

DANE COUNTY GOVERNMENT: Services and Organizational Structure



**The League of Women Voters of Dane County, Inc.
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I. DANE COUNTY GOVERNMENT STRUCTURE

A. Legislative Branch

1. Dane County Board of Supervisors

The Dane County Board of Supervisors is the legislative arm of Dane County government. As such, the board sets policy for the county through resolutions, ordinances, and the budget. The budget process allows the board to set policy and direction for departments and to limit or expand the ability of departments to function. All actions of the Dane County Board of Supervisors are subject to the approval or veto of the Dane County Executive.

In Wisconsin, the organization and authority of county boards is established by state statutes. It is often said that counties are creatures of the state and exist to carry out state mandates and to do only what state statutes allow them to do. Chapter 59, *Wisconsin State Statutes* delineates the laws governing counties and Section 59.03, *Wisconsin State Statutes* deals with county boards. In addition, Dane County ordinances and Dane County Board rules detail the board's operation.

Election of Dane County Board Supervisors

Supervisors of the Dane County Board are elected to two-year terms in non-partisan Spring elections in even-numbered years. Vacancies on the board are filled through appointment by the county board chairperson, with approval by the Dane County Board until the next Spring election.

Election and Duties of Dane County Board Officers

The Dane County Board, at its first meeting following the election of the board, elects officers for two-year terms. The officers are chairperson, first and second vice-chairpersons, and two sergeants-at-arms.

The chairperson sets the agenda (called the calendar), presides at all Dane County Board meetings, makes appointments to standing committees and to other Dane County Board committees, and serves as an ex-officio member

of all committees. This person also often serves as spokesperson for the board and represents the board before other bodies. The vice-chairpersons substitute, in order, for the chairperson when the chairperson requests it or is absent. The sergeants-at-arms ascertain a quorum of the board and maintain order during board meetings.

Staff

The Dane County Board has three staff persons who are supervised by the county board chairperson. These people provide clerical, fiscal and research services to the board.

In addition, the Dane County Clerk acts as the official secretary for the board. The clerk or a designee attends all Dane County Board meetings, records the board's proceedings, posts notices and agendas of all board and committee meetings, and maintains minutes of all committee meetings and the proceedings of the board.

Compensation

Dane County Board Supervisors currently (2010) receive a salary of \$8400 a year. In addition they are paid \$.55 a mile for travel to all meetings and \$30 per diem for attending meetings of committees, commissions and boards appointed by the Dane County Executive. Standing committees and other Dane County Board committees appointed by the chair are considered obligatory and are covered by supervisors' salaries. The Dane County Board chair receives a salary of \$24,000.

Meetings

The regular meetings of the Dane County Board of Supervisors are held on the first and third Thursday evenings of the month in Room 201 of the City-County Building located on Martin Luther King, Jr. Boulevard in downtown Madison. Special or emergency meetings may be called by the chairperson with appropriate notice.

There is a standard order of business for Dane County Board meetings, beginning with the roll call, approval of bills and contracts, and continuing

through consideration of the calendar of ordinances and resolutions. The calendar (agenda) is available from the county clerk the Wednesday before the board meeting; likewise, the packet containing the calendar with a copy of the resolutions, ordinances, reports, contracts and other items to be considered at the board meeting, is generally available on Wednesday. Citizen input on calendar items is allowed at board meetings; speakers are required to register and must limit their remarks to five minutes. Speakers may register at the board meeting or at the clerk's office during regular office hours (7:45 a.m. to 4:30 p.m.) prior to the board meeting.

Dane County Board Actions

Calendar items that come before the Dane County Board of Supervisors are in contract, ordinance, or resolution form. Items are introduced by at least one Supervisor, and are assigned by the Dane County Board chairperson to a standing committee of the Dane County Board and to any other relevant board or commission for consideration. The Supervisor whose name appears on the top signature line of an ordinance or resolution is considered the chief sponsor and, therefore, the contact or spokesperson. The chief sponsor is expected to follow the action through the committee process. An item returns to the full Dane County Board for action after the standing committee has made a recommendation, and after relevant boards and commissions have had an opportunity to review the item. Items which are referred to the Dane County Personnel and Finance Committee must appear on all other agendas before the Dane County Personnel and Finance Committee can take action. Dane County Board rules delineate procedures for introducing amendments, special orders of business, or other potential board actions.

Major Changes Affecting the Dane County Board of Supervisors

Since 1965, there have been three major changes that have had a significant impact on the Dane County Board: 1) the change in Dane County Board representation in 1966, 2) the creation of the office of the Dane County Executive in 1972, and 3) the passage of county administrative home rule legislation in 1985.

Until 1966, the Dane County Board of Supervisors consisted of 91 members – every town was represented by its town board chair, and there were elected members from villages and city wards. As a result of “one person, one vote” judicial decisions, state legislation set limits on Dane County Board size based on population. Dane County was permitted only 47 Supervisors. In 1972 the board reduced its size to 41 members, and, after the 2000 census, the number of Supervisors was reduced to 37 Supervisors, which is its size in 2010.

Second, the Dane County Executive position was created in 1972. Election of the first Dane County Executive in the spring of 1973 resulted in a fragmentation of administrative authority initially. Although the Dane County Board retained the supervision of some departments through its committees, the Dane County Executive had administration authority over most county departments.

Third, in 1985, the state legislature established administrative home rule for counties, centralizing management authority in the office of the Dane County Executive or administrator. The legislation provided that the Dane County Executive have administrative control over most departments, previously a function of the Dane County Board.

Current Status of the County Board of Supervisors

Dane County Board Supervisors see their job to be representing their own districts while recognizing the needs of the county as a whole. Thus, Supervisors must address concerns of individual constituents, issues peculiar to their district (e.g., zoning, landfill, group homes, development) and issues for other districts or for general county government. In making their decisions, Supervisors must be able to balance these sometimes competing interests. The Dane County Board does not have as much authority over cities and villages, which have home rule with their own local governments, as it has authority over the townships that do not have “home rule”. Because of this relationship, Supervisors representing the rural townships have a responsibility to directly represent the issues in their districts where the county is the dominant governmental authority.

The Dane County Board and Its Decision-Making Process

The Dane County Board of Supervisors relies on many different advisory groups that focus specialized skills on issues in order to identify relevant information and to refine the issues before they are taken to the board for final decisions.

There are two major groups that deal with county matters: 1) standing committees and other committees of the Dane County Board, and 2) various boards and commissions.

Members of the committees of the Dane County Board are appointed by the Dane County Board chairperson and must be members of the Dane County Board. These committees review and make recommendations to the Dane County Board on administrative matters and policy issues that relate to the departments for which the committee provides oversight. The committees may establish subcommittees on topics requiring careful, long-term study. For example, during 2006-2007, a subcommittee of the Health and Human Needs Committee was appointed to study the feasibility of initiating an affordable housing trust fund in Dane County to promote acquiring more housing for low income people. After months of study, the subcommittee reported to the Health and Human Needs Committee. (No trust fund was established.)

Dane County Board committees can also hire consultants to study departments or areas of concern when they need more information to make effective policy. These consultants usually give recommendations from their expert point of view which helps lawmakers move forward with confidence. For example, a comprehensive study of the 911 Center in 2009 by consultants outlined the changes that should be made to serve the public more efficiently.

The members of boards and commissions are appointed by the Dane County Executive subject to approval by the Dane County Board. They include Dane County Board Supervisors and citizens selected because of specific qualifications. For example, the Dane County Youth Commission must have a school administrator on it and the Dane County Board of Health must have two physician members. Many of these boards and commissions, called administrative agencies in county ordinances, are advisory to standing

committees as well as to the full Dane County Board and the Dane County Legal Resource Center and County Executive.

With the exception of some subcommittees or special committees, all standing committees, boards and commissions, are described in Dane County Board rules or ordinances; some are defined in state statutes. They have prescribed authority, duties, and composition, generally meet on a regular schedule, and usually have a county employee assigned to them as staff.

DANE COUNTY BOARD OF SUPERVISORS

Web site: <http://www.countyofdane.com/board/>

Address: 210 Martin Luther King Jr. Blvd, Madison, WI 53703

Phone: 608.266.5758

Authority: Chapter 59, *Wisconsin State Statutes*

Policy/Oversight Committee: Executive Committee

Chair: Elected by the Dane County Board of Supervisors

Major Functions of the Dane County Board of Supervisors:

The Dane County Board of Supervisors is a body of government comprising 37 elected supervisors from each of the districts in the county. The board acts as the policy-making body of the county government. It establishes county ordinances, levies taxes, passes laws concerning law enforcement, and appropriates money for services.

The next two sections list and briefly describe the major function of the committees of the Dane County Board and the boards and commissions of the county. Appendix B contains further information about them.

2. Committees of the Dane County Board of Supervisors

All committee meeting times are posted on bulletin boards in the City-County Building and on the county Web site. Agendas must be posted at least 24 hours in advance of any meeting. All meetings are open to the public according to the Wisconsin Open Meetings Law with a few allowable exceptions.

To check how many times a committee actually met over the last year:

<http://www.countyofdane.com/committees/agendas.aspx>

Standing Committees

There are seven standing committees of the Dane County Board of Supervisors. Except for those who serve on the Executive Committee, each Supervisor is on one and only one standing committee. The committees

provide policy oversight for specific Dane County departments, making recommendations on budget requests, reviewing expenditures and evaluating policies and practices. The standing committees make recommendations on proposed resolutions, ordinance changes, and other matters that are within their jurisdiction. In addition, they provide policy oversight for the boards and commissions that deal with the specific matters relating to the charge of the committee.

The Dane County Board carries out the bulk of its business in committees. Because the Dane County Board deals with an extremely wide variety of issues, supervisors specialize in the area of their committee assignments. They also tend to trust the judgments of their colleagues on other committees. Certainly, important issues are discussed on the Dane County Board floor but the background reports, subcommittee action, discussions with staff, and organized hearings will have been handled by committees. The full board does not have the information contained in prepared reports handed out at committee meetings. Thus, a full understanding of Dane County Board issues, as well as opportunities for public comment, requires attention to the Dane County Board's committees and to the boards and commissions within county government.

Executive Committee

The Executive Committee acts as the principal policy body of the Dane County Board, and has oversight of the Dane County Board office and staff, and also functions as the Dane County Board's legislative committee, establishing county positions on state and federal legislative issues. The committee also acts as the principal policy arm of the Dane County Board during the formulation of the county's annual budget; reviews and makes recommendations to the Dane County Public Protection and Judiciary Committee for proposed changes to the Dane County Board; oversees program reviews and audits conducted by Dane County Board staff or contractors, and reviews the results thereof; and reviews and makes recommendations on those county Executive appointments which are subject to Dane County Board confirmation. Where appropriate, the committee may hold hearings on such appointments.

Personnel and Finance

The Personnel and Finance Committee is the Dane County Board's primary committee for oversight of the county's finances. The committee is responsible to the Dane County Board on matters relating to county finances, including the annual county budget, resolutions for fund transfers, contracts and land acquisitions, and all resolutions and requests for additional personnel. It also acts as the supervisory committee for the Department of Administration, and as the oversight committee for the offices of the county clerk, the county treasurer, the Dane County Library Board, and the Dane County Cultural Affairs Commission. The committee concerns itself with matters relating to questions of wages, benefits, hours and conditions of employment for all county employees and other matters which are subject to collective bargaining.

Health and Human Needs

The Health & Human Needs Committee of the Dane County Board monitors, coordinates and advises the board on all aspects of human service policy and delivery in Dane County; acts as the supervisory committee for the offices of the Dane County Youth Commission, the Dane County Commission on Aging, the veterans service office and the human services department; acts as the policy oversight committee for the Dane County Housing Authority; and acts as the policy oversight committee for the Dane County Specialized Transportation Commission.

Public Protection and Judiciary

The Public Protection and Judiciary Committee of the Dane County Board acts as the supervisory committee for the corporation counsel, family court commissioner, family court counseling service, public safety communications center (911), the juvenile court program, and emergency medical services. It also acts as the policy oversight committee for the Dane County Commission on Sensitive Crimes, the Dane County Local Emergency Planning Committee, the offices of sheriff, medical examiner, district attorney, clerk of courts and the Dane County court system. It reviews and makes recommendations on all proposals to change the Dane County ordinances; prepares and submits to the Dane County Board proposed board

rules before the first Tuesday in April of even numbered years; and settles all claims and lawsuits other than claims of employees against the county.

