matters affecting the Land Information Office.

## **LAW ENFORCEMENT AND JUDICIARY COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. To confer with and supervise the needs, powers and duties of the Sheriff of Richland County, his deputies and employees, and attend to the supervision of the jail.
- D. To audit all bills for expenditures within the department.
- E. To service and maintain all equipment relative to the department.
- F. Present to the Board any suggestions the Committee may have concerning law enforcement and other duties required by the Sheriff's Department.
- G. Have charge of all matters pertaining to the operation of the Police Radio System.
- H. Receive, investigate and make recommendations to the County Board as to matters relating to the administration of the court system in Richland County.
- I. This committee shall deal with matters relating to the Richland County Circuit Court, the Law Library, the Family Court Commissioner, the Register in Probate, the Clerk of Circuit Court, the District Attorney, the Corporation Counsel, the Probation and Parole Office and any other matters that may relate to the court system in Richland County.
- J. Make appropriations from the Jail Assessment Fund for construction, remodeling, repair or improvement of the County Jail, without approval from the County Board.
- K. Supervise the operations of the Coroner's Office.
- L. Supervise the security and maintenance and rental of the County's radio towers and the accompanying building and surrounding fenced grounds.
- M. Supervise the operation of the County's 911 emergency telephone response system.

## **LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)**

There are currently 24 members of the LEPC, including the 3 members of the Emergency Management Committee. The composition of this Committee is fluid in that current practice is that anyone who wishes to be a member of the LEPC can be. The Rules and Resolutions Committee is concerned about the size

of the LEPC. Furthermore, Federal Law, the Superfund Amendments and Reauthorization Act (SARA), requires LEPCs to have at least one member from each of the following 5 Groups:

- Group 1: Elected state official  
Elected local official
- Group 2: Law enforcement  
Civil defense  
Firefighting  
First aid  
Health service  
Hospital  
Transportation  
Local environmental organizations
- Group 3: Broadcast media  
Print media
- Group 4: Community groups
- Group 5: Owners and operators of facilities subject to the requirements of Sara  
Title III

#### **LONE ROCK LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

#### **MISSISSIPPI VALLEY HEALTH SERVICES COMMISSION**

1. One member from Richland County who shall be a County Board Supervisor member of the Health and Human Services Board.
2. Serve as the County's representatives on the Board of this non-profit corporation formed by various county governments to own and operate Lakeview Health Care Center, which accommodates nursing home residents who have specialized physical and mental health needs that are complicated by the residents' challenging behaviors.

#### **NEIGHBORHOOD HOUSING SERVICES OF SOUTHWEST WISCONSIN**

- A. One member of this Board shall be appointed by the County Board in the usual manner for committee appointments.
- B. This Board establishes the operating policies for the Neighborhood Housing Services of Richland County, Inc., which is a nonprofit organization dedicated to constructing, remodeling and rehabilitating residential housing throughout Richland County.

#### **NUTRITION ADVISORY COUNCIL**

- A. 7 members, one of which shall be a County Board Supervisor who is as member of the Health and Human Services Board.

- B. Of the remaining 6 members, 1 member from each meal site, including 1 member who is a representative of a person receiving home delivery meals and 1 member who is a representative from the volunteers who deliver meals. One-half of the members shall consist of Nutrition Program participants. The remaining members shall provide for broad representation from public and private agencies that are knowledgeable and interested in senior dining and home-delivered meals programs.
- C. Make recommendations regarding food preferences of participants in the Senior Nutrition Program, the hours which a meal site is to be open, what furnishings may be helpful in regard to handicapped or disabled persons; what, if any, additional services should be provided at meal sites; conduct yearly site reviews; provide support and assistance to the Nutrition Program; promote the meal sites to the general public.
- D. Advise Senior Nutrition Program staff on all matters relating to the delivery of nutrition and nutrition-supportive services.
- E. Set policy regarding the delivery of Nutrition Program services, representation of participants and development and support of the Senior Nutrition Program.

#### **PARK BOARD/CITY**

- A. One Supervisor is, by tradition, appointed to this Board by the Chairman of the County Board, subject to approval by the County Board, and this Supervisor shall be selected from the Supervisor members of the County Parks Commission.

