

1 **WASHINGTON COUNTY, WISCONSIN**

2  
3 Date of enactment: **Defeated**

4 **VOTE**

5 Date of publication: \_\_\_\_\_

6 **2008 ORDINANCE 15**

7  
8 AN ORDINANCE to amend Section 4.01 of the code; relating to: Administrative Coordinator.

9  
10 *The people of the County of Washington, represented in the Board of Supervisors, do*  
11 *ordain as follows:*

12  
13 **SECTION 1. PREAMBLE.** The purpose of this ordinance is to create the Office of  
14 County Administrator pursuant to §59.18, Wis. Stats., as recommended by the Executive Com-  
15 mittee at its July 22, 2008, meeting. Washington County currently operates under the administra-  
16 tive structure of an Administrative Coordinator pursuant to §59.19, Wis. Stats. Adoption of this  
17 ordinance amendment will eliminate the position of Administrative Coordinator, create the Of-  
18 fice of Administrator, implement §59.18, Wis. Stats., and appoint the current Administrative  
19 Coordinator as the Administrator.

20  
21 **SECTION 2.** 4.01(1) and (2) of the code are amended to read:

22 **4.01** (AM 08-15) ~~ADMINISTRATIVE—COORDINATOR~~ **COUNTY**  
23 **ADMINISTRATOR.** (1)(AM 08-15) **Creation.** Pursuant to ~~§59.19~~ 59.18, Wis. Stats., there is  
24 created the position of ~~Administrative Coordinator~~ County Administrator, with all duties and  
25 powers as set forth in state law. The incumbent Administrative Coordinator shall be appointed to  
26 serve as County Administrator. Future vacancies in this position are to be filled by appointment  
27 of the County Board upon recommendation of the Administrative Executive Committee from  
28 qualified applicants. The salary and benefits of the County Administrator shall continue the same  
29 as authorized for the Administrative Coordinator, subject to annual review by the Executive  
30 Committee. shall be determined in a manner established by law.

31  
32 (2)(AM 08-15) **Powers and Duties.** The Administrative Coordinator shall exercise the  
33 following powers and duties, subject to the general supervision of the County Board of Supervi-  
34 sors.

35 \* \* \*

36  
37  
38 (j) Appointment of Department Heads, Staff and Assistants. The ~~Administra-~~  
39 ~~tive Coordinator~~ County Administrator shall appoint all department heads where no specific pro-  
40 vision is provided in the statutes or in this chapter, subject to the confirmation by the appropriate  
41 Liaison Committee, acting on behalf of the County Board, and shall further appoint such assis-  
42 tants, staff and technical staff of his or her office as authorized by the County Board. ~~Department~~  
43 ~~head appointment shall be made in consultation with the appropriate Liaison Committee.~~

1 (k) Appointment Supervision and Discipline of Department Heads. and Offi-  
2 ers. Other than those department heads appointed pursuant to par. (j) above, the Administrative  
3 Coordinator shall assist the appointing authority in the selection, appointment and discipline of  
4 all department heads and officers who are not elected by the people. He or she shall recruit,  
5 screen and interview candidates, and shall recommend candidates to the County Board, County  
6 Board Chairperson, County committee or other appointing authority. The number of candidates  
7 recommended shall normally be 2 or 3, depending on the quality and quantity of applicants and  
8 as further directed by the appointing authority. With regard to discipline, the Administrative  
9 Coordinator shall receive and review complaints from whatever source received and shall rec-  
10 ommend appropriate discipline to the appointing authority in consultation with the County Attor-  
11 ney, County Board Chairperson and Liaison Committee Chairperson. Such discipline shall fol-  
12 low those disciplinary procedures contained in the County Code and Wisconsin Statutes. Not-  
13 withstanding any Code provisions to the contrary, the County Administrator shall supervise and  
14 have disciplinary authority for the heads of all departments, except as to the removal of the  
15 County Attorney and except those elected by the people.

16 \* \* \*

17  
18  
19 (m) Citizen Appointments. The County Board's right to elect and appoint its  
20 own officers and assign committee membership as set forth in §59.12, Wis. Stats., is codified in  
21 Chapter 2 of the Code and reaffirmed by this reference. All other references in the Code to ap-  
22 pointments made by the County Board Chairperson, Executive Committee or County Board shall  
23 mean that the appointments shall be made by the County Administrator after conferring with the  
24 County Board Chairperson and any appropriate standing committee, unless, pursuant to Wiscon-  
25 sin Statutes, the appointment power remains with the County Board Chairperson or County  
26 Board notwithstanding the creation of the Office of County Administrator.

27  
28 **SECTION 3.** Any references in the Code to "Administrative Coordinator" shall, with  
29 this Ordinance, be changed to "County Administrator", except as to certain references in §4.01  
30 where use of "Administrative Coordinator" is appropriate for the context.

31  
32 **SECTION 4. EFFECTIVE DATE.** This ordinance shall become effective January 1,  
33 2009 and upon passage by the Board of Supervisors and publication as provided by law.

34  
35 **SECTION 5. SUMMARY.** This amendment modifies the Washington County Code to  
36 replace Administrative Coordinator structure with Administrator structure per §59.18, Wis.  
37 Stats., and clarifies the ordinances where necessary to reflect the change to Administrator.  
38

39  
40  
41 

---

VOTE REQUIREMENT FOR PASSAGE: 2/3 of the members elect  
42

1 APPROVED:  
2 \_\_\_\_\_

3 Kimberly A. Nass, County Attorney

4 Dated **8/12/08**

5 Considered **8/12/08**

6 **Defeated 8/12/08**

7 Ayes **11** Noes **18** Absent **1**

8 Voice Vote \_\_\_\_\_

9 Countersigned:

10 \_\_\_\_\_

11 Herbert J. Tennies

12 County Board Chairperson

13

14 (No fiscal effect.)

Introduced by members of the EXECUTIVE  
COMMITTEE as filed with the County Clerk.

**(signed by Herbert J. Tennies)**

Herbert J. Tennies, Chairperson