Public Works and Transportation

The Public Works and Transportation Committee of the Dane County Board has the duty and responsibility to:

- 1) Act as the supervisory committee for the Department of Public Works, Highway and Transportation, the Dane County parking ramp, the Facilities Management Division, and the Alliant Energy Center of Dane County;
- 2) Act as the policy oversight committee for the Dane County Regional Airport Commission, the Dane County Solid Waste and Recycling Commission, the Dane County Zoo Commission, the Dane County Regional Plan Commission (with respect to transportation matters) and all rail transit commissions to which the county is a party;
- 3) a) Act as the Dane County Highway Committee under Section 83.015, *Wisconsin State Statutes* and all other applicable statutes
b) Concern itself with all matters relating to parking and transportation policies and make recommendations to the Dane County Board;
c) Administer the county trunk highway access control regulations, Chapter 79, *Dane County Ordinances*;
d) In the name of Dane County, contract with municipalities for the construction and maintenance of streets in accordance with Chapter 25, *Dane County Ordinances*;
- 4) On its own or through an advisory committee established by the committee or Dane County Board, assure compliance with and exercise the authority set forth in Chapter 54, *Dane County Ordinances*, relating to the Alliant Energy Center of Dane County;
- 5) Receive recommendations from the Dane County Solid Waste and Recycling Commission on matters of policy relating to solid waste in Dane County;
- 6) Advise the Dane County Board on all matters relating to building maintenance and the construction, improvement, repair or maintenance of county buildings and grounds, not specifically delegated to other committees or officials, and on all matters pertaining to solid waste; allocate all space for all units of county government in all Dane County controlled facilities after consultation with affected communities;

- 7) Oversee the services of architects or engineers for making surveys and estimates of proposed work, as directed by the Dane County Board;
- 8) Oversee the preparation of specifications and letting of bids for public works projects and subject to the authorization or ratification and approval of the Dane County Board;
- 9) Address the space and real estate needs of the county, both short-term and long-term. On major projects the committee meets jointly with the oversight committee for the affected department. On lesser projects, the committee chairperson may appoint a subcommittee to meet with the appropriate oversight committee.

Environmental, Agricultural and Natural Resources

The Environment and Natural Resources Committee of the Dane County Board has the duty and responsibility to:

- 1) Act as the supervisory committee for extension, land conservation, and the Dane County Lakes and Watershed Commission (for budget review purposes only)
- 2) Act as the policy oversight committee for the Dane County Park Commission, operational programs and budget for lakes management and aquatic weed control, and the Dane County Humane Society;
- 3) Advise the Dane County Board on all matters relating to agriculture and the conservation of natural and environmental resources in Dane County, and confer and cooperate with any other agency interested in environmental quality and conservation;
- 4)
 - a) Provide policy direction and guide implementation of county planning efforts and organizational structure, including the Dane County Executive's proposals on growth and development, the Dane County Land Use and Transportation Plan, and the respective roles of the Dane County Regional Plan Commission, the metropolitan planning organization, and the Dane County Department of Planning and Development;
 - b) Facilitate regular, ongoing communication, including holding listening sessions with Dane County's cities, villages, and towns on developments with regional impact;
 - c) Review current county policies, plans, and ordinances related to land use and development to determine whether revisions are necessary, and work with other Dane County Board committees to develop necessary changes;

- d) Recommend policy and planning initiatives to the board and to the planning director;
- e) Monitor state land use planning efforts and make recommendations on land use and development issues to the executive committee regarding the county's legislative agenda;
- 5) Cooperate with the Dane County Board of Health, the Dane County Regional Plan Commission, the Wisconsin Department of Commerce and the Department of Natural Resources on all matters relating to water resources and pollution control, as appropriate;
- 6) Assume the duties and responsibilities of the former Strategic Growth Management Committee, as defined by any Dane County Board resolutions or ordinance amendments previously adopted.

Zoning and Land Regulation

The Zoning & Land Regulation Committee of the Dane County Board has the duty and responsibility to:

- 1) Act as the supervisory committee for the planning and development department, including survey, zoning, tax description and plat review functions;
- 2) Act as the policy oversight committee for register of deeds, the Dane County Board of Adjustment, land use matters, and zoning and land use regulations activities for lakes management;
- 3) Fulfill the zoning and subdivision control powers and duties enumerated in Chapters 10, 74, 75 and 76, *Dane County Ordinances*;
- 4) Advise the Dane County Board on all matters relating to zoning, land use and land regulation;
- 5) Report to the Dane County Board regarding all proposed cemetery maps and plats in accordance with Section 157.07, *Wisconsin State Statutes*.

Other Committees of the Dane County Board of Supervisors

The following committees are constituted as continuing committees of the Dane County Board and are appointed by the county board chair.

City-County Liaison Committee

Three Dane County Board Supervisors and the Dane County Executive join members of the city of Madison's Common Council to discuss matters of

mutual interest to the city of Madison and Dane County. One major topic is managing the building that these two governmental units share.

Economic Development Committee

This committee consists of seven members, consisting of three Dane County Board Supervisors and four citizens who can represent towns and villages with knowledge of businesses and agriculture with special consideration for labor, and low- and moderate-income people. The committee will:

- 1) promote economic development opportunities;
- 2) represent Dane County in regional economical plans and initiatives;
- 3) identify and pursue grants to fund the implementation of programs;
- 4) serve as a mechanism to bring projects and initiatives of interest to the county;
- 5) provide oversight on the implementation of the Economic Development chapter of the Dane County Comprehensive Plan;
- 6) make other recommendations to the Dane County Board and the Dane County Executive for policies and programs related to community, business, economic development, and agricultural enterprise that benefit low- and moderate-income and minority populations and
- 7) report annually to the Dane County Board regarding the status of the committee's action plan.

Land Conservation Committee

This committee is composed of at least five, but not more than seven, Dane County Board Supervisors. The Land Conservation Committee has the powers set forth in Chapter 92, *Wisconsin State Statutes*. This committee coordinates all matters relating to agriculture, soil and water use, and conservation in the county, in cooperation with any interested governmental agency.

University Extension Committee

The University Extension Committee is composed of at least five Dane County Board Supervisors, but no more than seven. The committee functions as the Dane County Agriculture and Extension Education Committee in accordance with Section 59.87, *Wisconsin State Statutes*, and, within the limits of funding appropriated by the Dane County Board, has the powers set forth in said statute. The committee is the oversight committee for the Dane County Fair Association.

B. Executive Branch

1. Dane County Executive

Elected for a four-year term on a non-partisan ballot in the spring election, the Dane County Executive is responsible for the overall administration of county government.

By state law, the Dane County Executive prepares and submits the county budget to the Dane County Board of Supervisors; makes appointments to boards, commissions and committees; and appoints and supervises the heads of all county departments (except the elected administrative officials, the chair of the UW-Extension, and the director of library services). Also by state law, the Dane County Executive presents an annual report to the Dane County Board on the fiscal and programmatic condition of county government. The Dane County Executive is empowered to develop and to advance policy initiatives to improve and strengthen county government.

This is an executive-legislative form of government, thus the Dane County Executive has veto power over any action taken by the Dane County Board including line-item veto over the budget or any actions containing appropriations. At least a two-thirds vote of the Dane County Board is needed to override a veto. The Dane County Executive must be granted permission or invited to address the Dane County Board. He/she is not included in county board debates. The Dane County Board chairperson has the responsibility for running the meetings of the Board.

DANE COUNTY EXECUTIVE

Web site: <http://www.countyofdane.com>

Address: City County Building, Room 421, 210 Martin Luther King Jr. Blvd, Madison, WI 53703

Phone: 608.266.4114

Authority: Chapter 59.031, *Wisconsin State Statutes*

Policy/Oversight Committee: None

Department Head: Elected position

The Dane County Executive is the chief executive officer of the county and is responsible for the overall administration and management of county government. In addition to the County Executive, there is a chief of staff, an executive assistant, a policy and program developer, a legislative lobbyist, an equal opportunity officer, and a cultural affairs specialist.

2. Dane County Elected Administrative Officials

In addition to the Dane County Executive, the Dane County Board Supervisors, and the Dane County Court Judges, who are all elected in Spring non-partisan elections, there are six officials elected in Fall partisan elections for four-year terms as required by state law, who head their own Dane County departments: the Clerk of Court, the Clerk, the District Attorney, the Register of Deeds, the Sheriff, and the Treasurer. The responsibilities of these offices reflect the original focus of the county on record keeping and on the protection of people and property.

There have been many attempts in the past 40 years to give the counties the option to appoint these positions. Power of appointment would require amendment of Wisconsin's Constitution to give counties the option of appointing these positions instead of electing them.

Proponents argue that having these positions be appointive would allow the county to select the most qualified person instead of relying on the results of the elective process. Also, electing department heads has the potential of fragmenting an administration. Opponents claim that appointments would lead to a "political patronage system" and would not insure that the best person would be appointed to the office. Most agree that the offices of district attorney and sheriff should remain elected positions since they both have policy-making and administrative responsibilities.

In 1965 a constitutional amendment abolished the office of surveyor for counties exceeding 500,000 in population. A 1972 constitutional amendment gave all other counties the option of electing or appointing a medical examiner. In 1970 all counties were given the option of appointing or electing the surveyor.

Dane County recently appointed a medical examiner, who took office on February 1, 2011, completing the transition from the office of coroner to a professional medical examiner. In 1983, the surveyor became an appointed office in Dane County. The Dane County Board combined the functions of surveyor with three related functions (tax listing, plat review, and zoning administration) and created the Land Regulation and Records Department.

DANE COUNTY CLERK OF COURTS

Web site: <http://www.countyofdane.com/court/>

Address: Dane County Courthouse, Room 1000, 215 S. Hamilton St, Madison 53703

Phone: 608.266.4311

Authority: Chapter 753, *Wisconsin State Statutes*

Department Head: Elected position

Major Functions of the Dane County Clerk of Court:

The Dane County Clerk of Courts is responsible for providing administrative services essential to the operation of the Dane County's court system.

DANE COUNTY CLERK

Web site: <http://www.countyofdane.com/clerk/>

Address: City County Building, Rm. 106A 210 Martin Luther King Jr. Blvd, Madison, WI 53703

Phone: 608.266.4121

Authority: Chapter 59.17, *Wisconsin State Statutes*

Policy/Oversight Committee: Personnel and Finance

Department Head: Elected position

Major Functions of the Dane County Clerk: The Dane County Clerk's office records and reports information pertinent to Dane County government, including information on elections, amendments, licenses and permits, staff, plat books, and directories.

DANE COUNTY DISTRICT ATTORNEY

Web site: <http://www.countyofdane.com/daoffice/>

Address: Dane County Courthouse, Room 3000, 215 S. Hamilton St, Madison, WI 53703

Phone: 608.266.4211

Authority: Chapter 59.47, *Wisconsin State Statutes*

Policy/Oversight Committee: Public Protection and Judiciary

Department Head: Elected position

Major Functions of the Dane County District Attorney:

The Dane County District Attorney's office provides legal representation for the people of the state of Wisconsin and Dane County in criminal, juvenile, local ordinance, and in some child-support litigation. Statutory duties include the prosecution of state criminal matters, felonies, and misdemeanors as well as state and county forfeiture actions, including violations of the traffic code.

DANE COUNTY REGISTER OF DEEDS

Web site: <http://www.countyofdane.com/regdeeds/>

Address: Room 110 City-County Building, 210 Martin Luther King, Jr. Blvd, Madison, WI 53705

Phone: 608.266.4141

Authority: Article VI, *Wisconsin Constitution*; Chapter 59.43, *Wisconsin State Statutes*

Policy/Oversight Committee: Zoning and Land Regulation

Major Functions of the Dane County Register of Deeds:

The Dane County Register of Deeds provides official record-keeping for all real estate, personal property, and vital statistics for Dane County. The real estate section records and/or files and indexes on microfiche all documents that affect ownership of real estate. The personal property section records and files financial statements, mortgages, and personal property. The vital statistics section files, indexes, and records all births, deaths, and marriages which occur in Dane County; this section also issues burial permits and keeps records of military discharge.

DANE COUNTY SHERIFF

Web site: <http://www.danesheriff.com/>

Address: 115 W. Doty St, Madison, WI 53703

Phone: 608.284.6800

Authority: Article VI, *Wisconsin Constitution*; Chapters 59.26 and 59.27, *Wisconsin State Statutes*

Policy/Oversight Committee: Dane County Public Protection and Judiciary Committee

Major Functions of the Dane County Sheriff:

The Dane County sheriff's department provides law enforcement services in areas of Dane County that do not have police departments. In addition, the department operates the jail and the work-release center, is the process server for the county and provides bailiffs and court aides to the county's courts.

DANE COUNTY TREASURER

Web site: <http://www.countyofdane.com/treasurer/>

Address: Room 114, City-County Building, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703

Phone: 608.266.4151

Authority: Chapters 59, 74, and 75, *Wisconsin State Statutes*

Policy/Oversight Committee: Personnel and Finance

Major Functions of the Dane County Treasurer:

The Dane County treasurer's office receives all monies belonging to Dane County as directed by statute or county ordinance, disburses funds on the order of the Dane County Board of Supervisors, keeps records of the receipt and expenditure of all funds processed by the treasurer's office, and provides the state treasurer and other government officials with required statements and reports. The treasurer's office may commence foreclosure actions on properties that have four years' delinquent taxes.