#### **PARKS COMMISSION/COUNTY**

- A. Seven members, of which four shall be County Board Supervisors.
- B. Selected by the Committee on Committee for appointment by the County Board.
- C. Term of seven (7) years, expiring in the month of June; County Board Supervisors' terms subject to reelection by the County Board.
- D. President to be County Board Supervisor.
- E. ~~To supervise~~ Provide oversight and advice regarding the activities of the County Parks. Operate, maintain and improve the County Park System in accordance with Wisconsin State Statutes 27.02 through 27.06.
- F. To deal with all matters relating to the development, operation and maintenance of the Lone Rock to City of Richland Center railroad corridor as a recreational trail.
- G. One County Board Supervisor member of the Parks Commission would be the representative on the Hidden Valleys Board.
- H. Attend to all security matters relating to County Parks.

#### **PINE VALLEY COMMUNITY VILLAGE BOARD OF TRUSTEES**

- A. Five members, of which four of whom shall be County Board Supervisors and one shall be a citizen of Richland County who shall be a medical professional (meaning a doctor or a nurse).
- B. All members shall, in accordance with section 46.18(1), Wisconsin Statutes, be chosen by ballot by the County Board.

- C. The duties of the Board are, as set forth in section 46.18, Wisconsin Statutes, to manage Richland County's nursing home, Pine Valley Healthcare and Rehabilitation Center, subject to regulations approved by the County Board, after the County Board has received the recommendations of the Board of Trustees.
- D. Administer the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- E. Attend to all security matters relating to building and grounds at Pine Valley Healthcare & Rehabilitation Center.

#### **PROPERTY, BUILDING AND GROUNDS COMMITTEE**

- A. Five members, all of whom shall be County Board Supervisors.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding Supervise the operation, maintenance and janitor service of all County buildings not specifically assigned by Statutes, or by action of the Board, to other agencies or departments in the County. This Committee shall have no authority regarding the physical plant and grounds at Pine Valley Healthcare and Rehabilitation Center.
- D. Cause to be prepared a perpetual inventory of the real estate and buildings owned by the County.
- E. Recommend utilization and repair policies of all public lands, buildings, recreation sites, access sites inclusive of all short term public holdings of the County with the exception of the highway buildings and land.
- F. Make an annual inspection of inventories and buildings so they can establish policies related thereto.
- G. Effect the appraisal of real property to be sold by the County.
- H. Develop a facilities plan and a transition plan for approval by the County Board relative to bringing all County owned or operated buildings and facilities into compliance with the Americans with Disabilities Act.
- I. Review and make the final decision on requests by citizens and citizen groups to use major portions of the Courthouse and/or the Courthouse grounds.
- J. Deal with all structural aspects of Courthouse security.
- K. Attend to all security matters relating to the Courthouse building and grounds and the Courthouse parking lot.

#### **REVOLVING LOAN FUND COMMITTEE**

- A. Seven citizen members, at least one of whom shall be a banker and at least one of whom shall be an accountant. The Committee shall consist of individuals representative of broad community interests, and having special expertise and knowledge of commercial lending and economic developments processes.
- A. Members shall be appointed by the Finance Committee.
- B. The Committee shall review, select and recommend loan applications to the Finance Committee for final approval. The Committee shall also make policy recommendations to the Finance Committee for the administration of the Richland County Revolving Loan Program.
- C. Three members shall constitute a quorum of the Committee.
- D. Perform the duties set forth in the Richland County Revolving Loan Fund Manual dated July, 1998.
- E. This Committee is not subject to the 6 years-of-continuous service rule.

## **RULES AND RESOLUTIONS COMMITTEE AND ETHICS BOARD**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Review and recommend any changes regarding the Rules of the County Board.
- D. Review and introduce any Resolutions not sponsored by a County committee for action by the County Board.
- E. To study the operation and organization of all County Departments, and prepare a report or reports for the County Board with recommendations for County operation and organization.
- F. Deal with the disposal or destruction of County records under Ordinance No. 99-11.
- G. Administer and enforce the Code of Ethics set forth in Ordinance No. 06-28 as that Ordinance has been or may be amended.

