

FINANCE AND PERSONNEL COMMITTEE

April 6, 2021

The Finance and Personnel Committee met on Tuesday, April 6, 2021, at 1:00 p.m. at the Phoenix Center Banquet Hall & virtually.

Committee members present included County Board Supervisors Marty Brewer, Marc Couey, Linda Gentes, Melissa Luck, Don Seep, and David Turk. Absent: Shaun Murphy-Lopez

1. **Call to Order:** Committee Vice Chair Marc Couey called the meeting to order.
2. **Proof of Notification:** The County Administrator verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was emailed to The Richland Observer and the Valley Sentinel.
3. **Agenda Approval:** Motion by Brewer, second by Gentes for approval of the Agenda. All Ayes. Motion carried.
4. **Previous Meeting Minutes:** Motion by Luck, second by Brewer for approval of the minutes for the March 25, 2021 meeting of the Finance and Personnel Committee. All Ayes. Motion carried.
5. **Tax Deed Property Sale — Town of Akan #002-1534-2100:** Motion by Brewer, second by Turk to approve the sale of Tax Deed Parcel #002-1534-2100. All Ayes. Motion Carried. Motion by Brewer, second by Luck to sell the parcel to Laeseke for \$1,000. All Ayes. Motion Carried.
6. **Tax Deed Property Sale — Town of Henrietta #014-3440-1009:** Motion by Turk, second by Luck to approve the sale of Tax Deed Parcel #014-3440-1009 for \$750. All Ayes. Motion Carried.
7. **Sheriff's Office – Request Authorization to Purchase and Outfit Two New Squad Vehicles:** Motion by Seep, second by Gentes to approve soliciting bids of up to \$130,000.00 to purchase and equip new sheriff's vehicles. All Ayes. Motion carried. Motion & second rescinded by Seep & Gentes respectively. All Ayes. Motion carried. Motion by Luck, second by Brewer to approve expenses of up to \$130,000.00 to purchase and equip new sheriff's vehicles. Funds are to be transferred from Fund 92 to Car outlay fund. All Ayes. Motion carried.
8. **Email Archiver Update Renewal and Replacement:** Motion by Luck, second by Turk to approve purchase of Barracuda Message Archiver Update Renewal and Instant Replacement for one year at a total cost of \$2,969.40. All Ayes. Motion carried.
9. **Purchasing Comprehensive Management System Software for County Owned Apple Devices:** Motion by Gentes, second by Brewer to approve purchase of JAMF Pro subscription and Jumpstart training at a cost of \$3318.00 from Shi. All Ayes. Motion Carried.

- 10. Amendments to the 2022 Budget Development Process:** Motion by Luck, second by Turk to approve revisions to the 2022 Budget Development Process and Timeline (as presented / with amendments). All Ayes. Motion Carried.
- 11. Capital Improvements and Capital Projects Review:** Looking for possible actions regarding additional information needed from administration to help the committee fully assess the requested projects and prioritize projects for the 2022 budget year and beyond. No motions at this time.
- 12. Approval to open additional banking accounts to receive CDGB funds:** Motion by Seep, second by Brewer to approve the opening of two additional, noninterest bearing, checking accounts to be opened at the Richland County Bank to facilitate the receipt of CDBG Close grant project funds for the Lone Rock and Richland Center Auditorium projects. All Ayes. Motion Carried.
- 13. Treasurer's Reports:** Treasurer Keller presented reports on cash balance, interest on investment, and sales tax. No action required
- 14. Adjournment:** Motion by Turk, second by Luck to adjourn until April 16 at 1pm location TBD & virtually via WebEx. All Ayes, motion carried.

Josh Bell
Richland County — Accounting Supervisor

Richland County Committee

Agenda Item Cover

Agenda Item Name: Reduction in County Clerk Salary for the 2025-28 Term

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	April 16, 2021	Action Needed:	Approval
Disclosure:	Open Session	Authority:	Committee Structure (L)
Date submitted:	April 15, 2021	Referred by:	

Recommendation and/or action language: Motion to approve a reduction in the County Clerk's salary for the 2025-28 term to match the salaries of the Register of Deeds and Treasurer, and forward this motion as a resolution to the County Board at its April 20th meeting.

Background:

With the recent resignation of Clerk Vlasak and the transfer of Administrative Coordinator duties from the Clerk to the Administrator, the question of reducing the Clerk's salary has been raised.

Resolution 20-44 established the 2021-24 salaries for three elective offices. In 2021, these salaries are: Clerk (\$78,953), Register of Deeds (\$63,886), and Treasurer (\$63,886). By 2024, the salaries will be increased to: Clerk (\$83,326), Register of Deeds (\$67,883), and Treasurer (\$67,883). See Attachment A. Upon consultation with Wisconsin Counties Association Attorney Andrew Phillips, Wisconsin statute 59.22 is interpreted to restrict the County Board from reducing the salary for anyone holding these elective offices during the term. However, salaries in future terms may be decreased. See Attachment B.

Research on salaries for these elective offices in peer and neighboring counties across Wisconsin show that the market does not bear the County Clerk's current salary, even when Administrative Coordinator duties are included. See Attachment C. Attorney Andrew Phillips has advised that since the expectation of any future appointed or elected Clerk may be to continue at a base salary of \$83,326 for the 2025-28 term, the resolution the following resolution will establish the alternate expectation that the Clerk's salary will fall in line with the salaries of the Register of Deeds and Treasurer at that time. This should not be interpreted as a reflection of the performance of the person holding the office of County Clerk.