C. Judicial Branch

The judicial system, as embodied in the courts, is charged with finding the facts in cases and settling disputes through the interpretation and application of state and federal laws, regulations, and court decisions. The courts carry out their work at the local, county, state, and federal level.

There are three levels of state courts: the supreme court of seven justices elected to ten-year terms; the court of appeals with 16 judges assigned to four districts and elected to six-year terms; and circuit courts with one judge per branch elected to six-year terms in spring non-partisan elections. The boundaries of circuit courts, except for three two-county circuit courts, are contiguous with county boundaries.

In addition to these state courts, there are also municipal courts, created by cities, villages, and towns in Wisconsin. Originally serving as justices of the peace, the municipal judges now hear and decide municipal and traffic ordinance violations and juvenile ordinance violations.

Wisconsin judges are required to receive continuing education; earning 60 credits of approved judicial education during each six-year period they are on the bench. Reserve judges, municipal judges and court commissioners must meet similar continuing judicial education requirements.

1. Dane County Circuit Court

A circuit court is a "single-level" trial court, meaning it is the court in which civil and criminal cases originate, which allege violations of law. It is best seen as a general jurisdiction trial court. There are seventeen branches in the Dane County Circuit Court with a judge elected to each branch. Assisting the judges are eleven court commissioners, plus supplemental commissioners, who perform many of the same duties as judges and justices. They commonly hear testimony concerning the validity of wills, preside over default divorces and other default hearings, decide alimony and child support modifications, and decide discovery motions.

Salaries for judges and court reporters are paid by the state, and thus do not appear in the local county budgets. Salaries of administrators, commissioners, and other personnel who assist the court, as well as operating costs, are in the clerk of court's budget, and thus are subject to review by the Dane County Executive and legislative branches. The Dane County Clerk of Court's office is responsible for court records, for the computerized record-keeping system for cases, and for selection of jurors for jury trials.

The circuit courts in Wisconsin are divided into ten trial court districts for administrative purposes. The Fifth Judicial District includes Dane, Rock, Green, and Lafayette counties. The chief judge of the administrative district is appointed by the Wisconsin Supreme Court from judges in the district and usually cannot serve more than 3 consecutive two-year terms. The chief judge in Dane County's district is assisted by a district court administrator. This is a state employee who provides administrative support to the circuit courts in the district.

Dane County's court system is unique in that most actions filed against the state begin in Dane County Circuit Court. When a citizen or group challenges the action of a state agency located in Dane County or the legislature, such cases begin in Dane County Circuit Court.

The Dane County Circuit divides its work into five legal areas or divisions. Judges are assigned primarily to hear cases in these divisions for a two-year period, although they may also be assigned a nominal caseload from the

other divisions. The purpose of this case assignment procedure is to reap the benefits of judges deepening their expertise in one of the five areas, while maintaining their breadth through hearing cases in the others. The chief judge's caseload is reduced by 25%. Each judge serves a duty week, 24/7, every 17 weeks.

2. Criminal Division

The Criminal Division processes the felonies, misdemeanor criminal, traffic, and parking cases for the state, county, city of Madison, municipalities, and the University of Wisconsin. First appearances are before a court commissioner. Judges handling criminal cases become involved when cases move to disposition, as commissioners may not adjudicate and sentence criminal defendants. This division is a prime revenue source for the county because of the substantial amount collected for fines, forfeitures, and court costs. Six judges are assigned to this division.

3. Civil Division

The Civil Division handles claims in auto accidents, product liability cases, property damages, contracts, debts, garnishments, foreclosures, name changes, state agency reviews (e.g., worker's and unemployment compensation), and family matters (e.g., divorce, domestic abuse restraining orders, and paternity). Seven judges are assigned to this rotation.

4. Juvenile Division

The Juvenile Division handles delinquency, child neglect and abuse, dependency, and termination of parental rights cases. First appearances are made before a juvenile court commissioner. Dispositional hearings in delinquency cases and hearings in other cases are taken before one of the four judges assigned to the juvenile rotation.

The Juvenile Court Program, with its own administrator, staff, and record-keeping system, is administratively separate from the other parts of the court system. It is not part of the clerk of court's office, as are all the other court-related functions. This program runs the juvenile detention facility.

5. Probate Court

Probate Court handles probate matters (e.g. wills), guardianships, mental commitments, adoptions, protective placements, and protective services. Contested trust and estate actions may be heard by a court commissioner at the request of one of the parties. If not satisfied, either party may request a hearing by one of the 17 judges.

In addition to the courts, there is a Dane County Legal Resource Center, run under the auspices of the State Law Library, located in the Dane County Courthouse and open to all Dane County residents.

DANE COUNTY LEGAL RESOURCE CENTER [DCLRC]

Web site: <http://wilawlibrary.gov>

Address: Room L1007, 215 S. Hamilton St, Madison 53703

Phone: 608.266.6313

Collection Overview:

The DCLRC collects most current primary Wisconsin legal resources: statutes, administrative code, *Wisconsin Reports* and *Northwestern Reporter*, as well as local Madison and Dane County ordinances. In addition, the DCLRC retains all old statutes and session laws, and collects attorney general opinions, court rules, and selected Wisconsin legal periodicals. The DCLRC also has a Wisconsin treatise collection containing State Bar of Wisconsin Continuing Legal Education practice books and other secondary resources.

History:

Before 1999 Dane County and the City of Madison provided two public agencies in the courthouse for legal research: the Dane County Law Library and the Municipal Reference Service. In 1998 both agencies were in jeopardy of closure due to lack of funding. The Municipal Reference Service collection was relocated to the Madison Public Library. In January 1999 the Dane County Law Library (DCLL) became a branch of the Wisconsin State Law Library through a contractual agreement with the Dane County Clerk of Court's office. In 2003 the DCLL changed its name to the Dane County Legal Resource Center (DCLRC) to better reflect its focus on providing a variety of legal information services to both the local legal community and the general public. The DCLRC moved into the new Dane County Courthouse in January 2006. The DCLRC staff focuses on providing quality legal reference and research services to all library visitors, whether in person, by phone, or email. Comments and suggestions are welcome, and can be submitted to [Lisa Winkler](#).

II. DANE COUNTY SERVICES AND DEPARTMENTS

A. Consolidation of Dane County Services and Departments

The number and organization of Dane County departments has fluctuated over the years.

In 2003, Dane County Executive Kathleen Falk proposed combining the Divisions of Engineering and Solid Waste from the Public Works Department with the Department of Highway and Transportation, into a new Public Works Department.

Her budget message explained: “Both these departments rely on the use of heavy equipment and skilled laborers in completing complex projects. Both rely on staff-maintained engineering expertise. I think these are excellent opportunities, over time, for these programs to share labor, equipment, and expertise.”

The Dane County Board of Supervisors agreed, and the new department began operations in January 2004.

Later that year, the Dane County Executive proposed another merger. Her message to the Dane County Board of Supervisors explained the mission of the consolidated department as follows:

“The Department of Land and Water Resources will protect and restore Dane County's natural resources and will promote the sustainable and environmentally responsible enjoyment of those public natural resources.

The consolidation of the Parks Department, Land Conservation Department, and the Lakes and Watershed Division will improve the county's ability to accomplish this mission by providing for consistent, reliable collaboration and cooperation between the work units and by promoting creative synergy. Within the consolidation framework, for example, the Conservation Division will work more closely with the Parks Division to plan and implement sustainable preservation measures on newly acquired county-owned land. The consolidation will also foster additional collaboration on planning efforts such as the Parks and Open Space Plan where additional expertise and advice can be gained from the Office of Lakes and Watersheds. This additional input will allow for a more holistic and comprehensive plan for acquisition and access to a greater variety of funding sources for acquisition.”

The new department of Land and Water Resources began operations in January 2005.

1. City-County Service Consolidation

In 1995, the Dane County Board of Supervisors and the city of Madison's Common Council voted to create a Task Force on Service Consolidation. The

Task Force was co-chaired by Mark Pocan and Barbara Arnold, and included Dane County Board Supervisors, city of Madison Common Council members, and representatives of the city of Madison Mayor's office, labor, business, local municipalities, and the Dane County Department of Administration. The Task Force issued its report in May 1997.

The Task Force suggested that consolidation could improve the efficiency of public health for residents in the city of Madison and Dane County. The merger of the city of Madison and Dane County Health Departments was completed in late 2007.

The Task Force recommended that the city of Madison and Dane County explore maintenance of a consolidated, automated purchasing system. The county implemented a new purchasing system in 2005, and the city is planning for a new system. The systems are from the same vendor, but will not be integrated.

The Task Force noted that there would be advantages to a centralized, comprehensive Geographic Information System (GIS) database. They urged that city and county staff meet with staff from Winnebago County, which has established a comprehensive GIS. Current staff are not aware that any such meeting ever occurred, and no process is underway to explore consolidation.

In terms of affirmative action and contract compliance, the Task Force stated that first priority should be development of a "one-stop shopping" process, under which firms wishing to be designated as targeted businesses for contract compliance could apply to either the city of Madison or Dane County, and either would accept businesses certified by the other.

The federal Department of Transportation has required that the application for the Disadvantaged Business Enterprise Program for the cities of Madison and Milwaukee, Dane County, and the state DOT be combined, and that has occurred. For a time, the model affirmative action plan for community-based organizations was the same for the city of Madison and Dane County, but changes were made by the city. The model affirmative action plans for developers, public works contractors, and vendors and suppliers have not been coordinated.

Another area identified for further cooperation and potential merger was

housing. In 2008 an Ad Hoc Housing Merger Planning Committee was established by the city of Madison and Dane County. The city attorney advised the Committee that *Wisconsin State Statutes* do not permit a true merger. However, the Committee identified a number of areas to explore for possible further coordination, such as a joint application that would be shared by both housing authorities, and joint staff training. As of June 2010, the Committee's report had not been finalized.

The Task Force's report on parks noted that permit sales for boat launches and dog exercise area permits had been combined, and suggested that cross country ski permit sales also be combined. This has been implemented. The Task Force suggested a coordinated shelter reservation system, which at the time was not available via the internet. The reservation systems are still separate, but now that reservations can be made over the Web. Dane County is considering putting a link on its shelter reservation Web site to municipal shelter reservation Web sites. City staff have indicated that they will consider putting a link on their site to Dane County's shelter reservation Web site.

Generally, an outside influence such as a task force, an elected administrator, or the retirement or departure of a department head is needed to push two separate bureaucracies to develop ways to cooperate, coordinate, and potentially consolidate. While cost-effectiveness is often a goal in consolidations, citizens and staff may express concerns about reduced services and potential staff reductions.

In 2007, the *Wisconsin State Journal* applauded the merger of the city and county public health departments, and urged further work on the recommendations of the 1997 City-County Task Force on Service Consolidation. The *WSJ* stated, "People who use government services deserve a simpler, more direct bureaucracy. And taxpayers can no longer afford duplication of overhead costs to maintain separate agencies."

B. Dane County Departments

ADMINISTRATION

Web site: <http://www.countyofdane.com/admin/>

Address: City-County Building, Room 425, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703

Phone: 608.266.4941

Authority: Chapter 59, *Wisconsin State Statutes*

Department Head: Contracted by the Dane County Executive and approved by the Dane County Board of Supervisors

Advisory Committee: Personnel and Finance Committee

Major Functions: The Department of Administration includes the following divisions:

- Consolidated Food Services, which provides meals at the jail and Badger Prairie Health Center
- The Controller's Office, which serves the statutory functions of county auditor; provides payroll services; coordinates capital borrowing; and provides policy, budget, and management services to the Dane County Executive and the Dane County Board
- Employee Relations, which provides personnel services
- Facilities Management
- Information Management, responsible for information technology
- Office of Management and Budget, which is responsible for internal audit, intergovernmental relations, and grants coordination
- Printing and Services, which handles printing, mail, and vehicle services
- Purchasing
- Risk Management

AIRPORT

Web site: www.msnairport.com/

Address: 4000 International Ln, Madison, WI 53704

Phone: 608.246.3380

Authority: Dane County Ordinances

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors
Dane County Regional Airport (airport code MSN) has more than 85 commercial flights departing and arriving daily.

ALLIANT ENERGY CENTER OF DANE COUNTY

Web site: www.alliantenergycenter.com/

Address: 1919 Alliant Energy Center Way. Madison, WI 53713

Phone: 608.267.3976

Authority: Chapter 54, *Dane County Ordinances*

Policy/Oversight Committee: Alliant Energy Center Advisory Commission

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Functions: The Alliant Energy Center is a prime venue located just minutes from downtown Madison, Wisconsin. Sitting upon 164 acres, the Center is a multi-building complex featuring the Veterans Memorial Coliseum, Exhibition Hall, Willow Island and the Arena. With the versatility of space, the Alliant Energy Center is a leading choice for expositions, conventions, conferences, meetings, banquets, concerts, consumer shows, outdoor occasions. All events take advantage of on-site amenities, including ample parking, catering, a full range of A/V equipment, high speed internet and an experienced staff.