## **SOUTHWEST BADGER RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL INC**

- 1. Two Supervisor member of the Land Conservation Committee, and an alternate who shall also be a Supervisor member of the Land Conservation Committee, shall be appointed by the Chair of the Land Conservation Committee. Only Supervisors who are sitting members of the Land Conservation Committee are eligible to serve on this body.
- 2. The duties of these Supervisors shall be set forth in the Bylaws for the Southwest Badger Resource Conservation and Development Council, Inc.

## **SOUTHWEST WISCONSIN COMMUNITY ACTION PROGRAM**

Two County Board Supervisor shall be appointed to serve on this Board.

## **SOUTHWEST WISCONSIN LIBRARY SYSTEM BOARD**

Two members, one of whom shall be a County Board Supervisor and one who shall be a citizen member selected by the Committee on Committees for appointment by the County Board.

## **SOUTHWEST WISCONSIN REGIONAL PLANNING COMMISSION**

- A. One member of this commission shall be appointed by the County Board in the usual manner for committee appointment.
- B. This Commission has the powers and duties set forth in section 66.945, Wisconsin Statutes.
- C. Richland County is a member of this Commission by virtue of Resolution No. 12, which was adopted by the County Board on April 16, 1969.

## **SYMONS NATATORIUM BOARD**

- A. Two County Board Supervisors and the Chairman of the County Board, or his or her designee, shall be appointed to this Board.
- B. This Board exists by virtue of an inter-governmental agreement entered into between Richland County and the City of Richland Center, in accordance with section "Wisconsin Statutes, section 66.0301".
- C. The powers and duties of this Board are set forth in an Agreement which was approved by the County Board by Resolution No. 87-19, which was adopted on March 17, 1987.
- D. Attend to all security matters relating to the Symons Natatorium and the surrounding grounds and the parking lot used by the Natatorium.

#### **TRANSPORTATION CO-ORDINATING COMMITTEE**

- A. Eleven members appointed by the County Board under Rule 5 of the Rules of the Board, three of whom shall be County Board Supervisors; members must represent at least the following: The Board of Trustees of Pine Valley Healthcare and Rehabilitation Center; transportation providers' public, proprietary and non-profit; elderly and disabled citizen advocates, consumer and agency advocates.
- B. Three year terms with one-third of the first appointments to be for a one year term with one-third of the first appointments to be for a two year term and one-third of the first appointments to be for a three year term.
- C. The Committee shall have at least the following duties:
  - 1. Monitor the expenditures of transportation funds being expended on transportation services for the elderly and disabled in service areas.
  - 2. Review passenger transportation plans for service areas.
  - 3. Review and commend on county aid applications under section 85.21, Wisconsin Statutes.
  - 4. Review and commend on capital assistance applications under section 85.22, Wisconsin Statutes.
  - 5. Act as an informational resource for local transportation provider regarding the requirements of the Americans with disabilities act of 1990, 42 USC 12101 et seq.
  - 6. Act on requests by local public bodies to be designated as co-coordinators of transportation services for elderly and disabled persons for the purpose of becoming eligible for assistance under the Federal sec. 16 program.
  - 7. Apply for an accept Federal section 16(b) two grants for purchasing specialized vehicles for transporting elderly and/or disabled citizens of the County.
  - 8. Assists the establishment of goals, priorities and objectives for the
    - a. transportation planning process in Richland County.
  - 9. Understands and provides input related to coordinated work efforts in meeting the transportation needs of Richland County.
  - 10. Understands, analyzes and provides input on transportation studies, plans and programming recommendations required under State and Federal law, and as requested by the Southwest Wisconsin Regional Planning Commission.
  - 11. Provides transportation-related information to local governments and other interested organizations and persons to enhance transportation system development, co-ordination and efficiency.
  - 12. Reviews and recommends transportation improvement projects to local governments which support and enhance inter-county and intra-county transportation serving the Richland County area.

13. Reviews and prioritizes transportation service and/or program projects to submit to the Wisconsin Department of Transportation and the Richland County Board.
14. Makes recommendations to the local, State and Federal governmental agencies and the Southwest Wisconsin Regional Planning Commission regarding any necessary actions relating to the continuing transportation planning process.
15. Provides general review, guidance and co-ordination of the transportation planning process in Richland County.