RESOLUTION NO. 21 - _____

A Resolution Reducing the County Clerk Salary for the 2025-28 Term

WHEREAS the County Board passed Resolution 20-44 in March of 2020 adopting the following salaries for the 2021-24 term:

County Clerk

1. \$78,952.62 for 2021, that being a 2.5% increase over the 2020 salary of \$77,026.95;
2. \$80,926.44 for 2022, that being a 2.5% increase over the 2021 salary of \$78,952.62;
3. \$82,126.44 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$83,326.44 for 2024, that being a \$1,200 increase over the 2023 salary.

County Treasurer and Register of Deeds

Richland County Committee

Agenda Item Cover

1. \$63,885.80 for 2021, that being a 2.5% increase over the 2020 salary of \$62,327.61;
2. \$65,482.95 for 2022, that being a 2.5% increase over the 2021 salary of \$63,885.80;
3. \$66,682.95 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$67,882.95 for 2024, that being a \$1,200 increase over the 2023 salary.

WHEREAS Wisconsin Statute 59.22 does not allow increases or decreases in salary for elective offices during a term but allows changes in later terms, and

WHEREAS a review of County Clerk salaries in 13 similar counties (with a population of 15,000 to 24,000 and/or neighbors) found that the average County Clerk salary for 2021 is \$64,246, with a range of \$54,621 - \$73,502, and

WHEREAS the County Clerk no longer carries out duties of the Administrative Coordinator,

NOW THEREFORE BE IT RESOLVED when elected official salaries are set for the 2025-28 term, the salary of the County Clerk shall be reduced to equal the salary of the Register of Deeds and Treasurer, and

BE IT FURTHER RESOLVED this reduction should not be interpreted as a reflection of the performance of the person holding the office of County Clerk, and

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its passage and publication.

Attachments and References:

Attachment A – Resolution 20-44	Attachment B – Wisconsin Statute 59.22
Attachment C – Elective Office Salaries	

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		

The financial impact of this decision will take place in future budget years (2025 and after).

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Personnel for Courthouse Security

Department	Administration	Presented By:	Administrator
Date of Meeting:	16 April 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure V
Date submitted:	15 April 2021	Referred by:	

Recommendation and/or action language:

Motion ... to accept report on courthouse security, key control initiative report on initiative.

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

In the previous March 25th 2021 Finance and Personnel meeting, motion was made to direct the Administrator to identify personnel to be in charge of courthouse security, to include a key control plan, and return to Finance and Personnel Committee with his recommendation.

As such the Administrator has designated Maintenance Supervisor, Randy Nelson, with reviewing the current Courthouse security plan and working with a contracted locksmith to assess our current look footprint and develop a plan and process for updating our locks and reissuing keys to ensure accountability.

This initiative and plan will be supervised and reported through the Property, Building and Grounds Committee.

Attachments and References:

Financial Review:

(please check one)

<input checked="" type="checkbox"/>	In adopted budget	Fund Number	Anticipating fund #43
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
<input type="checkbox"/>	Other funding Source		
<input type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Undetermined at this time. Pending assessment and contract.

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Capital Projects Process

Department	Administration	Presented By:	Administrator
Date of Meeting:	16 April 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure E
Date submitted:	15 April 2021	Referred by:	

Recommendation and/or action language:

Possible Options:

Motion to ... request the county administrator come forward with a recommendation on capital improvements and capital projects by merit ranking.

Motion to ... request the county administrator prepare and distribute a capital improvement / capital projects survey to each member of the county board to help in determining prioritization by merit ranking.

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

In the previous April 6th 2021 the Finance and Personnel Committee was presented with a drafted Capital Improvements / Capital Projects tracker and draft project summary sheets. These items were presented to begin evaluation, assessment and prioritization of Capital projects and Capital Improvements planning.

It was anticipated that in the previous meeting the committee could take actions to request additional information and feedback in preparing for the prioritization of the project. As discussed in this previous meeting, we have several unknown factors that impact our ability to understand what types of revenues and funds may be available from: the county's American Rescue Plan (ARP) allotment of 3.3m, the trickle-down of state ARP funding, the state approved biennium budget, and the potential of a future Federal Infrastructure package funds.

Regardless of these unknown variables, the administrator is looking for guidance on how you would like begin assessing these projects. We will likely have to proceed in making decisions without knowing all the financial ramifications on our revenue and funding sources from these state and federal sources. We may be in a better position to pursue planning based on known variables and shifting, or expediting projects, forward when funds become available. Guidance sought. Would you like a recommendation from the administrator, or like in the budget process, is a survey desired.

Attachments and References:

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 type="checkbox"/>	No financial impact		

(summary of current and future impacts)

Richland County Committee

Agenda Item Cover

Approval:

Review:

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Richland County Committee

Agenda Item Cover

Agenda Item Name: Capital Projects Planning Process

Department	Administration	Presented By:	Administrator
Date of Meeting:	06 Apr 2021	Action Needed:	Vote
Disclosure:	Open Session	Authority:	Structure D
Date submitted:	01 Apr 2021	Referred by:	

Recommendation and/or action language:

Motion to ... [looking for possible actions regarding additional information needed from administration to help the committee fully assess the requested projects and prioritize projects for the 2022 budget year and beyond.

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

As per the committee action to approve the Capital Projects Planning Process as presented in the March 25th Committee Meeting, it is intended that the Committee review the Capital Projects Tracker and submitted project summaries. The committee will be encouraged to pose questions regarding the projects and request additional information needed in helping them assess the projects and take future action on determining the priority and funding of projects in 2022 and beyond. Questions that may help guide the committee in setting context to the plan may include:

1. Does Richland County maintain 2021 level of short-term financing?
2. What operations budget/services impacts is the committee willing to consider?