CORPORATION COUNSEL

Web site: <http://www.countyofdane.com/corpcnsl>

Address: 210 Martin Luther King Jr. Blvd., Room 419, Madison, WI 53703

Phone: 608.266.4355

Authority: Chapter 59.07, *Wisconsin State Statutes*

Policy/Oversight Committee: Public Protection & Judiciary

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Division: *Child Support Agency*; www.danechildsupport.com

Major Functions: The *Dane County Child Support Agency* is responsible for working with families to establish and to enforce support orders for children. The Corporation Counsel represents the interests of the county, its elected officials, agencies, boards and commissions in all legal matters. Additionally, the Corporation Counsel represents the interest of the public in mental health commitments.

COUNTY EXTENSION

Web site: <http://www.uwex.edu/ces/cty/dane/>

Address: Dane County-UW Extension, 1 Fen Oak Ct, Room 138, Madison, WI 53718-8812

Phone: 608.224.3700

Authority: Chapter 59.87, *Wisconsin State Statutes*

Policy/Oversight Committee: Environment, Agriculture & Natural Resources Committee

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Functions: With an office in each Wisconsin county, the UW Extension develops practical educational programs tailored to local needs and based on university knowledge and research. Dane County-based Extension educators are University of Wisconsin faculty and staff who are experts in agriculture and agribusiness, community and economic development, natural resources, family living and youth development.

EMERGENCY MANAGEMENT

Web site: www.countyhofdane.com/emergency/

Address: Public Safety Building, Room 2107, 115 W. Doty St, Madison, WI 53701

Phone: 608.266.4330

Agencies:

[Emergency Medical Services \(EMS\)](#)

[Emergency Medical Services Commission](#)

[Local Emergency Planning Committee \(LEPC\)](#)

Authority: Chapters 166, 36, *Wisconsin State Statutes*; *Dane County Ordinances*

Dept. Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Functions: The Dane County Emergency Management Department provides for coordination, administration, and maintenance of the county-wide emergency medical system. It aims to improve public safety by enabling support and assistance to individuals, groups, and communities so as to effectively plan for and manage hazards associated with major emergencies and disasters.

FAMILY COURT COUNSELING

Web site: <http://www.countyofdane.com/familycourtcounseling/>

Address: Family Court Counseling Service, Dane County Courthouse, Room 2030, 215 S. Hamilton St, Madison, WI 53703

Phone: 608.266.4607

Authority: Chapters 767.11, 814.614(2), *Wisconsin State Statutes*

Policy /Oversight Committee: Public Protection and Judiciary Committee

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Functions: The Dane County Family Court Counseling Service (FCCS) provides mediation and evaluation services when Dane County has jurisdiction to assist in resolving custody and physical placement disputes in divorce and paternity cases. Custody involves decision-making while physical placement handles the locations where children spend time.

HUMAN SERVICES

Web site: www.danecountyhumanservices.org

Address: 1202 Northport Dr, Madison, WI 53704

Phone: 608.242.6200

Department Divisions:

Adult Community Services – 1202 Northport Dr, 3rd floor, Madison, WI 53704; 608.242.6481

Badger Prairie Health Care Center – 1100 E. Verona Ave, Verona, WI 53973; 608.845.1243

Children, Youth, and Families – 1202 Northport Dr, 4th Floor, Madison, WI 53704; 608.242.6474

Economic Assistance and Work Services – 1819 Aberg Ave., Ste. D, Madison, WI 53704; 608.242.7463

Authority: Chapter 46 [46.23], *Wisconsin State Statutes*

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Policy/Oversight: Health and Human Needs; Human Services Board; Housing Authority; Living Wage Review Council; Long Term Support Committee; W2 Community Steering Committee; Safety and Working Conditions Study Committee; Commission on Aging

Background: In 1989 the Dane County Human Services Department was created by merging the Community Support and Health Services Department with the Department of Social Services.

Major Functions: The Dane County Human Services Department leads a community system working to provide programs that meet essential health and human needs of the people of Dane County. Services include: Aging/Older Adults; Alcohol and Other Drugs; Developmental Disabilities; Medical Assistance; Mental Health; Physical Disabilities; Sensory Disabilities; Economic Assistance and Work Services; Health Care at the Badger Prairie Center; Services to Children and Families; and Transportation.

JUVENILE COURT PROGRAM

Web site: www.co.dane.wi.us/juvenilecourt/index.html

Address: City-County Building, Room 200, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703

Phone: Juvenile Reception Center 608.266.4983; office 608.283.2925

Authority: Chapter 938.02(2m), *Wisconsin State Statutes*

Advisory Committee: Public Protection & Judiciary Committee

Department Head: Appointed by the Chief Circuit Court Judge

Divisions of the Juvenile Court Program:

[Administration and Reception Center](#)

[Juvenile Detention Center](#)

[The Shelter Home](#)

[Home Detention Program](#)

Major Functions: The Dane County Juvenile Court Program operates under the authority of the presiding juvenile judge (as appointed by the chief judge of the judicial district). The Juvenile Court Program provides a number of services and programs in collaboration with other county agencies, law enforcement, and community based providers relating to juvenile delinquents in Dane County.

LAND AND WATER RESOURCES

Web site: www.co.dane.wi.us/lwr/

Address: 1 Fen Oak Ct, Room 208, Madison, WI 53718

Phone: 608.224.3730

Authority: Chapters 92, 27.02 *Wisconsin State Statutes*

Advisory Committee and Commissions: Land Conservation Committee; Lakes and Watershed Commission; Park Commission

Department Head: Contracted by the Dane County Executive and approved by the Dane County Board of Supervisors

Administrative Division: The Administration Division provides administrative oversight and support, GIS services to the entire department, and is also responsible for watersheds and park planning.

[Office of Lakes and Watersheds](#)

[Land Conservation Division](#)

[Land Acquisition Division](#)

[Parks Division](#)

LAND INFORMATION OFFICE

Web site: www.co.dane.wi.us/lfo/

Address: City-County Building, Room 360, 210 Martin Luther King Jr. Blvd, Madison WI 53703

Phone: 608.266.4942

Authority: County Board Resolution 295, 1989-1990 [land regulation & records authorized, Chapters 59.25, 236, *Wisconsin State Statutes*

Advisory Committee: Land Information Office Committee

Department Head: Appointed by the Dane County Executive

Staff: Appointed by the Department of Administration

Major Functions: The Dane County Land Information Office is part of the statewide Wisconsin Land Information Program (WLIP). The WLIP provides coordination and funding to support Wisconsin local government efforts to modernize land records. The objectives of the Dane County Land Information Office are to coordinate the modernization of land records and to maximize the effective development, maintenance, and use of shared geographic and land information system resources throughout Dane County.

LIBRARY SERVICES

Web site: <http://www.scls.lib.wi.us/dcl/>

Address: 201 W. Mifflin St, Madison, Wisconsin, WI 53703

Phone: 608.266.6388

TDD: 608.266.6389

Authority: Chapter 43.57 (4)(b), *Wisconsin State Statutes*; Chapter 15.27, *Dane County Ordinances*

Advisory Committee: Library Board

Department Head: Civil servant

Major Functions: The Dane County Library Service (DCLS) is the primary public library for residents of all Dane County towns, the villages of Blue Mounds, Brooklyn, Cottage Grove, Dane, Maple Bluff, Rockdale, and Shorewood Hills. Bookmobile service is provided in those communities which are distant from existing public libraries. DCLS also facilitates delivery service among all public libraries, and provides outreach services to any qualified resident outside the city of Madison.

MEDICAL EXAMINER

Web site: <http://www.countyofdane.com/admin/>

Address: City-County Building, Room 425, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703

Phone: 608.284.6000

Authority: s. 59.34(1), *Wisconsin State Statutes*

Policy/Oversight Committee: Public Protection and Judiciary Committee

Department Head: Appointed by the Dane County Board of Supervisors

Major Functions: The medical examiner investigates deaths that may have occurred for reasons other than natural circumstances; assists law enforcement agencies in determining whether deaths are due to homicide, suicide, or accidents, and may testify in court proceedings about the findings.

PLANNING AND DEVELOPMENT

Web site: <http://www.countyofdane.com/plandev/default.aspx>

Address: City-County Building, Room 116, 210 Martin Luther King, Jr., Blvd, Madison, WI 53703

Phone: 608.266.4251

Authority: Chapter 59, *Wisconsin State Statutes*

Policy/Oversight Committee: Zoning and Land Regulation

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Functions: The department has three divisions:

- Records and Support, which maintains the real estate and personal property lists for areas outside the city of Madison, and maintains the records of the Dane County Surveyor's Office
- Planning, which assists with issues related to community and regional development, transportation, environmental resources, community services, housing, and economic development
- Zoning – The county has regulatory authority over many construction and development activities in the unincorporated areas of the county

PUBLIC HEALTH – CITY OF MADISON AND DANE COUNTY

Web site: <http://www.publichealthmdc.com/>

Address: City-County Building, Room 507, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703

Phone: 608.266.4821; Fax: 608.266.4858

Authority: Chapters 251.03 & 251.04, *Wisconsin State Statutes*; Agreement with Madison Resolution 283, 04-04 adopted 2/17/05, res.326,03-04

Advisory Committee: Public Health Board; Board of Health for Madison and Dane County

Department Head: Appointed with a contract jointly by the city of Madison Mayor and the Dane County Executive; confirmed by the Madison Common Council and the Dane County Board of Supervisors

Major Functions: The Public Health department joins with partners in the community to promote wellness, to prevent disease, and to help ensure a healthy environment.

Northport Drive Office and East Washington Office: see Web site

Environmental Health Office: 2701 International Ln, Suite 204, Madison WI 53704; 608.243.0330 or 608.242.6515; Fax: 608.242.6515

WIC Office: 2202 S. Park St, Madison, WI 53713; 267.1111; Fax: 261.9606

PUBLIC SAFETY COMMUNICATIONS CENTER (911) [PSCC]

Web site: www.dane911.com/

Phone: 608.255.2345 for all non-emergency police and fire requests

For Dane County residents: Call 9-1-1 for any situation which requires a police/sheriff, fire department or EMS response.

Department Administration: 608.267.3911, during business hours

PSCC Duty Supervisor: 608.267.3913, 24 hours a day

Advisory Committees: Public Protection & Judiciary Standing Committee; PSCC Board; PSCC Operating Practices Advisory Committee; PSCC Technical Committee

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Functions: The Dane County Public Safety Communications Center Department provides a communications link between the citizens of Dane County requesting public safety services and the public safety agencies charged with providing emergency and non-emergency services to those citizens.

PUBLIC WORKS, HIGHWAY and TRANSPORTATION

Web site: www.countyofdane.com/pwht/

Address: Public Works Division: 1919 Alliant Energy Center Way, Madison, WI 53713; 608.266.4018; Fax: 608.267.1533

Highway and Transportation Division: 2302 Fish Hatchery Rd, Madison, WI 53713-2495; 608.266.4261; Fax: 608.266.4269

Authority: Chapter 59.025, *Wisconsin State Statutes*

Advisory Committee: Public Works & Transportation Standing Committee; Public Works, Lakes Management Division, overseen by the Parks Department from mid-May to mid-August

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Funded Areas: *Administration; Bridge Aids; Capitol projects; County Trunk Highway (CTH) Construction; County Trunk Highway (CTH) Maintenance; Engineering; Fleet and Facilities; Highway Construction; Parking Ramp; Personnel Services; State & Local Services; Transit & Environmental Program; Wisconsin River Rail Transit Committee*

Divisions:

- Highway Administration: The Highway Administration Division designs, coordinates, and maintains transportation systems in Dane County.
- Highway Engineering Division: The Highway Engineering Division plans, designs and manages roadway related construction projects for the County Trunk system.
- Highway Maintenance Division: Dane County crews maintain all Interstate and State Highways (designated by numbers) and all County Trunk Highways (designated by letters).
- Public Works Engineering Division: The Public Works Engineering Division is responsible for designing, bidding, and managing construction and facility improvement projects for Dane County.
- Public Works Lakes: The Public Works Lakes Division is responsible for aquatic weed harvesting on all of the Dane County lakes, as well as for performing construction work on many Dane County projects.
- Solid Waste/Recycling Division: The Solid Waste/Recycling Division is responsible for the siting, construction, operation, maintenance, closure, and post-closure care of Dane County's landfills, compost sites, and landfill gas-to-energy systems.