### **TRI-COUNTY AIRPORT COMMISSION**

- A. Seven members, two of whom shall be appointed by the Chairman of the County Board, after receiving the advice of the Committee on Committees and subject to approval of the County Board; four members shall be appointed by the Iowa County Board of Supervisors and the Sauk County Board of Supervisors, all in accordance with section 11.14(2), Wisconsin Statutes. The seventh member, who shall be a regular Airport user at the time of his/her appointment, shall be appointed by the six members. Richland County's member of the Tri-County Airport Commission must at all times be a sitting County Board Supervisor and the term of Richland County's member of the Commission shall end immediately upon those persons ceasing to be County Board Supervisors.
- B. The Commission shall manage and operate the Tri-County Airport in Lone Rock, in accordance with sections 114.11 through 114.141, Wisconsin Statutes and Richland County Ordinance No. 83-3, which was adopted on July 19, 1983.

### **U.W. PLATTEVILLE-RICHLAND COMMITTEE**

- A. Five members.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Provide oversight and advice regarding Supervise the operation, maintenance of all county buildings and land covered in the agreement with the University of Wisconsin Center System that the County is responsible for.
- D. Provide oversight and advice regarding Supervise the operation and maintenance of the Food Service System.

### **VETERANS SERVICE COMMISSION**

- A. 5 member, at least 3 of whom shall be Supervisors.
- B. The initial term shall be a 1-year term for one new seat and a 2-year term for one new seat. After completion of the initial term, members are appointed for a 3-year term by the County Board Chair per Wisconsin Statutes, section 45.81 (1).
- C. Carry out the duties set forth in Wisconsin Statutes, section 45.81 (3).
- D. Provide oversight and advice regarding Supervise the Veterans Service Department, and



## **VIOLA LIBRARY BOARD**

The number of Supervisors appointed to this Board shall be determined annually in accordance with Wisconsin Statutes § 43.60 (3). Any Supervisor appointed to this Board shall be appointed by the County Board Chair, subject to approval of the County Board.

## **ZONING AND LAND INFORMATION COMMITTEE**

- A. Five members. For the initial term, 2 of the members shall have a term of 1 year, 3 of the members shall have a term of 2 years. The Committee shall decide the length of each appointee's initial term. All terms shall be for 2 years.
- B. Selected by the Committee on Committees for appointment by the County Board.
- C. Establish policy and enforce the County Zoning Ordinance in cooperation with the Corporation Counsel.
  - 1. Richland County Zoning Ordinance
  - 2. Richland County Land Division Ordinance
  - 3. Shoreland/Wetland Ordinance
  - 4. Floodplain Ordinance
  - 5. Tri-County Airport Ordinance
  - 6. County Addressing Ordinance
  - 7. Richland County non-metallic Mining Ordinance
- D. Make recommendations to the County Board in all matters relating to exclusive agricultural zoning as provided in Chapter 91, Wisconsin Statutes.
- E. Act as a liaison representative on issues concerning the Lower Wisconsin Riverway Program.
- F. Administer the Richland County Comprehensive Plan.
- G. Provide oversight and advice regarding~~Review and supervise~~ the activities of the Richland County Land Information office members and acknowledge that any additional budgeted property tax dollars to be spent for land records modernization will require specific approval by the County Board.
- H. Supervise the activities of County Surveyor.



appointment to the board for confirmation. No prior appointee may serve longer than 6 months after the term for which he or she was appointed and confirmed expires, unless reappointed and reconfirmed. The term of each appointment is 4 years or less. The county executive shall comply with hiring policies set by the board when making appointments under subd. 1.

(br) In any county with a population of less than 750,000, appoint and supervise the heads of all county departments except those elected by the people and except where the statutes provide that the appointment shall be made by other elected officers. Notwithstanding any statutory provision that a board or commission or the county board or county board chairperson appoint a department head, except s. 17.21, the county executive shall appoint and supervise the department head. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. An appointment by the county executive under this subsection requires the confirmation of the board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county executive under this subsection may be removed at the pleasure of the county executive unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where appointments are required and where the statutes provide that the appointments are made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county executive are subject to confirmation by the county board.