As a result of this effort, the 2022 project Capital Improvements and Capital Projects requests received from departments currently sits at:

Requested Projects = \$2,560,257

Requested Projects from Short-Term G.O. Debt Funding = \$2,523,257

If Richland County engages in short-term loan financing again we may have an estimated \$1,050,000 of available funds for 2022, without further increases on the millage rate.

This leaves an approximate amount = \$1,473,257 in unfunded requests.

Attachments and References:

2022 Cap. Imp. Proj. Planning Tracker	2022 Cap. Imp. Proj. – Project Summary Sheets
2022 Cap. Imp. Proj. Planning Process (Below)	

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		

(summary of current and future impacts)

The process will set up Capital Improvements and Capital Projects for 2022 and help fully assess and appreciate our growing deferred maintenance needs.

Approval:

Review:

Richland County Committee

Agenda Item Cover

Clinton Langreck

Department Head

Administrator, or Elected Office (if applicable)

Capital Improvements / Capital Project Planning Process:

Project Review (April 6th):

1. Committee reviews the 2022 project Capital Improvements and Capital Projects Tracker
2. Committee reviews submitted Project Summary Sheets
3. Committee takes action to request additional information and/or feedback
 - a. May request additional information from departments/commissions on projects
 - b. May request feedback from all County Board (via survey)
 - c. May request recommendation of plan from Administrator

Review Feedback and Additional Information (May 4th):

4. Committee reviews additional information from departments/commissions on projects
5. Committee reviews County feedback from all County Board Members (if requested)
6. Committee reviews County recommendation of plan from the Administrator (if requested)
7. Committee discusses outlook and options

Review Feedback and Additional Information (May 21st):

8. (If requested) committee adopts proposed plan of Administrator (as presented / with amendments)
9. Committee makes amendment to the tracker through possible motions and votes:
 - a. ...motion to CUT project from tracker
 - b. ...motion to DEFER project to future year of ____.
 - c. ...motion to EXPIDITE project from the future year of ____ forward to 2022.
 - d. ...motion to REDUCE the total project apportionment (if possible), by ____ ...
 - e. ... motion to REALLOCATE funding from a different source (example: annual operations)
 - f. ... (other motion language may be found to be appropriate)
10. Committee approves a plan with allocated funding sources, and recommends to County Board for adoption in June.

Richland County Finance and Personnel Committee

Agenda Item Cover

Agenda Item Name: Committee Meeting Calendar for Remainder of Term

Department	County Board	Presented By:	Shaun Murphy-Lopez
Date of Meeting:	April 16 th , 2021	Action Needed:	Vote
Disclosure:	Open	Authority:	n/a
Date submitted:	April 15 th , 2021	Referred by:	n/a

Recommendation and/or action language:

Recommend a motion to adopt the following committee calendar for the remainder of the term.

Background:

The committee has begun to meet twice per month to handle the volume of agenda items and facilitate shorter meetings. The committee has regularly met at 1 p.m. on the first Tuesday of each month. It is recommended that 1 p.m. of the third Friday of each month be solidified as the second regular meeting of each month. Special additional meetings may still be scheduled, and regular meetings may be cancelled if there are a lack of agenda items.

2021 Meetings

Tuesday, May 4, 2021
Friday, May 21, 2021
Tuesday, June 1, 2021
Friday, June 18, 2021
Tuesday, July 6, 2021
Friday, July 16, 2021
Tuesday, August 3, 2021
Friday, August 20, 2021
Tuesday, September 7, 2021
Friday, September 17, 2021
Tuesday, October 5, 2021
Friday, October 15, 2021
Tuesday, November 2, 2021
Friday, November 19, 2021
Tuesday, December 7, 2021
Friday, December 17, 2021

2022 Meetings

Tuesday, January 4, 2022
Friday, January 21, 2022
Tuesday, February 1, 2022
Friday, February 18, 2022
Tuesday, March 1, 2022
Friday, March 18, 2022
Tuesday, April 5, 2022

Attachments and References:

Richland County Finance and Personnel Committee

Agenda Item Cover

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		

(summary of current and future impacts)

Approval:

Review:

Department Head

Administrator, or Elected Office (if applicable)

WHEREAS Jason Glasbrenner has been recommended to be the Economic Development Director and the County Board wants to appoint him to this position and it is now necessary for the County Board to establish the pay grade for this position, and

WHEREAS the Finance and Personnel Committee has carefully considered this matter and is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the compensation for the Economic Development Director position is hereby established at Grade M, Step 2, in the County's Pay Plan, resulting in a starting wage of \$29.10 per hour, and

BE IT FURTHER RESOLVED that Jason Glasbrenner is hereby appointed to the position of Economic Development Director, and

BE IT FURTHER RESOLVED that this Resolution shall be effective at the start of the first pay period after April 1, 2020.

**RESOLUTION OFFERED BY THE FINANCE AND
PERSONNEL COMMITTEE**

	FOR	AGAINST
Marty Brewer	X	
Linda Gentes	X	
Buford E. Marshall	X	
Shaun Murphy-Lopez		X
Larry Sebranek	X	

Resolution No. 20-44 Establishing The Salary For The County Clerk, County Treasurer And Register Of Deeds For the 2021-2024 Term was read by County Clerk Vlasak. Motion by Severson, second by McKee that Resolution No. 20-44 be adopted. Discussion followed. Roll call vote. AYES: Wegner, Gentes, Turk, Cosgrove, Pulvermacher, Severson, Williamson, Couey, Marshall, Kirkpatrick, Huffman, Seep, McKee, Brewer, Manning. NOES: Walsh, Peters, Nelson, Sebranek, Murphy-Lopez, Luck. Ayes 15. Noes 6. Total 21. Motion carried and resolution declared adopted.