VETERANS SERVICE OFFICE

Web site: www.countyofdane.com/veterans/; www.countyofdane.com/veterans/services.aspx

Address: City-County Building, Room 108, 210 Martin Luther King, Jr. Blvd, Madison, WI 53703

Phone: 608.266.4158; TDD 608.266.4157

Authority: Chapter 45, *Wisconsin State Statutes*

Advisory Committee: Veterans Service Commission

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Functions: The Dane County Veterans Service Office assists veterans and their families with obtaining local, state and federal benefits to which they are entitled and assists them with the application process.

HENRY VILAS ZOO

Web site: www.vilaszoo.org/

Address: 702 South Randall Ave, Madison, WI 53715-1665

Phone: 608.266.4732

Authority: Chapter 15.45, *Dane County Ordinances*

Advisory Committee: Henry Vilas Zoo Commission

Department Head: Contracted by the Dane County Executive; confirmed by the Dane County Board of Supervisors

Major Characteristics of the Zoo: The Henry Vilas Zoo is one of only a few, no-admission, free-parking zoos that is accredited nationwide by the Association of Zoos and Aquariums.

III. DANE COUNTY GOVERNMENT FINANCES

This chapter offers information about Dane County's budget process, its sources of revenues, and its expenditures. Readers interested in obtaining more specific financial information may contact an individual department head, the Dane County Office of Management and Budget, or the Dane County Controller. See the Dane County Government Department of Administration Web site <http://www.countyofdane.com/admin/> for information on how to reach these offices. The Dane County Office of Management and Budget is responsible for internal audit, budget analysis, capital planning, program planning, policy analysis, intergovernmental relations and grants coordination. The Controller's office provides centralized financial management, accounting, and internal control services; prepares tax apportionment; and provides policy, budget, and management services to the Dane County Executive, the Dane County Board of Supervisors, departments, various boards, commissions, committees, and related agencies.

A. The Budget Process

The Web site of the Dane County Office of Management and Budget, <http://www.co.dane.wi.us/budget/>, contains a Budget in Brief for the most recent year. In that document is a section entitled "The Budget Process"

which provides the timeline for budget development. The Dane County Executive and the Dane County Board of Supervisors are required by county ordinances to hold public hearings on the budget as it is developed, usually in September and November. Persons interested in testifying should check the Dane County Web site for announcements of the hearings dates and locations.

B. Sources of Revenue

The Budget in Brief provides information on the revenue sources for the county's budget. It is interesting to note that in 2010 the property tax levy comprised 27.6% of Dane County's expected revenue. In 2010 intergovernmental revenues, which primarily represent state and federal grants and shared revenues, comprised 41.5% of the budget. The Dane County sales tax at 0.5% is projected to bring in 8.6% of county revenue in 2010.

1. Property Taxes and the Assessment Process

The *Wisconsin Blue Book 1997-98* explains the process of assessing property and property tax collection in an article entitled "The Changing World of Wisconsin Local Government." See the section "Financing County and Municipal Government" at this Web site of the Wisconsin Legislative Reference Bureau:

<http://www.legis.state.wi.us/lrb/bb/97bb/ch2.swf>

The Dane County property tax rate per \$1,000 of equalized valuation was \$2.55 according to the 2010 Adopted Budget. See the Budget in Brief section on "State Imposed Tax Rate/Levy Limitations" for an explanation of state imposed property tax levy limits.

2. Intergovernmental Revenues

Intergovernmental revenues consist of federal and state aid and state shared revenues. In 2009 they accounted for 41.7%, the largest single source of operating budget revenues.

The Shared Revenue Program delivers unrestricted state funds primarily to municipal and county governments to provide property tax relief, offset the

impact of exempt property on local tax bases and supply additional payments for certain municipalities that limit spending. The state no longer uses an equalization formula to distribute this aid. In 2009, Dane County received approximately \$4.5 million in state shared revenue.

Most intergovernmental revenue is earmarked, or designated, for certain purposes. Although a few federal grants go directly to the county, in most cases, the federal funds are filtered through the state government. The state then issues to the county a check that includes the allocations from both the federal and state governments.

3. Examples

Examples of Dane County services and activities funded by federal and state aid include:

Emergency Management

Federal money partially funds the costs of Dane County's emergency preparedness capabilities in response to natural and human-made disasters, and the county's costs of coordinating the activities of government and non-government agencies following major disasters. State funds support the development of emergency response plans and plans for handling emergencies related to hazardous substances.

Human Services

The community aids funds, which come from both the federal and state governments, help support numerous county services, including, but not limited to: child day care (Wisconsin Shares program); substitute care (e.g. foster homes, group homes, child caring institutions); child welfare services (e.g. abuse/neglect investigations and services); services to the elderly; services to people with mental illness, development disabilities, or alcohol or other drug problems; and the Birth to Three program, for infants and toddlers with disabilities.

In addition, the Medicaid program, jointly funded by the federal and state governments, helps to pay for close to one-third of the costs at the Badger

Prairie Health Care Center. The center, located near Verona, offers long-term residential care to individuals with mental illness or developmental disabilities who need to live in a relatively structured environment.

Medicaid (MA) revenues are also used to fund the Community Options Program (COP) and the Community Integration Program (CIP), Human Services programs that help to divert elderly and disabled people from institutional settings to community living arrangements.

MA revenues also pay for other services to MA eligible individuals, including the elderly, people with physical disabilities and traumatic brain injuries, and those eligible for CIP and COP. These services include case management, personal chores including bathing and feeding, and other needed support services. MA and other state revenues also help to fund mental health crisis intervention services.

The federal and state governments provide funds to the county for the administration of W-2 (Temporary Assistance to Needy Families); FoodShare Wisconsin (food stamps); Kinship Care for children who are cared for by relatives; and the Wisconsin Home Energy Assistance Program. As with a number of other state and federally mandated programs, Dane County must also contribute to the cost of administering these programs.

In addition, the state provides youth aids, which fund services to provide young people alternatives to incarceration or other types of institutionalization.

Natural Resources

The federal Land and Water Conservation Fund helps Dane County acquire land for park and open space purposes. Federal funds for water quality planning have diminished significantly. However, funds for implementation of Best Management Practices are available through the USDA Farm Bill and the State Targeted Resource Management and the state Land and Water Resource Management programs. The state stewardship fund is available to assist Dane County with purchase and development of lands for parks and open spaces.

Transportation

Federal and state funds are used to help pay for the reconstruction of some Dane County highways and bridges. In addition, state transportation aids pay for about 30% of the costs of maintaining county roads. Federal funds pay for most of the runway improvements at the Dane County Airport.

Public Charges for Services

Public charges for services, which accounted for about 11% of Dane County's revenues in 2009, are paid either directly or indirectly by a consumer of county services. Examples of direct payments include parking fees at the airport, Alliant Energy Center, and parking ramp, as well as fees paid to Dane County parks to reserve a park shelter or campsite. An example of an indirect payment is that portion of the cost of an airplane ticket used by the airline to pay the airport a landing fee. Similarly, a portion of the ticket cost for a performance at the Alliant Center is used to help pay for the use of the building.

Intergovernmental Charges for Services

Dane County charges for services provided to state government or to a municipality. Examples of intergovernmental charges for services are the fees paid to the Dane County Highway and Transportation Department for maintenance of state and local roads. The city of Madison payment to the county for the city's share of utilities and maintenance of the city-county building is another example.

Revenue Source Not Used in Dane County

Wisconsin law allows a municipality or county to collect an annual vehicle registration fee (wheel tax) in addition to the regular annual registration fee paid for a vehicle. State law does not specify the amount of the wheel tax. However, the municipality or county must use all revenue from the wheel tax for transportation related purposes.

Currently, the only Wisconsin county that collects a wheel tax is St. Croix; the cities of Beloit, Mayville, and Milwaukee also have a wheel tax. The wheel tax is \$10 except in Milwaukee, where it is \$20.

C. Expenditures

See the Budget in Brief at the Web site of the Dane County Office of Management and Budget, www.co.dane.wi.us/budget.

In 2009 the total annual expenditures were \$451 million. Over the years, the portion of the Dane County budget spent on human services has increased. In 2009 the percentage was 51.7%. The proportion spent on public safety and criminal justice in 2009 was 20%.

Transportation comprises a lower proportion of county expenditures today than previously. In 2009 public works (which includes highways, solid waste, and recycling) made up 9% of the Dane County budget. General government was just 7% of Dane County outlays in 2009.

IV. RELATIONSHIPS WITH OTHER GOVERNMENTAL UNITS

In Wisconsin the local units of government consist of counties, cities, villages, towns, and school districts. Special districts may be formed to handle regional concerns. Dane County is one of 72 counties in the state. Within Dane County there are 61 local units of government: 34 towns, 19 villages, and 8 cities. The 2010 Census shows a population of over 488,000 persons living in Dane County.

A. Relationship Between Dane County and the Federal Government

Different Dane County agencies have their own points of contact with the federal government. For example, the Highway department monitors and applies for federal dollars for various road and bridge projects. The Human Services department staff monitors federal programs like Medicare and Medicaid for opportunities to utilize federal dollars for our most vulnerable citizens. Dane County is responsible for enforcing federal regulations and may call upon federal officials for information and training. The relationship with the federal government is mainly a fiscal one. Intergovernmental revenues which primarily represent state, federal, and shared revenues account for the largest share of county operating budget revenues.

B. Relationship Between the Dane County and the State Government

As with the federal government, Dane County functions as an administrator of state-mandated and –funded programs; Dane County facilities and programs must comply with numerous state laws and regulations. In addition, Dane County, as an arm of the state, carries out a wide range of duties, from overseeing elections to administering the court system and collecting taxes. The Dane County Executive functions as the county’s primary spokesperson when dealing with the state legislature and state agencies. Dane County belongs to the Wisconsin Counties Association (WCA), a statewide voluntary association of county governments. The WCA is the official lobbying organization for county governments in the state.

For expanded information regarding Dane County government, see www.countyofdane.com

C. Relationship Between Dane County and Local Units of Government

Dane County has many connections with all 61 units of local government, though certain county services are targeted primarily toward residents of the county who live outside the city of Madison. Individual Dane County Board members often have strong ties with local government officials in their district. Many Dane County Board Supervisors living in the city of Madison maintain good working relationships with their counterparts on the city of Madison’s Common Council. Dane County has many informal cooperative agreements with cities and other local units of government with no payment for services taking place. Usually interactions between Dane County and other local governments go smoothly. The area of greatest conflict exists in land use, since Dane County is the authority that attempts to resolve conflicts that may occur between cities and townships. A positive working relationship between the city of Madison and Dane County hinges heavily on the relationship between the city of Madison Mayor and the Dane County Executive. City of Madison Common Council members and Dane County Board Supervisors alike agree that it is these two individuals who must take the initiative and make the decisions.

APPENDICIES

APPENDIX A:

Citizen Involvement in Dane County Government

The League of Women Voters of Dane County believes that citizen involvement in government is an essential element for an effective democracy. There are opportunities for many levels of involvement in Dane County government, ranging from being informed about an activity, to influencing decisions made, to actively participating in the county's affairs as a citizen member of a council, board or commission or as an elected official.

1. Getting Information About Dane County Government

You can start learning about county government by contacting your Dane County Board Supervisor. To locate your County Board Supervisor, call the Dane County Clerk (266-4121) or the League of Women Voters of Dane County (232-9447) or go to <http://www.countyofdane.com/> and click on County Board Supervisors. Scroll to the bottom of the page and click on "Supervisor List" then click on "map of the supervisory districts." Locate your residence and return to the listing of board supervisors by district to determine your board supervisor's name and contact information.

You can read more about Dane County government by exploring the Web site (above), by observing meetings of the Dane County Board of Supervisors meetings, as well as meetings of the various councils, boards, commissions and committees of the county in person or, if living in the city of Madison, by watching the Dane County Board meetings on Madison City Channel (Charter Analog 98, Charter Digital 994 and AT&T U-verse 99).

The regular meetings of the Dane County Board of Supervisors are held on the first and third Thursday evenings of each month at 7:30 p.m. in Room 201 of the City-County Building, 210 Martin Luther King, Jr. Blvd. in downtown Madison.

All the official bodies of county government must, by state law, meet in open public, pre-announced meetings. The time, date and location of these meetings is published in the *Wisconsin State Journal* on Monday, is posted

on the bulletin board outside the county clerk's office by Friday afternoon preceding a meeting, and is posted on the Web site: <http://www.countyofdane.com/clerk/> . Call the Dane County Clerk's office the day of a meeting to find out if the meeting has been cancelled. The reports, minutes, and other documents given to the members of the Dane County Board committee, board or commission are, also by state law, obtained by going to the county Web site or by contacting the staff of the specific department involved.

In addition, the directors and the employees of the various departments are a valuable source of information about the county.

The *Dane County Directory*, available at the Dane County Clerk's Web site, published by that office and updated each spring, is a good reference for obtaining the phone numbers and addresses of Dane County Board Supervisors and county departments.