(3) ADMINISTRATIVE SECRETARIES TO COUNTY EXECUTIVE; STAFF. The county executive may appoint administrative secretaries using hiring procedures which shall be exempt from county civil service competitive examination procedures and such additional staff assistants as the board provides.

(4) COMPENSATION OF COUNTY EXECUTIVE, DEPUTY, AND STAFF ASSISTANTS. The board shall fix the compensation of the county executive, the county executive's administrative secretary and the county executive's staff assistants, provided that the salary of the county executive shall be established at least 90 days prior to any election held to fill the office.

(5) MESSAGE TO THE BOARD: SUBMISSION OF ANNUAL BUDGET. The county executive shall annually, and otherwise as may be necessary, communicate to the board the condition of the county, and shall recommend such matters to the board for its consideration as he or she considers expedient. Notwithstanding any other provision of the law, he or she shall be responsible for the submission of the annual budget to the board and may exercise the power to veto any increases or decreases in the budget under sub. (6).

(6) COUNTY EXECUTIVE TO APPROVE OR VETO RESOLUTIONS OR ORDINANCES; PROCEEDINGS ON VETO. Every resolution adopted or ordinance enacted by the board shall, before it becomes effective, be presented to the county executive. If the county executive approves, the county executive shall sign it; if not, the county executive shall return it with his or her objections, which objections shall be entered at large upon the journal and the board shall proceed to reconsider the matter. Appropriations may be approved in whole or in part by the county executive and the part approved shall become law, and the part objected to shall be returned in the same manner as provided for in other resolutions or ordinances. If, after such reconsideration, two-thirds of the members-elect of the board agree to adopt the resolution or enact the ordinance or the part of the resolution or ordinance objected to, it shall become effective on the date prescribed but not earlier than the date of passage following reconsideration. In all such cases, the votes of the members of the board shall be determined

by ayes and nays and the names of the members voting for or against the resolution or ordinance or the part thereof objected to shall be entered on the journal. If any resolution or ordinance is not returned by the county executive to the board at its first meeting occurring not less than 6 days, Sundays excepted, after it has been presented to the county executive, it shall become effective unless the board has recessed or adjourned for a period in excess of 60 days, in which case it shall not be effective without the county executive's approval.

(7) REMOVAL FROM OFFICE; VACANCY, HOW FILLED. The county executive may be removed from office by the governor for cause under s. 17.16. A vacancy in the office of county executive shall be filled temporarily, within 30 days of the date of the vacancy, by appointment by the chairperson of the board, subject to confirmation by the board, from among electors of the county. Within 7 days following the occurrence of the vacancy, the clerk shall order a special election to be held under s. 8.50 to fill the vacancy. If the vacancy occurs after October 31 but not later than 49 days before the day of the spring primary, the special election shall be held concurrently with the spring primary and election.

(8) SUCCESSION IN OFFICE. (a) In the event of the inability of the county executive to serve because of mental or physical disease, the powers and duties of the office shall devolve upon the chairperson of the board until such time as the disability shall cease.

(b) In the event that a vacancy in the office of county executive occurs, the chairperson of the board shall immediately succeed to the office and assume the duties and responsibilities thereof until the board has confirmed an appointment to the office under sub. (7).

**History:** 1975 c. 264; 1977 c. 257, 259; 1979 c. 260; 1981 c. 217, 314, 329; 1981 c. 391 s. 210; 1983 a. 148; 1983 a. 192 ss. 116, 303 (2); 1983 a. 239, 484; 1985 a. 29 ss. 1150 to 1158, 1160, 3200 (56), 3202 (56); 1985 a. 135 s. 85; 1985 a. 176; 1989 a. 273; 1991 a. 269, 274, 316; 1995 a. 16 s. 2; 1995 a. 201 s. 101; Stats. 1995 s. 59.17; 2013 a. 14; 2015 a. 55; 2017 a. 207 s. 5.

A county executive's partial-veto power is similar to the governor's power. 73 Atty. Gen. 92.

The powers of an elected county executive are discussed. 77 Atty. Gen. 113.