RESOLUTION NO. 20 - 44

A Resolution Establishing The Salary For The County Clerk, County Treasurer And Register Of Deeds For the 2021-2024 Term.

WHEREAS Wisconsin law provides that the salaries of elected County officials must be established before the date on which nomination papers can first be filed for these positions, and

WHEREAS the Finance and Personnel Committee has carefully considered a proposal to establish the pay for the County Clerk, County Treasurer and Register of Deeds for the 2021-2024 term, with these officials to be elected at the November 2020 election and the Financial and Personnel Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED by the Richland County Board of Supervisors that the following salaries are established for the County Clerk, County Treasurer and Register of Deeds for the 2021-2024 term of those positions:

County Clerk

1. \$78,952.62 for 2021, that being a 2.5% increase over the 2020 salary of \$77,026.95;
2. \$80,926.44 for 2022, that being a 2.5% increase over the 2021 salary of \$78,952.62;
3. \$82,126.44 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$83,326.44 for 2024, that being a \$1,200 increase over the 2023 salary.

County Treasurer and Register of Deeds

1. \$63,885.80 for 2021, that being a 2.5% increase over the 2020 salary of \$62,327.61;
2. \$65,482.95 for 2022, that being a 2.5% increase over the 2021 salary of \$63,885.80;
3. \$66,682.95 for 2023, that being a \$1,200 increase over the 2022 salary;
4. \$67,882.95 for 2024, that being a \$1,200 increase over the 2023 salary.

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

RESOLUTION OFFERED BY THE FINANCE AND
PERSONNEL COMMITTEE

	FOR	AGAINST
Marty Brewer	X	
Linda Gentes	X	
Buford E. Marshall	X	
Shaun Murphy-Lopez		X
Larry Sebranek		X

Motion by Kirkpatrick, second by Cosgrove to refer to the Rules and Resolutions Committee and Ethics Board the duties of the County Administrator. The motion carried.

Resolution No. 20-45 Relating To Making A Deficiency Appropriation In Various Accounts was presented to the Board. Motion by Sebranek, second by McKee that Resolution No. 20-45 be adopted. Motion carried and resolution declared adopted.

RESOLUTION NO. 20 - 45

A Resolution Relating To Making A Deficiency Appropriation In Various Accounts.

WHEREAS the appropriations in certain accounts for the year 2019 are insufficient and certain transfers should be made as set forth in this Resolution.

CHAPTER 59

COUNTIES

SUBCHAPTER I DEFINITIONS		SUBCHAPTER V POWERS AND DUTIES OF COUNTIES	
59.001	Definitions.	59.51	Board powers.
SUBCHAPTER II LEGAL STATUS; ORGANIZATION		59.52	County administration.
59.01	Body corporate; status.	59.53	Health and human services.
59.02	Powers, how exercised; quorum.	59.535	Veterans affairs.
59.03	Home rule.	59.54	Public protection and safety.
59.04	Construction of powers.	59.55	Consumer protection.
59.05	County seat; change.	59.56	Cultural affairs; education; recreation.
59.06	County property.	59.57	Economic and industrial development.
59.07	Claims against counties; actions on.	59.58	Transportation.
59.08	Consolidation of counties; procedure; referendum.	SUBCHAPTER VI FINANCE AND BUDGET	
SUBCHAPTER III COUNTY BOARD OF SUPERVISORS		59.60	Budgetary procedure in certain counties.
59.10	Boards; composition; election; terms; compensation; compatibility.	59.605	Tax levy rate limit.
59.11	Meetings; adjournment; absentees.	59.61	Financial transactions.
59.12	Chairperson; vice chairperson; powers and duties.	59.62	Investment authority delegation.
59.13	Committees; appointment; compensation.	59.63	Treasurer's disbursement of revenue.
59.14	Publication of ordinances and proceedings.	59.64	Claims against county.
59.15	Neglect of duty.	59.65	Publication of financial report.
SUBCHAPTER IV COUNTY OFFICERS		59.66	Unclaimed funds.
59.17	County executive.	SUBCHAPTER VII LAND USE, INFORMATION AND REGULATION, ENVIRONMENTAL PROTECTION, SURVEYS, PLANNING AND ZONING	
59.18	County administrator.	59.69	Planning and zoning authority.
59.19	Administrative coordinator.	59.691	Required notice on certain approvals.
59.20	County offices and officers.	59.692	Zoning of shorelands on navigable waters.
59.21	Official oaths and bonds.	59.693	Construction site erosion control and storm water management zoning.
59.22	Compensation, fees, salaries and traveling expenses of officials and employees.	59.694	County zoning, adjustment board.
59.23	Clerk.	59.696	Zoning; filing fees.
59.24	Clerks of counties containing state institutions to make claims in certain cases.	59.697	Fees for zoning appeals.
59.25	Treasurer.	59.698	Zoning, building inspector.
59.255	Comptroller.	59.70	Environmental protection and land use.
59.26	Sheriff; undersheriff; deputies.	59.71	Special counties; record keeping.
59.27	Sheriff; duties.	59.72	Land information.
59.28	Peace maintenance; powers and duties of peace officers, cooperation.	59.73	Surveys; expressing bearings, subdividing sections.
59.29	Transportation, apprehension of criminals.	59.74	Perpetuation of section corners, landmarks.
59.30	Not to act as attorney.	59.75	Certificates and records as evidence.
59.31	Service on sheriff; how made.	59.76	Registration of farms.
59.32	Fees received by sheriff.	SUBCHAPTER VIII POPULOUS COUNTIES	
59.33	Powers after term.	59.79	Milwaukee County.
59.34	Coroner, medical examiner duties; coroner, medical examiner compatibility.	59.792	Milwaukee County; sewage, waste, refuse.
59.35	Deputy coroner.	59.794	Milwaukee County; limitations on board authority and on intergovernmental cooperation, shared services.
59.36	Coroner and medical examiner; fees.	59.796	Milwaukee County; opportunity schools and partnership program.
59.365	Moratorium on fee increases.	59.80	Milwaukee County; city-county crime commission.
59.37	Service when no coroner.	59.81	Cash flow, Milwaukee.
59.38	Medical examiner and assistants.	59.82	Milwaukee County Research and Technology Park.
59.39	Coroner or medical examiner as funeral director, limitation.	59.84	Expressways and mass transit facilities in populous counties.
59.40	Clerk of court.	59.85	Appropriation bonds for payment of employee retirement system liability in populous counties.
59.41	Not to act as attorney.	59.86	Agreements and ancillary arrangements for certain notes and appropriation bonds.
59.42	Corporation counsel.	59.87	Employee retirement system liability financing in populous counties; additional powers.
59.43	Register of deeds; duties, fees, deputies.	59.875	Payment of contributions in and employment of annuitants under an employee retirement system of populous counties.
59.44	County abstractor; appointment; duties; fees.	59.88	Employee retirement system of populous counties; duty disability benefits for a mental injury.
59.45	County surveyor; duties, deputies, fees.		
59.46	Penalty for nonfeasance.		
59.47	County auditors; powers; duties.		
59.48	County assessor.		

