

B. Upon appointment, all members shall serve on the council for 2-year terms commencing on the 3<sup>rd</sup> Tuesday of April

C. The land information officer shall chair the first meeting. At the first meeting the membership shall elect a chair and a vice-chair. The council chair shall appoint a council member or staff member of the department of planning and development as committee clerk.

D. Upon establishment of the council, interest from the public for ex-officio membership on the council shall be solicited. The council shall have the authority to appoint individuals that are interested and knowledgeable about land records as ex-officio members. (Ord. 168-38, Sec. 1, 2024; Ord. 158-2, Sec. 1, 2014; Ord. 154-20, Sec. 4, 2010; Ord. 144.24, Sec. 4, 2000; Ord.138-22, Sec.3, 1994).

2.05.680 County Traffic Safety Commission. The county board chair shall appoint a county safety coordinator who shall be responsible for implementing Wis. Stat. § 83.013 and guidelines issued by the Wisconsin Department of Administration regarding county traffic safety commissions. (Ord. 161-13, Sec. 2, 2017)

(Ord. 161-6, Sec. 29, 2017 Repealed 2.05.690; Ord. 158-12, Sec. 4., 2014 Repeal Sec. 2.05.680; Ord. 155-11, Sec. 3, 2011; Ord. 148-57, Sec.1, 2004)

## Chapter 2.06

### COUNTY ADMINISTRATOR

#### Sections:

<a href="#"><u>2.06.010</u></a>	Established.
<a href="#"><u>2.06.020</u></a>	Appointment.
<a href="#"><u>2.06.030</u></a>	Qualifications.
<a href="#"><u>2.06.040</u></a>	Salary.
<a href="#"><u>2.06.050</u></a>	Meeting attendance--Agenda and legislative duties.
<a href="#"><u>2.06.060</u></a>	Budget preparation and execution.
<a href="#"><u>2.06.070</u></a>	Financial reports and planning.
<a href="#"><u>2.06.100</u></a>	Property management.
<a href="#"><u>2.06.110</u></a>	Appointments of office staff and officials.
<a href="#"><u>2.06.120</u></a>	Administrative duties.
<a href="#"><u>2.06.130</u></a>	Coordination and liaison with other jurisdictions.
<a href="#"><u>2.06.140</u></a>	Accountability and responsibility.
<a href="#"><u>2.06.150</u></a>	Tenure--Removal--Authority in absence.

2.06.010 Established. There is created the position of county administrator, pursuant to the authority granted the county board by Wis. Stat. § 59.18. (Ord.143-91, Sec.18. 2000; Ord.141-92 Secs.15-16, 1998; Ord.141-03, Sec.1, 1997; Ord. 386-76 Sec.1, 1976).

2.06.020 Appointment. The county administrator shall be appointed by a majority vote of the county board, upon the recommendation of the committee on administration. The committee shall prepare an appropriate job description and shall publicly advertise same in at least two newspapers of state wide circulation as well as in appropriate county association journals. The committee shall interview selected qualified applicants, and present its written recommendation to the county board for action. (Ord.143-91 Sec.19, 2000; Ord.141-92 Sec.17, 1998; Ord. 134-03 Sec.4, 1990; Ord.386-76 Sec.2, 1976).

2.06.030 Qualifications. The county administrator shall be chosen on the basis of administrative and executive ability, education, experience, and knowledge of governmental management operations. The successful applicant shall have at least 5 years experience in responsible executive or administrative positions. The successful applicant shall possess the ability to plan and execute programs for the board, including budgeting, budgetary control, and coordination of varied activities. At the time of appointment, the county administrator must be a citizen of the United States. If not a resident of the county when appointed, the county administrator shall become a resident within six months and shall remain a resident while in office. The county administrator shall devote his or her entire time to the duties of his or her office and shall not engage in any other business or occupation. (Ord.143-91, Sec.20, 2000; Ord.141-92 Sec.18, 1998; Ord.141-92 Sec.18, 1998; Ord.386-76 Sec.3, 1976).

2.06.040 Salary. The salary of the county administrator shall be established through an employment contract approved by the county board and shall be paid by the finance department in the same manner as the salaries of other county employees. The county administrator is granted all of the benefits conferred on county employees relating to paid time off, holidays, insurance benefits, worker's compensation, and travel expense reimbursements. (Ord. 161-6, Sec. 30, 2017; Ord.143-91 Sec.21, 2000; Ord.141-92 Sec.19, 1998; Ord.131-86 Sec.13 1988, Ord.386-76 Sec.4, 1976).

2.06.050 Meeting attendance--Agenda and legislative duties.

A. The county administrator shall attend all meetings of the county board, except when excused; advise and make recommendations to the board on matters within his or her administrative authority; and present to the board all data pertaining to the responsibilities of the board and all needs for legislative action which come to his or her attention.

B. In consultation with the chair of the county board, the county administrator shall prepare the agenda for meetings of the board and prepare, with the corporation counsel, all resolutions and ordinances thereunder.

C. The county administrator shall attend and participate in as many committee meetings as possible and provide research and data as requested by committee chairs. (Ord.143-91 Sec.22, 2000; Ord.386-76 Sec.5(1), 1976).

2.06.060 Budget Preparation and Execution. Pursuant to Wis. Stat. §59.60 and pursuant to Chapter 4.02, the county administrator shall submit the annual budget to the board. The county administrator will consult with the committee on finance and budget regarding procedures, format and priorities in the preparation of the budget as required under Chapter 4.02. (Ord. 164-19, Sec. 2, 2020; Ord. 161-6, Sec. 31, 2017; Ord.143-91 Sec.23, 2000; Ord.141-92 Secs.20-21, 1998; Ord.134-03 Sec.5, 1990; Ord.386-76 Sec.5(2), 1976).