A county board may adopt an ordinance creating the office of county executive and make the ordinance contingent upon approval in a countywide referendum. The office of county executive is created at the time the results of the referendum become final. The first election for the office occurs at least 120 days after the creation becomes effective. The county executive takes office on the 3rd Tuesday in April of the election year. 78 Atty. Gen. 227.

The veto of an appropriation under sub. (5) does not restore the appropriation to its level in the county executive's proposed budget. 80 Atty. Gen. 214.

Section 33.28 (2) (a) provides that the county representative upon a public inland lake protection and rehabilitation board is to be a person appointed by the county board. By operation of sub. (2) (c), the power of appointing the county representative to a public inland lake protection and rehabilitation district is therefore transferred from the county board to the county executive once the office of county executive is created, subject to confirmation by the board. OAG 2-09.

A county board may require a county executive to clarify that he or she is not representing the position of the county when engaging in lobbying activities on behalf of a position that is not the position adopted by the county. A county board may require county department heads to submit reports to the county board, but it cannot require county department heads appointed and supervised by the county executive to report to the board in a supervisory sense. A county board is not authorized to demote, suspend, or discharge a department head or employee not appointed by the board unless that power is specifically conferred by statute. OAG 6-13.

The Milwaukee County Board may require confirmation of the county executive's appointments to any position in the unclassified service that is a department head. The Board may not require confirmation of the executive's or other administrators' appointments to positions in the unclassified service that are not department heads. OAG 7-13.

A county executive has the authority to reduce a line item budget appropriation from one specific dollar figure to another through the use of his or her partial veto. Constitutional amendments limiting the governor's veto authority in Art. V, s. 10 (1) (c) impose no corresponding limit upon the veto authority of the county executive under Art. IV, s. 23a. OAG 6-14.

**59.18 County administrator. (1) APPOINTMENT.** Counties having a population of less than 750,000 may by resolution of the board or by petition and referendum create the office of county administrator. The county administrator shall be appointed by majority vote of the board. Such petition and election shall follow the procedure provided in s. 9.20 (1) to (6). If any member of the board is appointed as county administrator, his or her status as a member of the board is thereby terminated, except that in the case of a vacancy in the office of county administrator by reason of

**59.18 COUNTIES**

removal, resignation or other cause, the board may appoint any member of the board as acting county administrator to serve for a period of 15 days while the board is considering the selection of a county administrator.

**(2) DUTIES AND POWERS.** The county administrator shall be the chief administrative officer of the county. The county administrator shall take care that every county ordinance and state or federal law is observed, enforced and administered within his or her county if the ordinance or law is subject to enforcement by the county administrator or any other person supervised by the county administrator. The duties and powers of the county administrator shall be, without limitation because of enumeration, to:

(a) Coordinate and direct all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

(b) Appoint and supervise the heads of all departments of the county except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; but the county administrator shall also appoint and supervise all department heads where the law provides that the appointment shall be made by a board or commission, by the chairperson of the county board or by the county board. Notwithstanding any statutory provision that a board or commission supervise the administration of a department, the department head shall supervise the administration of the department and the board or commission shall perform any advisory or policy-making function authorized by statute. Any appointment by the county administrator under this paragraph requires the confirmation of the county board unless the board, by ordinance, elects to waive confirmation or unless the appointment is made under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63. Any department head appointed by a county administrator under this paragraph may be removed at the pleasure of the county administrator unless the department head is appointed under a civil service system competitive examination procedure established under s. 59.52 (8) or ch. 63.

(c) Appoint the members of all boards and commissions where the statutes provide that such appointment shall be made by the county board or by the chairperson of the county board. All appointments to boards and commissions by the county administrator shall be subject to the confirmation of the county board.

**(3) ADMINISTRATIVE SECRETARY TO COUNTY ADMINISTRATOR; STAFF.** The county administrator may appoint an administrative secretary, and additional staff assistants, as necessary.

**(4) COMPENSATION OF COUNTY ADMINISTRATOR AND STAFF.** The board shall fix the compensation of the county administrator, the county administrator's administrative secretary and the county administrator's staff assistants.