SUBCHAPTER I

DEFINITIONS

59.001 Definitions. In this chapter, unless the context clearly indicates to the contrary:

(1) “Board” means the county board of supervisors.

(2) “Clerk” means the county clerk.

(2m) “Members-elect” means those members of the governing body of a county, city, village or town, at a particular time, who have been duly elected or appointed for a current regular or unexpired term and whose service has not terminated by death, resignation or removal from office.

(2r) “Municipal clerk” means the clerk of a municipality.

(3) “Municipality” means any city, village or town.

(3m) “Municipal treasurer” means the treasurer of a municipality.

(3r) “Professional land surveyor” means a professional land surveyor licensed under ch. 443.

(4) “Treasurer” means the county treasurer.

History: 1989 a. 260, 268; 1995 a. 201; 2013 a. 358.

of the board, within the limitations prescribed by law, if any, at the annual meeting in November prior to the commencement of the term of office of the particular officer. Both the bond and the sufficiency of the sureties thereto shall be approved by a committee consisting of the chairperson and not less than 2 other members of the board who shall report in writing their action on all bonds.

(3) Each bond described in sub. (1) shall be guaranteed by the number of personal sureties prescribed by law, or if not prescribed, by the number fixed by the board within the limitations, if any, prescribed by law, or by a surety company as provided by s. 632.17 (2). In the case of the clerk, treasurer and county abstractor the board may by resolution require them to furnish bonds guaranteed by surety companies and direct that the premiums be paid as provided in s. 19.01 (8).

(4) If it considers the bond of any officer insufficient, the board may by resolution require the officer to furnish additional bond in a sum to be named in the resolution, not exceeding \$10,000 for the register of deeds of any county with a population of less than 150,000, and not exceeding the maximum sum, if any, fixed by law for additional bonds for other officers.

History: 1975 c. 152, 199; 1975 c. 375 s. 44; 1983 a. 192 s. 303 (1); 1989 a. 31; 1991 a. 316; 1995 a. 201 s. 250; Stats. 1995 s. 59.21; 1995 a. 225 ss. 137 to 144; 1997 a. 35; 2003 a. 204; 2011 a. 62, 96.

Cross-reference: See s. 59.38 (3) for provision for a bond by the medical examiner.

59.22 Compensation, fees, salaries and traveling expenses of officials and employees. (1) **ELECTIVE OFFICIALS.** (a) 1. The board shall, before the earliest time for filing nomination papers for any elective office to be voted on in the county, other than supervisors and circuit judges, which officer is paid in whole or part from the county treasury, establish the total annual compensation for services to be paid to the officer exclusive of reimbursements for expenses out-of-pocket provided for in sub. (3). Except as provided in subd. 2., the annual compensation may be established by resolution or ordinance, on a basis of straight salary, fees, or part salary and part fees, and if the compensation established is a salary, or part salary and part fees, it shall be in lieu of all fees, including per diem and other forms of compensation for services rendered, except those specifically reserved to the officer in the resolution or ordinance. The compensation established shall not be increased nor diminished during the officer's term and shall remain for ensuing terms unless changed by the board. Court fees shall not be used for compensation for county officers.

2. The board shall establish the annual compensation of the sheriff as straight salary. No portion of that salary may include or be based on retention of fees by the sheriff. No portion of that salary may be based on providing food to prisoners under s. 302.37 (1). This subdivision does not prohibit the reimbursement of a sheriff for actual and necessary expenses.

(b) Any officer authorized or required to collect fees appertaining to his or her office shall keep a complete record of all fees received in the form prescribed by the board and shall file a record of the total annual receipts in the clerk's office within 20 days of the close of the calendar year or at such other times as the board requires. Any officer on a salary basis or part fees and part salary shall collect all fees authorized by law appertaining to his or her office and shall remit all fees not specifically reserved to the officer by enumeration in the compensation established by the board under par. (a) to the treasurer at the end of each month unless a shorter period for remittance is otherwise provided.

(2) **APPOINTIVE OFFICIALS; DEPUTY OFFICERS; AND EMPLOYEES.** (a) Except for elective offices included under sub. (1), supervisors and circuit judges, and subject to s. 59.794 (3), the board has the powers set forth in this subsection, sub. (3) and s. 59.03 (1) as to any office, department, board, commission, committee, position or employee in county service created under any statute, the salary or compensation for which is paid in whole or in part by the county, and the jurisdiction and duties of which lie within the county or any portion thereof and the powers conferred by this

section shall be in addition to all other grants of power and shall be limited only by express language.