2. Influencing Decisions Made by Dane County Government

As you become informed about county government, you may want to influence the county's decisions about particular issues and services. It is often helpful to start out by contacting your Dane County Board Supervisor who may know where the issue is in the process. County Board Supervisors are also familiar with the services of Dane County government and can offer suggestions about how to influence the decision-making process.

When an item is on the agenda of a Dane County council, board, commission or committee, you may speak to that group regarding the item if you contact the chair before the meeting. It is helpful also to submit a written copy of your verbal comments. Some of the Dane County councils, boards and commissions, particularly in the Human Services area, schedule a public comment period in the meeting. During this period individuals may address the group regarding matters not on that meeting's agenda.

Addressing a formal public hearing requires filing out a registration slip with your name, address and affiliation (if appropriate), as well as the item that you wish to address. Do this when you arrive and hand it to the staff person collecting them. There is, typically, a time limit for speakers at public

hearings (often 3 or 5 minutes). Speaking before the Dane County Board of Supervisors also requires filling out a registration slip, usually available 30 minutes before a Dane County Board meeting at a table in the entryway to the meeting room (Room 210, City-County Building) and has a five-minute limit.

It is important to keep in mind that by the time an issue comes before the Dane County Board, it is often too late to change the minds of many Dane County Board Supervisors. However, sometimes the testimony of individuals at Dane County Board meetings have a great deal of influence on the way the Supervisors vote.

Persons with an interest in Dane County government in general, or in any specific aspect of Dane County government, may want to familiarize themselves with Dane County's annual budget. Dane County's budget, like that of all other units of government, is an important statement of its priorities and activities and it is developed in a lengthy process that spans many months. The chapter on Dane County government finances describes the budget process for Dane County government. The earlier you express your concerns or ideas regarding county budget items, the more effective they can be in achieving the desired result.

3. Becoming a Decision-maker in Dane County Government

If you are interested in serving on a Dane County council, board, or commission, there are a number of positions designated for citizen membership listed at <http://www.countyofdane.com/> (click on "Committees" to see a complete list of councils, commissions and boards).

Individuals interested in applying to serve on a county council, board or commission may wish to inform their Dane County Board Supervisors and to solicit endorsements. It is necessary to obtain application forms from the Dane County Executive's office and to indicate on the forms the particular county council, board or commission on which they wish to serve. Applicants then provide a brief summary of their educational and vocational experience as well as volunteer work, hobbies, awards, and special concerns.

After such applications are received by the Dane County Executive's office, the office will communicate with the applicants regarding possible appointment. The Dane County Executive makes most of the appointments to the county councils, boards and commissions; these appointments require the confirmation by the Dane County Board. Upon such confirmation, appointees become members of the county council, board or commission and receive the same per diem compensation as do the Dane County Board Supervisor members.

Individuals interested in becoming elected officials in county government can run in the Spring election for the nonpartisan positions of Dane County Executive (four-year term), Dane County Board Supervisor (two-year term), or Dane County Circuit Court Judge (six-year term). In addition there are partisan, Dane County government elective offices featured in the Fall general election: Dane County Clerk of Courts, County clerk, District Attorney, Register of Deeds, Sheriff, and Treasurer.

Go to the Dane County Clerk's Web site

(<http://www.countyofdane.com/clerk/>) for "How to Run for County Office" (specific information on running for elected county officials). The League of Women Voters of Dane County's publication "How to Run for Public Office" (call 608.232.9447 for a copy) offers information on the requirements for running for office and provides steps to follow during the campaign. More publications about campaigning are available from political parties and other political organizations.

APPENDIX B: Boards, Councils, Committees, and Commissions of Dane County Government

Power of Appointment: Usually appointed by the Dane County Executive with confirmation by the Dane County Board of Supervisors

Terms: Usually two years for Dane County Board Supervisors and three years for citizens.

AGRICULTURAL ADVISORY COUNCIL

Web site: www.countyofdane.com/commissions/?id=146

Members: The Dane County Agricultural Advisory Council consists of 11 members appointed by the Dane County Executive.

- Two are Dane County Board Supervisors;
- Nine are citizens, including six persons who are either active or retired farmers and who come from a variety of types and sizes of agricultural operations, from small to large, and including dairy, livestock, crop, and specialty operations;
- Two representative persons have expertise in areas such as agricultural marketing or financial planning.

Appointment Terms: Dane County Board Supervisor members of the Dane County Agricultural Advisory Council serve two-year terms concurrent with supervisory terms of office. Citizen members serve staggered three-year terms.

Staff: Department of Planning and Development with assistance from the UW-Extension Dane County Office and other county departments, as necessary.

Major Functions of the Dane County Agricultural Advisory Council:

- Identify new markets for agriculture, generally, including biotechnology, value-added processing and Community Supported Agriculture (CSA) opportunities;
- Monitor and help in publicizing cooperative marketing approaches to coordinate product delivery and to provide other services;
- Investigate means to assist farmers in retirement planning, such as inclusion in the state of Wisconsin retirement plan, other pooled investment accounts, and other retirement options;
- Provide assistance to those who would like to become farmers as well as farmers facing times of financial hardship by developing information about available financial resources and loan programs and by making recommendations to the Ways and Means Committee regarding the county's legislative agenda on state farm financing programs;
- Monitor federal and state agricultural policy and make recommendations to the Ways and Means Committee regarding the county's legislative agenda;
- Work with the county's legislative lobbyist to research and report on state and federal programs and resources available to Dane County to address the economic needs of farmers; and
- Make recommendations to and advise the Dane County Board and the Dane County Executive on all agricultural matters, including the implementation of county efforts to promote healthy, working rural communities.

AIRPORT COMMISSION

Web site: <http://www.countyofdane.com/commissions/?id=13>

Members: The Dane County Airport Commission consists of nine members:

- Five Dane County Board Supervisors
 - three from districts with the majority of their populations in the city of Madison; at least one of these board supervisors is appointed from District 2, 3, 6, 12, 17, 18 or 21
 - two from districts with the majority of their populations outside the city of Madison

- Four citizen members, one from the city of Madison, east of the capitol, one from the city of Madison, west of the capitol, one from eastern Dane County outside the city of Madison, and one from western Dane County outside the city of Madison.

Staff: The airport director and members of his or her staff shall provide information to the commission regarding the planning, development and operation of airport facilities.

Major Functions: The Dane County Airport Commission shall advise the director, the executive and the County Board with regard to planning, development and operation of the airport within budgetary guidelines and legal requirements. The Airport Commission may authorize such real property leases as it determines to be in the best interest of Dane County, with approval by the Dane County Board required for all leases not exempt leases under Section 28.05(6).

Connections: The commission chairperson shall appoint as a subcommittee of the commission a Dane County Board Supervisor to serve on the Truax Air Park Design Review Committee for a two-year term concurrent with Dane County Board Supervisor terms. The Dane County Board Supervisor so appointed shall be from the district which encompasses the airport.

ALLIANT ENERGY CENTER

Web site: <http://www.countyofdane.com/commissions/?id=30>

Members: The Alliant Energy Center of the Dane County Advisory Commission consists of ten members, nine appointed by the Dane County Executive:

- Three Dane County Board Supervisors; the chair or the chair's designee of the Public Works and Facilities Management Committee; the chair or the chair's designee of the Dane County Board executive committee; and one from Dane County Board supervisory district 23 or 27; six citizens of Dane County, including representatives with expertise in areas such as business management, marketing, design, conference planning, trade show needs, athletics and the performing arts.
- The remaining one member is nominated by the Town of Madison and appointed by the Dane County Board chair.

Staff: The center manager and the center staff

Major Functions: The Dane County Advisory Commission shall make recommendations and advise the Alliant Center manager, the county executive, the Dane County Board and the Dane County Public Works and Facilities Management Committee on strategies for unifying and strengthening physical and program components of all buildings, activities and services at the Alliant Center.

AREA AGENCY ON AGING BOARD

Web site: <http://www.countyofdane.com/aging/>

Members: The Dane County Area Agency on Aging Board consists of at least nine members who must be age 55 or over:

- No more than 49% of the members shall be Dane County Board Supervisors, a majority of whom shall be over sixty years of age.
- All appointees shall have a recognized ability and demonstrated interest in services for older individuals.
- Membership should be representative of the diverse older population of Dane County.
- At least one member of the Area Agency on Aging Board shall be a Dane County Board Supervisor serving on the Dane County Board's Health and Human Needs Committee.
- No person may serve more than two consecutive three-year terms.

Staff: The older adults services coordinator

Major Functions:

- The Dane County Area Agency on Aging Board serves as the planning, policy and advocacy body of the Dane County Area Agency on Aging of Dane County.
- The powers and duties of the Dane County Area Agency on Aging Board shall include the following, subject to Dane County Executive and Dane County Board authorization to review program budgets and contracts:
 - Develop and approve an area agency on aging plan in accordance with state and federal regulations;
 - Consistent with federal and state laws, regulations and policies, establish policies and procedures for all programs of the Area Agency on Aging;

- o Approve the annual budget for Older Americans Act funds and other revenues allocated to the Area Agency on Aging by the State of Wisconsin;
- o Monitor all programs and services for older adults which are either directly provided or purchased by Dane County;
- o Investigate the needs of senior citizens and existing programs which serve those needs including, but not limited to, holding public hearings;
- o Provide a public information and advocacy service for the senior citizens of Dane County; and
- o Review the annual budget proposed by the Department of Human Services and make recommendations to the Dane County Executive and the Health & Human Needs Committee regarding that budget.

Connections: The Dane County Area Agency on Agency Board serves in an advisory capacity to the Dane County Executive and the Dane County Health & Human Needs Committee.

BOARD OF ADJUSTMENT

Website: <http://www.countyofdane.com/commissions/?id=14>

Members: The Dane County Board of Adjustment consists of five members and two alternate members from Dane County outside of the incorporated areas, but not more than one member shall reside in the same town.

Staff: The zoning administrator

Major Functions:

- Hear and decide appeals where it is alleged that there has been an error in any order, requirement, decision or determination made by the zoning administrator in the enforcement of the zoning ordinance or Section 59.97 of the *Wisconsin State Statutes*;
- Hear and decide petitions for special exceptions to the terms of the zoning ordinance upon which the board is required to pass under the provisions of the zoning ordinance; and
- Authorize upon appeal in specific cases such variance from the terms of the ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship; further authorize that the spirit of the ordinance shall be observed and substantial justice be done.

BOARD OF HEALTH FOR MADISON AND DANE COUNTY

Authority: Dane County Ordinance 15.26

Website: <http://www.publichealthmdc.com/>

Members: The Dane County Board of Health for Madison and Dane County consists of eight members. Appointees who are not elected officials shall have a demonstrated interest or competence in the field of public health or community health and shall reflect the diversity of the community. The members of the Board of Health for Madison and Dane County shall consist of:

- One Alder of the city of Madison appointed by the Mayor and subject to confirmation by the city of Madison's Common Council.
- One Dane County Board Supervisor who resides outside the city of Madison, appointed by the by the Dane County Board of Supervisors.
- Six (6) members shall be jointly appointed by the Mayor of the city of Madison and the Dane County Executive. A good faith effort shall be made to appoint one licensed physician, one environmental health expert, and one registered nurse. The physician shall be appointed from a list submitted by the Dane County Medical Society. The nurse shall have experience in community health practice.

The appointments shall be made as follows:

- Three (3) members shall be residents of the city of Madison and shall be subject to confirmation by the city's Common Council.
- Three (3) members shall be residents of Dane County who reside outside the city of Madison and shall be subject to confirmation by the Dane County Board of Supervisors.

Terms: The terms of members on the Dane County Board of Health for Madison and Dane County are as follows:

- The term of the city of Madison Alder and Dane County Board Supervisor is two years.

- The term is three years for four of the Dane County Board Supervisor members appointed jointly by the city of Madison Mayor and the Dane County Executive; for two confirmed by the city of Madison's Common Council; and for two confirmed by the Dane County Board of Supervisors.
- The term is four years for the remaining two Dane County Board Supervisor members.

Staff: Director Public Health -- Madison and Dane County

Major Functions:

- The Board of Health for Madison and Dane County governs the Madison Department of Public Health and the Dane County Division of Public Health, provides supervision to the joint director of both agencies, and ensures the enforcement of state and local public health laws and regulations.
- Subject to the approval of the city of Madison's Common Council and the Dane County Board of Supervisors, the Board of Health for Madison and Dane County may adopt rules necessary to protect or improve public health, not inconsistent with state law or with rules and regulations of the state Department of Health and Social Services.
- The Board of Health for Madison and Dane County determines program service priorities and assigns funding levels to those priorities, subject to approval of the city of Madison's Common Council and the Dane County Board of Supervisors.
- The Board of Health for Madison and Dane County may approve and enter into contracts under \$50,000 for the provision of public health services. Contracts in excess of \$50,000 must be approved by the city of Madison's Common Council and the Dane County Board of Supervisors.
- The Dane County Board of Supervisors determines the compensation of employees of the Dane County Division of Public Health.