**(5) MESSAGE TO THE BOARD: SUBMISSION OF ANNUAL BUDGET.** The county administrator shall annually, and otherwise as necessary, communicate to the board the condition of the county, and recommend such matters to the board for its consideration as the county administrator considers expedient. Notwithstanding any other provision of the law, the county administrator shall be responsible for the submission of the annual budget to the board.

**(6) QUALIFICATIONS FOR APPOINTMENT.** The county administrator shall be appointed solely on merit. In appointing the county administrator, the board shall give due regard to training, experience, administrative ability and general qualifications and fitness for performing the duties of the office, and no person shall be eligible to the office of county administrator, who is not by training, experience, ability and efficiency qualified and generally fit to perform the duties of such office. No weight or consideration shall be given by the board to residence, to nationality, or to political or religious affiliations.

**(7) REMOVAL.** The board may remove the county administrator at any time that the county administrator's conduct of the county administration becomes unsatisfactory, and engage a suc-

cessor. The action of the board in removing the county administrator shall be final.

**(8) VACANCY; HOW FILLED.** A vacancy in the office of the county administrator by reason of removal, resignation or other cause, shall be filled by appointment by majority vote of the board.

**History:** 1983 a. 192 ss. 118, 303 (2); 1985 a. 29, 176; 1989 a. 273; 1991 a. 316; 1995 a. 201 s. 102; Stats. 1995 s. 59.18; 2017 a. 207 s. 5.

A county board can abolish the office of county administrator by majority vote. 61 Att'y. Gen. 322.

Sub. (2) (b) transfers the authority to supervise the administration of county departments from boards and commissions to department heads appointed by the county administrator. Sub. (2) therefore entirely negates s. 59.70 (2) insofar as it provides that the board may "employ" a system manager. In a county with a county administrator, the solid waste management board is purely an advisory body to the county administrator and to the county board and a policy-making body for the solid waste management department as a whole. OAG 1-12.

**59.19 Administrative coordinator.** In any county which has not created the office of county executive or county administrator, the board shall designate, no later than January 1, 1987, an elected or appointed official to serve as administrative coordinator of the county. The administrative coordinator shall be responsible for coordinating all administrative and management functions of the county government not otherwise vested by law in boards or commissions, or in other elected officers.

**History:** 1985 a. 29; 1995 a. 201 s. 103; Stats. s. 59.19.

A sitting member of a county board must resign the office of supervisor before being appointed to the permanent position of county administrative coordinator under this section. OAG 1-11.

**59.20 County offices and officers.** **(1) ELIGIBILITY FOR COUNTY OFFICE.** No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold a county elective office who is not an elector of the county. No person may file nomination papers as a candidate for, have his or her name placed on a ballot for election to, or hold the office of county supervisor who is not an elector of the supervisory district from which he or she is chosen.

**(2) COUNTY OFFICERS; TERMS.** (a) Beginning in 2008 and quadrennially thereafter, a register of deeds, county clerk, and county treasurer shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2008 and quadrennially thereafter, a surveyor shall be chosen at the general election by the electors of each county in which the office of surveyor is filled by election, for the term of 4 years. No surveyor shall be elected in counties having a population of 750,000 or more. The regular term of office of each register of deeds, county clerk, county treasurer, and county surveyor shall commence on the first Monday of January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(am) Beginning in 2012 and quadrennially thereafter, a comptroller shall be chosen at the spring election by the electors of each county having a population of 750,000 or more for the term of 4 years. The regular term of office of each comptroller shall commence on the 3rd Tuesday in April next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(b) Beginning in 2006 and quadrennially thereafter, a sheriff shall be chosen at the general election by the electors of each county for the term of 4 years. Except as provided in this paragraph, beginning in 2006 and quadrennially thereafter, a coroner shall be chosen at the general election by the electors of each county in which there is a coroner, for the term of 4 years. No coroner shall be elected in counties having a population of 750,000 or more or in counties in which a medical examiner system is instituted. The regular term of office of each sheriff and coroner shall commence on the first Monday in January next succeeding his or her election and shall continue 4 years and until his or her successor qualifies.

(bm) Beginning in 2006 and quadrennially thereafter, a clerk of circuit court shall be chosen at the general election for the term of 4 years by the electors of each county, subject to removal as pro-