(c) 1. Except as provided in subd. 2. and par. (d), the board may do any of the following:

a. Provide, fix or change the salary or compensation of any office, board, commission, committee, position, employee or deputies to elective officers that is subject to sub. (1) without regard to the tenure of the incumbent.

b. Establish the number of employees in any department or office including deputies to elective officers.

c. Establish regulations of employment for any person paid from the county treasury.

2. No action of the board may be contrary to or in derogation of the rules of the department of children and families under s. 49.78 (4) to (7) relating to employees administering old-age assistance, aid to families with dependent children, aid to the blind, or aid to totally and permanently disabled persons or ss. 63.01 to 63.17.

(d) The board or any board, commission, committee or agency to which the board or statutes has delegated the authority to manage and control any institution or department of the county government may contract for the services of employees, setting up the hours, wages, duties and terms of employment for periods not to exceed 2 years.

(e) The board may provide and appropriate money for an employee awards program to encourage and to reward unusual and meritorious suggestions and accomplishments by county employees.

(3) **REIMBURSEMENT FOR EXPENSE.** The board may provide for reimbursement to any elective officer, deputy officer, appointive officer or employee for any out-of-pocket expense incurred in the discharge of that person's duty in addition to that person's salary or compensation, including without limitation because of enumeration, traveling expenses, tuition costs incurred in attending courses of instruction clearly related to that person's employment, and the board may establish standard allowances for mileage, room and meals, the purposes for which allowances may be made, and determine the reasonableness and necessity for such reimbursements, and also establish in advance a fair rate of compensation to be paid to the sheriff for the board and care of prisoners in the county jail at county expense. Any reimbursement paid under this subsection to an officer or employee of a county with a population of 750,000 or more is subject to the budget limitation described in s. 59.60 (7e).

(3a) **COMMISSION ON AGING.** The board may provide for the payment of expenses and a per diem to persons appointed to a county commission on aging under s. 59.53 (11).

(4) **INTERPRETATION.** In the event of conflict between this section and any other statute, this section to the extent of the conflict shall prevail.

History: 1973 c. 118; 1977 c. 372; 1981 c. 317; 1987 a. 181; 1989 a. 48, 107; 1991 a. 316; 1995 a. 27 ss. 3287, 9126 (19); 1995 a. 201 ss. 257 to 260; Stats. 1995 s. 59.22; 1995 a. 225 s. 146; 1997 a. 35; 1999 a. 83; 2003 a. 33; 2007 a. 20; 2013 a. 14.

Sub. (1) (a) 1.'s prohibition of increasing or diminishing certain elected county officials' compensation during their terms of office does not preclude adjustments to fringe benefits. The statute expressly protects only salaries and fees. *Cramer v. Eau Claire County*, 2013 WI App 67, 348 Wis. 2d 154, 833 N.W.2d 172, 12–1796.

The sheriff does not have unilateral statutory authority under s. 59.26 (2) to determine the total number of deputies to be appointed. This section plainly provides that a county board may establish the number of employees in any department or office including deputies to elective officers, and this section prevails over s. 59.26 (2). Thus, the county board, and not the sheriff, has the authority to regulate the number of law enforcement officers employed by the county. *Milwaukee Deputy Sheriffs' Association v. Milwaukee County*, 2016 WI App 56, 370 Wis. 2d 644, 883 N.W.2d 154, 15–1577.

The only reasonable interpretation of the phrase "created under any statute" under sub. (2) (a) is that the phrase modifies the string of nouns that comes before the word "employee," namely, "office, department, board, commission, committee, and position." What must be "created under any statute" are the various kinds of offices and positions, not employees. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

The verbs "provide, fix, or change" under sub. (2) (c) 1. a. establish a broad power for county boards to determine compensation levels for all unclassified county positions. However, under sub. (2) (a), the power is controlled by the power of the Milwaukee County Executive under s. 59.794 (3) to exercise day-to-day control of any county department or subunit of a department. In other words, the Milwaukee County

Board of Supervisors can provide, fix, or change the pay of unclassified employees, unless and until board action interferes with the Milwaukee County Executive's day-to-day control of a county department or subunit. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

The Milwaukee County Executive's day-to-day control power under s. 59.794 (3) (a) has the express intent of removing and clarifying some authority of the Milwaukee County Board of Supervisors (Board) under sub. (2) and increasing and clarifying the authority of the Milwaukee County Executive. The Milwaukee County Executive's day-to-day control power prevents the Board from taking actions that effectively direct what duties may or must be accomplished by employees or officers or how they may or must perform those duties, even when a Board action may result in a compensation change. *Lipscomb v. Abele*, 2018 WI App 58, 384 Wis. 2d 1, 918 N.W.2d 434, 17–1023.

A county ordinance implementing a collective bargaining agreement providing for the payment to county employees, upon their leaving government employment, compensation for accumulated sick leave, earned both before and after the effective date of the ordinance, is valid. 59 Atty. Gen. 209.

A county board may not adopt a step-salary plan for elective offices related to experience of the officeholder as compensation is for the office, not the officer, and the officer is entitled to the compensation as an incident of the office. 61 Atty. Gen. 165, 403.

When it is the duty of a county traffic officer to testify or assist in the prosecution of county traffic offenses, the officer is not entitled to witness fees but may be paid additional compensation if a court appearance takes place outside regular working hours. 62 Atty. Gen. 93.