CAPITAL AREA REGIONAL PLANNING COMMISSION (CARPC)

Web site: <http://www.capitalarearpc.org/index.html>

Authority: Consistent with Chapter 66.0309, *Wisconsin State Statutes* and state Administrative Code NR 121

Members: The Dane County Capital Area Regional Planning Commission is composed of thirteen commissioners:

- Four are appointed by the mayor of the city of Madison;
- Three are appointed by the Dane County Executive;
- Three are appointed by the Dane County Cities and Villages Association;
- Three are appointed by the Dane County Towns Association.

Staff: Deputy Director and Director of Environmental Resources Planning and seven others

Major Functions:

- The function of the Dane County Capital Area Regional Planning Commission is to serve as the regional planning and area-wide water quality management planning entity for the Dane County region.
- The CARPC is charged with the duty of preparing and adopting a master plan for the physical development of the region, and maintaining a continuing area-wide water quality management planning process in order to manage, protect, and enhance the water resources of the region, including consideration of the relationship of water quality to land and water resources and uses.

CHILDREN COME FIRST COMMISSION (CCF)

Authority: Dane County Ordinance 15.165

Web site: http://www.danecountyhumanservices.org/Family/children_come_first_commission.aspx

Members: The Dane County Children Come First Commission consists of eleven voting members and four ex-officio members. The Children Come First Commission's voting membership consists of:

- The Dane County Executive or designee;
- The Dane County District Attorney or designee;
- Two Dane County Board Supervisors appointed by the Dane County Board chairperson;
- The president of the Madison Metropolitan School District Board or designee;
- The president of the board of the Dane County CESA or designee;
- Two citizens who are parents of children with SED, appointed by the Dane County Executive;
- One citizen with expertise in managed health care, appointed by the Dane County Executive;
- One citizen with expertise in mental health services, appointed by the Dane County Executive; and

- One attorney with guardian ad litem experience, nominated by the chief judge and appointed by the Dane County Executive.

The ex-officio members shall consist of:

- The Secretary of the Wisconsin Department of Health and Social Services or designee;
- The chief juvenile Circuit Court Judge of Dane County or designee; and
- Two representatives from nonprofit human service agencies familiar with the needs of children and families with disabilities, designated by the Dane County Executive.

Staff: The Director of the Department of Administration

Major Functions: The Dane County Children Come First Commission oversees the CCF program's implementation, within approved state and county budgetary and policy frameworks, and develops recommendations to the human services director, the county board and the Dane County Executive for the future of the program. This authority includes the following responsibilities:

- Approve a mission statement for the Human Services Department's provision of services to children with Severe Emotional Disturbance (SED);
- Act as a consortium to continue to pursue a broader partnership for the program including, but not limited to, pursuing added funding;
- Assess how the program relates to other service programs operating at the county or local level and take steps to work with other programs to avoid duplication of activities;
- Ensure that relevant systems enter into meaningful interagency agreements relative to service provision and coordination that reflect the mission of the program;
- Review and approve policies and procedures relative to the children and families to be served, processes for enrollment and disenrollment, and provision of services;
- Approve relevant contracts or hire staff, or both, for the provision of needed services for the program or to support the CCF as necessary, within approved county budget authority;
- Review and approve policies and procedures and make recommendations to the Human Services director related to the provision of clinical expertise necessary for the program;
- Ensure that sufficient data is collected to effectively evaluate the program's compliance with desired outcomes;
- Regularly report to the community on the CCF program performance and plans;
- Notwithstanding Section 15.72(1), there is no payment of per diems to members except that Dane County Board Supervisors are entitled to receive meeting payments in accordance with chapter 6 provisions.

CIVIL SERVICE COMMISSION

Authority: Dane County Ordinance 15.17

Web site: <http://www.countyofdane.com/commissions/?id=19>

Members: The Dane County Civil Service Commission consists of four members and a chairperson. The commissioners and chairperson shall be informed and supportive of the civil service merit system in public employment and at least two of the commissioners shall have experience in personnel administration. The chairperson is an attorney licensed to practice law in Wisconsin and familiar with the conduct of administrative proceedings. The commissioners and chairperson hold no other elected or appointed office in government or in a political party or labor organization. The commissioners and chairperson receive the same per diem and mileage paid to Dane County Board Supervisors for attendance at standing committee meetings

Staff: The Director of the Department of Administration

Major Functions:

- The Dane County Civil Service Commission hears all appeals by employees within the classified service from decisions by an appointing authority with respect to disciplinary action taken against an employee, refusal to grant a merit increase, refusal to credit overtime allegedly worked or refusal to rehire a former employee on a reemployment list.
- The Dane County Civil Service Commission has exclusive jurisdiction to hear all such appeals except that employees have the right, through the collective bargaining process, to establish other procedures to decide disputes based upon the interpretation or application of any collective bargaining agreement. If, however, an employee or a duly authorized union representative elects to appeal a decision of an appointing authority through the applicable union grievance procedure, the Civil Service Commission has no jurisdiction to review the same decision.

- Considering its caseload at the time an appeal is pending, the Dane County Civil Service Commission chairperson may direct that any evidentiary hearing or hearings relative to any particular appeal be conducted by one of its members acting as a hearing officer for and on behalf of the commission. If no member is available to act under this subsection, the chairperson may appoint a duly licensed attorney to act as a hearing officer.

COMMISSION ON SENSITIVE CRIMES Coordinated Community Response to Domestic Violence Task Force

Authority: Dane County Ordinance 15.23

Web site: http://www.countyofdane.com/commissions/sensitive_crimes/

Members: The Dane County Commission on Sensitive Crimes consists of fourteen members appointed by the Dane County Executive and approved by the Dane County Board:

- One citizen member of the city of Madison Public Safety Review Board;
- One member each from the Public Protection and Judiciary Committee; the Health and Human Needs Committee; the District Attorney’s office; the Sheriff’s department; the Madison Police Department; the Department of Human Services;
- Four victims or representatives of providers of service to victims of sensitive crimes, each representing the interests of domestic violence, sexual assault, child abuse/neglect, and elder abuse;
- Two citizens who are informed about matters relating to the Commission’s areas of concern;
- A designee of the University of Wisconsin-Madison Chancellor.

In addition, the chairperson of the Human Resources Committee appoints one of its members as an ex-officio member of the Commission on Sensitive Crimes unless the Commission already has a voting member who is a member of the Human Resources Committee.

Major Functions: The Dane County Commission on Sensitive Crimes concerns itself with the activities of Dane County and associated agencies relating to sensitive crimes including, but not limited to, sexual assault, domestic/family violence, the abuse/exploitation of children, and elder abuse.

It is the duty of the Dane County Commission on Sensitive Crimes to:

- Serve as a forum for the coordination of services related to sensitive crimes;
- Assist Dane County in developing and coordinating policies relating to the prevention, treatment, investigation and prosecution of sensitive crimes;
- Maintain a multi-media library for the collection and dissemination of information relating to sensitive crimes;
- Respond to issues identified by Dane County, including conducting studies and making recommendations;
- Propose and analyze legislation and administrative procedures relating to sensitive crimes; and
- Recommend procedures to gather, analyze, and present statistical data concerning the incidence of sensitive crimes in Dane County.

COMMUNITY DEVELOPMENT BLOCK GRANT COMMISSION (CDBG Commission)

Web site: http://www.danecountyhumanservices.org/Municipalities/CDBG/cdbg_commission.aspx

Members: The Dane County Community Development Block Grant Committee consists of:

Four at-Large members; one County Board supervisor; one committee member each from Fitchburg, Middleton, Monona; one committee member each from Village of Oregon, Town of Burke and Town of Sun Prairie.

Staff: Economic Development Specialist; CDBG Committee Program Specialist; a coordinator designated by the County Executive. The coordinator shall serve as the primary staff person for information on committee business and coordinate committee activities between the various county departments and local governments.

Major Functions:

The Dane County Community Development Block Grant Committee is charged with addressing policy issues related to housing and community development and with recommending legible projects, activities and contracts to the Dane County Board of Supervisors and the Dane County Executive.

The duties of the Dane County Community Development Block Grant Committee are to:

- Recommend to the Dane County Board and Dane County Executive plans, including amendments thereto, for use of federal housing and urban development funds, including CDBG and HOME funds, that are consistent with federal requirements, that effectively address the needs of low and moderate income people, and that consider the community and housing development goals of participating communities;
- Foster participation of citizens and local officials in making decisions on use of funds through the citizen participation plan, public hearings and other means;

- Oversee a process in which contracts for CDBG and HOME services are awarded on a competitive basis;
- Review proposals for financial assistance to determine if the proposals meet federal requirements, and are cost-effective projects that meet the goals and objectives of plans approved by the Dane County Board and Dane County Executive and the federal government;
- Recommend to the Dane County Board and Dane County Executive approval of contracts and contract revisions for funding priority;
- Evaluate performance of contractors performing funded activities, including obtaining such information as is reasonably necessary for such evaluation;
- Oversee cooperation agreements between Dane County and participating local jurisdictions; and
- Make other recommendations to the Dane County Board and County Executive for policies, programs and administration to achieve CDBG and HOME purposes of providing housing, economic opportunity and community development and services benefiting low and moderate income people in participating communities.

Connections: Provides oversight for the CDBG program.

COMMUNITY MANURE FEASIBILITY STUDY COMMITTEE

Web site: <http://www.danewaters.com/management/manureCommittee.aspx>

CULTURAL AFFAIRS COMMISSION

Web site: <http://culturalaffairscommission.com/about/default.aspx>

Members: The Dane County Cultural Affairs Commission consists of thirteen members, three of whom shall be Dane County Board supervisors and ten of whom shall be citizen members.

Major Functions: The duty of the Dane County Cultural Affairs Commission is to:

- Assist in the planning, coordination and promotion of county and local programs with an historic, cultural or festival nature;
- Oversee the provision of county services and the allocation of county money to cultural programs, encouraging maximum service and accountability in return for tax dollars;
- Plan and execute the publication of information materials such as a promotional brochure on the county as a whole, instructional packets and slide/tape presentations for use in schools and by organizations, and assist in publishing the *Guide to Historic Dane County*;
- Unify and publicize the many county information services, both to prevent duplication and to improve accessibility to county government while minimizing confusion;
- Create opportunities for cultural exchange and increased interdependence of communities, especially for the purpose of sharing plays, histories, and crafted materials, and continue with other activities which are in the spirit of the bicentennial.

DANE COUNTY DEVELOPMENT CORPORATION BOARD OF DIRECTORS

Web site: <http://www.countyofdane.com/commissions/?id=23>

ECONOMIC DEVELOPMENT COMMITTEE

Web site: <http://www.countyofdane.com/commissions/?id=186>

ELECTION COMMISSION

Authority: Dane County Ordinance 15.19

Members: The Dane County Elections Commission consists of five members who elect a chairperson. The members are nonpartisan and do not hold elected office or actively participate in any political campaign for county office or on a county referendum question while serving on the Elections Commission. Members serve three-year, staggered terms. All appointments are subject to Dane County Board confirmation by a two-thirds vote.

Staff: The county clerk

Major Functions:

- The Dane County Elections Commission provides a neutral forum to hear and promptly respond to complaints of election law violations;
- The Dane County Clerk makes the final decision on referral to the district attorney. The Dane County Clerk is not bound by the recommendations of the Dane County Elections Commission;

- This section shall not be construed to limit in any fashion whatsoever the county clerk's authority to refer an apparent election law violation to the district attorney irrespective of the recommendations of the Dane County Elections Commission, nor shall it be construed to require the Dane County Clerk to refer an apparent election law violation to the Elections Commission before referring it to the District Attorney.

EMERGENCY MEDICAL SERVICES COMMISSION (EMS)

Authority: Dane County Ordinance 15.21

Web site: <http://www.countyofdane.com/commissions/ems/>

Members: The Dane County Emergency Medical Services Commission consists of ten members, three of whom shall be members of the Dane County Board of Supervisors. Of the seven citizen members, one shall be the Dane County EMS Medical Director, one shall be the city of Madison Fire Department Medical Director, one shall be an emergency medical technician who has served or is serving in an administrative capacity with a local Dane County EMS district, one shall be an administrative representative of the Dane County hospital community and three shall be individuals with an interest in emergency.

Staff: The Dane County Department of Emergency Management

Major Functions:

- Analyze, evaluate and make recommendations for improvements to the pre-hospital emergency medical services system;
- Analyze, evaluate and make recommendations on EMS issues related to public safety communications;
- Develop, implement and monitor training programs designed to meet the needs of the pre-hospital emergency medical services system;
- Provide assistance to Dane County area ambulance services;
- Assist in county coordination of emergency medical services disaster planning and response;
- Promote programs directed at prevention of injury and disease;
- Serve as a contact for the various federal, state and area EMS-related agencies, as well as EMS agencies in contiguous counties.

