

## CHAPTER 35

### POWERS AND DUTIES OF THE SAUK COUNTY ADMINISTRATIVE COORDINATOR AND THE CHAIRPERSON OF THE SAUK COUNTY BOARD OF SUPERVISORS

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**35.01 Intent.** This Chapter is intended to provide for the designation of the Sauk County Administrative Coordinator as the statutory administrative coordinator of Sauk County, required by section 59.19 of the Wisconsin Statutes; to provide a clear description of the duties and powers of the Sauk County Administrative Coordinator as an employee appointed by the Sauk County Board of Supervisors to supervise and manage the daily operations of county government; and, to set forth the relationship between the Administrative Coordinator and the Chairperson elected in accordance with the Rules of the Sauk County Board of Supervisors. The enumeration of the powers and duties of the Administrative Coordinator contained in this Ordinance is not exhaustive and shall not constitute a limitation on the powers and duties of the office except as expressly required by the clear intent of the terms of this Ordinance. To the fullest extent of its statutory authority, the Sauk County Board of Supervisors hereby intends to delegate to the Administrative Coordinator the largest measure of administrative authority appropriate to transact all necessary business on behalf of the Board with local and County officers, expedite all measures resolved upon by the Board and to enforce all federal, state and local laws, rules and regulations pertaining to County government.

**35.02 Authority.** This Chapter is created and adopted pursuant to the authority contained in Sections 59.03(1), 59.19 and 59.12 of the Wisconsin Statutes, and all amendments pertaining thereto.

**35.03 Election of Chairperson.** A Supervisor shall be elected to serve as its Chair by

the County Board in accordance with the duly adopted Rules of the Sauk County Board of Supervisors, and shall upon election assume the part-time position of Chairperson herein established.

**35.04 Duties and Powers of Chairperson.** The duties and powers of the Chairperson shall not be restricted because of enumeration or omission, but shall include the following:

(1) To open sessions of the County Board at the time to which the County Board has adjourned by taking the chair and calling the members to order; to announce the business before the County Board and the order in which it is to be acted upon; to receive and submit in an appropriate manner all motions and propositions presented by its members in accordance with the Rules of the Sauk County Board of Supervisors; to put to vote all questions which are regularly moved, or which necessarily arise in the course of proceedings and to announce the result.

(2) To sign orders issued by the County Board and contracts and grant documents as approved by the Board.

(3) To authenticate by his or her signature, when necessary, all the acts, orders and proceedings of the County Board.

(4) To name, when directed to do so in a particular case or when part of a general duty, the members who are to serve on committees.

(5) To represent and stand for the County Board, declaring its will, and in all things obeying its commands.

(6) To receive and refer resolutions to committees at any and all times, whether the County Board be in session or adjourned.

(7) To be an ex-officio member of all committees on which he or she does not serve as a member.

(8) To preside at all meetings of the County Board, preserving order and decorum and conducting business in accordance with the Rules of the Sauk County Board of Supervisors.

(9) To establish and appoint special committees subject to the approval of the County Board at its next regular meeting.

**35.05 Duties and Powers of Administrative Coordinator.** The Sauk County Administrative Coordinator shall be the chief administrative officer of the County. The Administrative Coordinator shall take care that every County Ordinance and state or federal law is observed, enforced and administered within Sauk County if such Ordinance or law is subject to enforcement by the County Board or any other person acting subject to the authority of the County Board. The duties and powers of the Administrative Coordinator shall include, without restriction because of enumeration or omission,

(1) To represent and stand for the County Board, declaring its will, and in all things obeying its commands. Every officer of the County is subordinate to the Administrative Coordinator, and in all that relates to the prompt and correct discharge of official duty, is under his or her supervision, to the same degree that such officer is subject to the supervision of the full County Board.

(2) To coordinate and direct by administrative order or otherwise all administrative and management functions of Sauk County government not otherwise vested by law in boards or commissions or in elected officers, including the following, which shall not limit, by enumeration or omission, those powers and duties set forth elsewhere in this ordinance or as otherwise stated by lawful authority not inconsistent herewith:

(a) The Administrative Coordinator shall recommend the appointment of, and supervise, the Department Heads except those elected by the people and except where the statutes provide that the appointment shall be made by elected officers; the Administrative Coordinator

shall also 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. The Administrative Coordinator shall make a recommendation to the oversight committee regarding department head appointments. If the oversight committee concurs with the Administrative Coordinator's recommendation, the appointment shall be presented at the next County Board. The Administrative Coordinator shall evaluate the performance of department heads with input from the department's oversight committee. 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 an advisory or policy-making function. Any department head appointed under this paragraph may be suspended with pay by the Administrative Coordinator pending investigation. The Administrative Coordinator shall consult with the Corporation Counsel and Personnel Director prior to recommending the removal of a department head, and if the Administrative Coordinator recommends removal, the Administrative Coordinator shall forward that recommendation to the Personnel Committee and the department's oversight committee. A department head may be removed, upon the recommendation of the Administrative Coordinator, by the Personnel Committee and the department's oversight committee, with a majority vote by each committee voting separately, provided both committees concur in the removal.

(b) Because the rendering of legal counsel requires the utmost professional independence, the Corporation Counsel shall be appointed by the Board of Supervisors, and the Executive & Legislative Committee shall evaluate the performance of the Corporation Counsel with input from the Administrative Coordinator. In accordance with Wis. Stat. § 59.42, the Corporation Counsel may only be removed by the Board of Supervisors.

(c) The Administrative Coordinator shall advise the County Board of present administrative practices, and make such reports and recommendations for change as are deemed appropriate.

(d) The Administrative Coordinator shall make recommendations to the County Board regarding budget procedures, prepare annual and other budgets as necessary, administer the investment program and the fiscal policies of the County.

(e) The Administrative Coordinator shall review and make recommendations to appropriate committees regarding long-range capital improvements, and County work and performance standards.

**(3)** To perform all other duties required and directed by the County Board, however prescribed, subject only to the lawful limits of the authority of the County Board.

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Chapter 35 of the Sauk County Code of Ordinances, amended in Ordinance No. 61-91, adopted by the Sauk County Board of Supervisors on May 21, 1991, and effective July 1, 1991. Amended by the Sauk County Board of Supervisors on April 19, 1994, effective August 1, 1994. Amended by the Sauk County Board of Supervisors on January 17, 2006 – Ordinance No. 155-05.