A county board may not deny a salary to an elected official during a period of sickness. A board does not have power to establish sick leave and vacation benefits for elected county officials. 65 Atty. Gen. 62.

The authority to establish salaries for the staff employed by a county's 51.42/51.437 board lies with that board, subject to the general budgetary control of the county board. 65 Atty. Gen. 105.

Discretionary authority to grant increases to elected county officials based upon performance or length of service may not be delegated to a committee of the county board because the board itself lacks the authority to establish such a compensation scheme. 80 Atty. Gen. 258.

59.23 Clerk. (1) DEPUTIES; SALARIES; VACANCIES. (a) Every clerk shall appoint in writing one or more deputies and file the appointment in the clerk's office. The deputy or deputies shall aid in the performance of the duties of the clerk under the clerk's direction, and in case of the absence or disability of the clerk or of a vacancy in the clerk's office, unless another is appointed therefor as provided in par. (c), shall perform all of the duties of the clerk during the absence or until the vacancy is filled. The board may, at its annual meeting or at any special meeting, provide a salary for the deputy or deputies.

(b) In each county the clerk may also appoint the number of assistants that the board authorizes and prescribes, and the assistants shall receive salaries that the board provides and fixes.

(c) If a clerk is incapable of discharging the duties of office the board shall appoint an acting clerk within 90 days after the board adopts a resolution finding that the clerk is incapable of discharging the duties of the office. The acting clerk shall serve until the disability is removed. If the board is not in session at the time of the incapacity, the chairperson of the board may appoint an acting clerk, whose term shall not extend beyond the next regular or special meeting of the board. A person appointed as acting clerk or appointed to fill a vacancy in the office of clerk, upon giving an official bond with sureties as required of a clerk, shall perform all of the duties of the office; and thereupon the powers and duties of the deputy of the last clerk shall cease.

(2) DUTIES. The clerk shall:

(a) *Board proceedings.* Act as clerk of the board at all of the board's regular, special, limited term, and standing committee meetings; under the direction of the county board chairperson or committee chairperson, create the agenda for board meetings; keep and record true minutes of all the proceedings of the board in a format chosen by the clerk, including all committee meetings, either personally or through the clerk's appointee; file in the clerk's office copies of agendas and minutes of board meetings and committee meetings; make regular entries of the board's resolutions and decisions upon all questions; record the vote of each supervisor on any question submitted to the board, if required by any member present; publish ordinances as provided in s. 59.14 (1); and perform all duties prescribed by law or required by the board in connection with its meetings and transactions.

(b) *Recording of proceedings.* Record at length every resolution adopted, order passed and ordinance enacted by the board.

(c) *Orders for payment.* Sign all orders for the payment of money directed by the board to be issued, and keep a true and correct account of such orders, and of the name of the person to whom each order is issued; but he or she shall not sign or issue any county order except upon a recorded vote or resolution of the board authorizing the same; and shall not sign or issue any such order for the payment of the services of any clerk of court, district attorney or sheriff until the person claiming the order files an affidavit stating that he or she has paid into the county treasury all moneys due the county and personally collected or received in an official capacity; and shall not sign or issue any order for the payment of money for any purpose in excess of the funds appropriated for such purpose unless first authorized by a resolution adopted by the county board under s. 65.90 (5).

(cm) *Apportionment of taxes.* Apportion taxes and carry out other responsibilities as specified in s. 70.63 (1).

(d) *Accounts.* File and preserve in the clerk's office all accounts acted upon by the board, and endorse its action thereon, designating specifically upon every account the amount allowed, if any, and the particular items or charges for which allowed, and such as were disallowed, if any.

(de) *Property.* To the extent authorized by the board, exercise the authority under s. 59.52 (6).

(dg) *Dogs.* Perform the responsibilities relating to dog licensing, which are assigned to the clerk under ch. 174, and the dog fund specified in ch. 174.

(di) *Marriage licenses, domestic partnerships.* Administer the program for issuing marriage licenses as provided in ch. 765 and the program for forming and terminating domestic partnerships as provided in ch. 770.

(e) *Reports of receipts and disbursements.* Record the reports of the treasurer of the receipts and disbursements of the county.

(f) *Recording receipts and disbursements.* Keep a true and accurate account of all money which comes into the clerk's hands by virtue of the clerk's office, specifying the date of every receipt or payment, the person from or to whom the receipt or payment was received or paid, and the purpose of each particular receipt or disbursement, and keep the book at all times open to the inspection of the county board or any member of the board.

(g) *Payments to treasurer.* Keep in the manner prescribed in par. (f) a separate account of all moneys paid the treasurer by the clerk.

(h) *Books of account.* Keep all of the accounts of the county and all books of account in a manner that the board directs. Books of account shall be maintained on a calendar year basis, which shall be the fiscal year in every county.

(i) *Chief election officer, election duties.* As the chief election officer of the county, perform all duties that are imposed on the clerk in relation to the preparation and distribution of ballots and the canvass and return of votes at general, judicial, and special elections.

(L) *Duplicate receipts.* Make out and deliver to the treasurer duplicate receipts of all money received by the clerk as clerk, and countersign and file in the clerk's office the duplicate receipts delivered to the clerk by the treasurer of money received by the treasurer.

(m) *Certified copies; oaths and bonds; signatures.* 1. Make and deliver to any person, for a fee that is set by the board under s. 19.35 (3), a certified copy or transcript of any book, record, account, file or paper in his or her office or any certificate which by law is declared to be evidence.

2. Except as otherwise provided, receive and file the official oaths and bonds of all county officers and upon request shall certify under the clerk's signature and seal the official capacity and authority of any county officer so filing and charge the statutory fee. Upon the commencement of each term every clerk shall file the clerk's signature and the impression of the clerk's official seal in the office of the secretary of state.

County	2010 census population	Form of Administration	Clerk Salary 2021	Treasurer Salary 2021	Register of Deeds Salary 2021	Notes
Florence County	4,314	Administrative Coordinator				
Menominee County	4,558	Administrative Coordinator				
Iron County	5,687	Administrative Coordinator				
Pepin County	7,265	Administrative Coordinator				
Forest County	8,995	Administrative Coordinator				
Buffalo County	13,126	Administrative Coordinator				
Price County	13,416	County Administrator				
Rusk County	14,132	Administrative Coordinator				
Bayfield County	14,993	County Administrator				
Burnett County	15,289	County Administrator	\$ 59,459	\$ 59,459	\$ 59,459	No extra finance/hr duties
Marquette County	15,304	Administrative Coordinator	\$ 66,682	\$ 66,682	\$ 66,682	No extra finance/hr duties, also in process of hiring an administrator (clerk is not Admin Coord)
Ashland County	15,617	County Administrator	\$ 54,621	\$ 54,621	\$ 54,621	Clerk does HR onboarding
Washburn County	15,688	Administrative Coordinator				
Crawford County	16,235	Administrative Coordinator	\$ 68,800	\$ 68,800	\$ 68,800	Clerk of Courts has same salary, clerk handles finance/budget but new HR person just hired
Sawyer County	16,399	County Administrator				
Lafayette County	16,715	Administrative Coordinator	\$ 59,161	\$ 59,161	\$ 59,161	Used to do HR but as of 2 years ago a separate dept created, never has done finance, never had a pay difference
Richland County	17,459	County Administrator	\$ 78,953	\$ 63,886	\$ 63,886	Clerk of Courts is same as treasurer, treasurer's used to be higher than reg of deeds/clerk of courts, clerk's has always been higher since ~1989
Green Lake County	18,755	County Administrator	\$ 73,502	\$ 69,596	\$ 69,596	Clerk of Courts \$68,917, little bit higher because she does payroll + benefits specialist duties, previous County Clerk was Admin Coord., got paid an extra \$4k as Admin Coord.
Langlade County	19,146	Administrative Coordinator	\$ 64,288	\$ 64,288	\$ 64,288	Lots of turnover lately and Clerk stepped forward to help with finances, she was temporary Admin Coord.
Adams County	20,094	Administrative Coordinator				
Taylor County	20,325	Administrative Coordinator	\$ 56,038	\$ 56,038	\$ 56,038	
Kewaunee County	20,387	County Administrator	\$ 69,661	\$ 69,661	\$ 69,661	
Jackson County	20,522	Administrative Coordinator	\$ 70,286	\$ 60,819	\$ 60,819	Separate wage for Admin Coord is \$6,500. Clerk's office is finance, extra \$3k is for the finance/payroll portion of Admin Coord duties
Vilas County	21,751	Administrative Coordinator	\$ 62,550	\$ 62,550	\$ 62,550	Budget and HR are handled by Finance Director and HR Director
Iowa County	23,618	County Administrator	\$ 64,572	\$ 63,972	\$ 63,972	Clerk tends to put in more hours due to election, takes minutes for County Board night meetings (reason for slight
Waushara County	24,193	County Administrator				
Juneau County	26,478	Administrative Coordinator				
Door County	27,472	County Administrator				
Lincoln County	27,744	Administrative Coordinator				
Trempealeau County	29,499	Administrative Coordinator				
Vernon County	30,633	County Administrator	\$ 65,580	\$ 59,819	\$ 59,819	Switched to Administrator form of gov't in late 2020
Clark County	34,579	Administrative Coordinator				
Oneida County	35,381					
Green County	36,896	Administrative Coordinator				
Oconto County	37,646	Administrative Coordinator				
Marinette County	40,391	County Administrator				
Shawano County	40,904	Administrative Coordinator				
Pierce County	41,977	Administrative Coordinator				
Douglas County	43,295	County Administrator				
Polk County	43,438	County Administrator				
Dunn County	44,759	Administrative Coordinator				
Barron County	45,229	County Administrator				
Monroe County	45,771	County Administrator				
Calumet County	49,928	County Administrator				
Waupaca County	51,245	Administrative Coordinator				
Grant County	51,733	Administrative Coordinator				
Columbia County	57,133	Administrative Coordinator				
Chippewa County	63,892	County Administrator				
Sauk County	63,922	Administrative Coordinator				
Portage County	70,632	Executive				
Wood County	73,112	Administrative Coordinator				
Manitowoc County	79,185	Executive				
Jefferson County	84,701	County Administrator				
Dodge County	87,715	County Administrator				
Ozaukee County	88,597	County Administrator				
St. Croix County	88,732	County Administrator				
Fond du Lac County	102,597					
Walworth County	103,074	County Administrator				
Eau Claire County	103,514	County Administrator				
Sheboygan County	115,178	County Administrator				
La Crosse County	117,894	County Administrator				
Washington County	134,925	County Administrator				
Marathon County	135,396	County Administrator				
Rock County	162,152	County Administrator				
Kenosha County	168,524	Executive				

Winnebago County	170,411	Executive				
Outagamie County	185,700	Executive				
Racine County	195,602	Executive				
Brown County	261,368	Executive				
Waukesha County	400,475	Executive				
Dane County	536,078	Executive				
Milwaukee County	951,226	Executive				
Average (not including Richland County)			\$ 64,246	\$ 62,728	\$ 62,728	
Range (not including Richland County)			\$54,621 - \$73,502	\$54,621 - \$69,661	\$54,621 - \$69,661	
Lowest Salary (not including Richland County)						
Highest Salary (not including Richland County)						