Connections: The Dane County Emergency Medical Services Commission makes recommendations and advises the Dane County Board of Supervisors, the Dane County Public Protection and Judiciary, and the Public Safety Communications Center board on matters pertaining to:

- The training of persons dispatching emergency medical services to county residents;
- Procedures used by such persons in the course of performing those duties;
- Quality assurance for emergency medical dispatching by the county's public safety communications center; and
- Such other matters relating to emergency medical communications services as may be required to comply with statutory and licensing requirements and regulations of state and federal agencies.

ENVIRONMENTAL COUNCIL

Authority: Dane County Ordinance 15.25

Web site: <http://www.countyofdane.com/commissions/environmentalcouncil/>

Members: The Dane County Environmental Council consists of seven members appointed by the Dane County Executive, two of whom shall be Dane County Board Supervisors.

Major Functions: The Dane County Environmental Council advises persons, groups, organizations, county departments and others on environmental matters when requested and assists them to recognize and to protect natural areas on private and public property. The Environmental Council assumes an educational role in the protection of the environment and natural resources; and in general promotes awareness, conservation and preservation.

EQUAL OPPORTUNITIES COMMISSION (EOC)

Web site: <http://www.countyofdane.com/commissions/eoc/history.aspx>

Authority: Dane County Ordinance, Chapter 15:12(6)

Members: The Dane County Equal Opportunities Commission consists of nine members, appointed by the Dane County Executive, with due consideration to a membership reflecting the "gender, racial, and ethnic characteristics of the Dane County community, including representatives of people with disabilities":

- At least two Dane County Board Supervisors;

- No more than one member shall be a Dane County employee;
- Commission members serve 3-year staggered terms;
- Appointments for unexpired terms shall be for the balance of the term only.

Staff: Director, Dane County Office of Equal Opportunity

Major Functions:

- The Dane County Equal Opportunities Commission advises the Dane County Executive and Dane County Board on ways in which county government can affirmatively create equal opportunity for the county's diverse citizenry, including county employees. This includes policy advice and oversight of the efforts to take affirmative action to provide opportunities in employment and county contracting for groups that have been historically excluded from the county's workforce and contracting.
- The EOC also advises and assists the Dane County Executive, Dane County Board and staff to promote full participation of traditionally underrepresented populations in broader community life, including opportunities related to employment throughout the Dane County economy, housing, recreation, economic development, and the social and political life of the community.
- The EOC may initiate special projects to enhance opportunities for traditionally excluded groups; collaborate with a wide range of individuals and organizations in the county to provide positive means of engaging the community in equal opportunities; and design initiatives and support existing efforts to increase cooperation and enhance understanding among diverse populations.
- The Equal Opportunities Commission serves as a resource for Dane County government on matters pertaining to the county's diverse population.

ETHICS BOARD

Authority: Dane County Ordinance 15.22

Web site: <http://www.countyofdane.com/commissions/?id=29>

Members: The Dane County Ethics Board consists of five members, composed of persons who have not made any contribution to any campaign for county elective office or otherwise actively participated in such a campaign while serving on the Ethics Board or within the 12 month period immediately preceding appointment to the Ethics Board. Contributions to or participation in campaigns for judicial office or for district attorney are not campaigns for county elective office within the meaning of this subsection.

Staff: The Dane County Ethics Board may call upon the Director of Administration for staff assistance.

Major Functions:

- Duties and responsibilities are prescribed for the Dane County Ethics Board in Chapter 9, Ethics Code, Dane County Ordinances
- The Dane County Ethics Board bi-annually prepares in October of odd-numbered years a summary of Chapter 9 provisions for distribution to the public.
- Consistent with section 19.59(2)(d), *Wisconsin State Statutes*, the Dane County Ethics Board may issue subpoenas, administer oaths and investigate violations of Chapter 9, Ethics Code, on its own motion or upon complaint by any person.

FOOD COUNCIL

Web site: <http://www.countyofdane.com/foodcouncil/>

Members: The Dane County Food Council consists of:

- Three Dane County Board Supervisors appointed by the Dane County Executive
- Three citizen members appointed by the Dane County Environment, Agriculture and Natural Resources Committee Chair
- Three citizen members appointed by the Dane County-UW Extension Committee Chair

Staff: Dane County UW Extension, the Dane County Department of Planning and Development, and others as necessary, provide support.

Major Functions: The Dane County Food Council seeks to:

- Explore issues and develop recommendations to create an economically, socially and environmentally sustainable local food system for the Dane County region;
- Develop strategies to increase the amount of locally produced food the county and other local governments purchase;

- Develop strategies to assist and empower local food producers in concert with other local entities such as the UW Center for Integrated Agriculture, Dane County-UW Extension and others;
- Work with and assist local municipalities to implement projects which promote local food, agriculture and economic development;
- Promote the use of local foods to improve the health and nutrition of its local residents;
- Develop long-term strategies and find opportunities to educate and inform a wide range of citizens about the Council's activities and seek citizen advice, comments and suggestions for building a better local food system;
- Seek grants and other supplemental funding from foundations, state and federal governments, institutions of higher education and other sources to carry out the Food Council's work.

GREATER MADISON CONVENTION & VISITOR BUREAU BOARD OF DIRECTORS (GMCVB)

Web site: <http://www.visitmadison.com/gmcvb/people/board-of-directors/>

Members: The Dane County Greater Madison Convention and Visitor Bureau Board of Directors consists of twenty-two members, one a County Board supervisor and one city of Madison alder.

Major Functions: The Dane County Greater Madison Convention and Visitor Bureau Board is responsible for governing the Bureau, the direction of its work and the control of its property:

- The Board reviews and directs all Bureau policies and assumes responsibility for directing its finances and affairs.
- The Board has the authority to dispose of and acquire property, to invest funds and to incur indebtedness.
- Board members are responsible for conveying information about the GMCVB back to their respective companies or designated organizations.

HOUSING AUTHORITY BOARD

Web site: <http://www.dcha.net/>

Members: The Dane County Housing Authority Board consists of five commissioners who are not connected in an official capacity with any political party:

- At least one commissioner, but not more than two, shall be a County Board Supervisor.
- The chairperson of the Dane County Human Resources Committee appoints one of its members as an ex-officio member of the Dane County Housing Authority Board unless the Authority already has a voting member who is a member of the Human Resources Committee.

Staff: Dane County Housing Authority

Major Functions: The mission of the Dane County Housing Authority (DCHA) is to:

- Promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination;
- Promote and ensure safe, decent, and affordable housing for participants in the Dane County Housing Authority's programs;
- Provide owners and developers with an opportunity to rehabilitate and develop affordable housing;
- Administer the Dane County Section 8 Housing Choice Voucher Program providing eligible families and individuals to rent home of their choice in the private sector;
- Administer the Dane County Housing Resource Center for first-time homebuyer education and financial counseling;
- Provide affordable housing for elderly and disabled persons through its Rural Development Housing Program.

HUMAN SERVICES BOARD

Authority: Dane County Ordinance 15.15

Web site: http://www.danecountyhumanservices.org/human_services_board.aspx

Members: The Dane County Human Services Board consists of eleven members appointed by the Dane County Executive:

- Three members are County Board Supervisors: one County Board Supervisor member is also a member of the Dane County Health and Human Needs Committee and one is also a member of the Dane County Public Protection and Judiciary Committee.
- One member is a member of the Dane County Area Agency on Aging Board at the time of appointment to the Dane County Human Services Board.

- At least one member is either an individual, or a family member of an individual, who receives or has received human services.
- The remainder of the members of the Dane County Human Services Board are consumers of services or citizens-at-large.
- Members are chosen on the basis of recognized ability and demonstrated interest in human services.
- No public or private provider of services may be appointed.
- Members of the Dane County Human Services Board and of its ordinance-created committees receive the same per diem and mileage paid to County Board supervisors for attendance at standing committee meetings.

Staff: The Dane County Human Services Department provides staff assistance.

Major Functions: The Dane County Human Services Board:

- Exercises all the duties and powers specified in section Chapter 46.23(5m) of the *Wisconsin State Statutes*, which include short and long- range planning, budget advice and policy analysis;
- Advises the Health and Human Needs Committee of the Dane County Board on major issues and with respect to planning, budget, policy and program evaluation matters;
- Commits jointly with the Dane County Health and Human Needs Committee to a long-range planning and strategic policy process that incorporates mechanisms to ensure the broadest and most effective consumer and citizen involvement in determining priorities, policies and effective service.

LAKES AND WATERSHED COMMISSION

Web site: <http://www.danewaters.com/about/>

Members: The Dane County Lakes and Watershed Commission has 10 members, representing urban and rural areas, including:

- County Board Supervisors (2 from Madison and 2 from areas outside Madison);
- a representative of the Towns Association;
- a representative from cities and villages outside Madison ;
- a member designated by the Dane County Executive;
- a member designated by the Mayor of the city of Madison;
- a citizen from the city of Madison;
- a representative of the Yahara Lakes Association.

Staff: Watershed Management Coordinator, plus 2 other specialists

Major Functions:

The Dane County Lakes and Watershed Commission's charge is to protect and improve water quality, as well as the scenic, economic, recreational, and environmental value of Dane County's water resources.

LIBRARY BOARD

Web site: http://www.danecountyhumanservices.org/human_services_board.aspx

Members: The Dane County Library Board consists of nine members, one of whom is a school district administrator, who may appoint a representative, and two of whom are County Board Supervisors. One of the County Board Supervisor members resides in a municipality which is subject to the county library tax and the other County Board Supervisor resides in a municipality which provides services to the county library service. The remaining members are citizen members. The Dane County Library Board includes representatives of existing library boards under Chapter 43.54, (4) (b), *Wisconsin State Statutes*.

Staff: Dane County Library Services

Major Functions: The Library Board:

- Exercises its powers in accordance with Sections 43.57-.62 of the *Wisconsin State Statutes*;
- Has exclusive control of the expenditure of all funds collected, donated or appropriated for the library fund and of the purchase of a site and erection of a library when authorized by the Dane County Board;
- Has exclusive jurisdiction of all property or money acquired or leased by the county for library purposes;
- Audits and approves all vouchers for the expenditure of funds for library purposes and the county clerk shall draw an order to pay the account;
- May employ competent persons to deliver lectures consistent with budgetary limitations established by the Dane County Board.

Connections: The Dane County Library Board annually reports to the state division of library services and the Dane County Board of Supervisors on the condition of the library board's trust and the various sums of money received including data concerning library materials, facilities, personnel and operations.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC)

Web site: <http://www.countyofdane.com/lepc/>

Members: Representatives from: Headwater Consulting; University of Wisconsin; Dane County Board of Supervisors; Public Health; community group; law enforcement; city of Madison fire department; a Dane County fire department; emergency medical; a facility; media; citizenry.

Staff: Community Emergency Management

Major functions: Under Emergency Planning and Community Right to Know Act (EPCRA), the Dane County Local Emergency Planning Committee is the focal point for chemical emergency response planning and implementation in a community. The LEPC's key responsibilities are:

- Assisting local governments in developing hazardous materials emergency response plans;
- Evaluating the community's need for resources to respond to hazardous materials emergencies;
- Processing requests from the public for information on hazardous chemicals in their communities.

LONG TERM SUPPORT COMMITTEE

Web site: None

Members: The Dane County Long Term Support Committee has 9 members appointed by the Dane County Executive, consisting of citizen and elected representation:

- Elderly persons;
- Physically disabled persons;
- Developmentally disabled persons;
- Chronically mentally ill persons;
- Chemically dependent persons;
- At least one member is a member of the Dane County Board of Supervisors;
- One member is a member of the Dane County Human Services Board;
- One member is a member of the Dane County Commission on Aging.
- Members are chosen on the basis of interest in providing long term support services for the frail elderly and disabled persons.

Staff: Staff is provided by the Dane County Human Services Department.

Major Functions: The Dane County Long Term Support Committee advises the Dane County Executive and the Dane County Department of Human Services on policies, services and budgets related to aging, long term care, developmental disabilities, adult mental health, physical disabilities, sensory disabilities and the Badger Prairie Health Care Center. The Dane County Long Term Support Committee has lead responsibility for oversight of the Community Options Program and Medicaid Waiver Programs.

MADISON AREA TRANSPORTATION PLANNING BOARD

Web site: <http://www.madisonareampo.org/>

Members: The Madison Area Transportation Planning Board is governed by an fourteen-member Policy Board appointed by: the city of Madison Mayor (6 members); the Dane County Executive (3); small cities and villages (3); towns (1); the Wisconsin Department of Transportation (1).

Major Functions: The primary responsibilities of the Madison Area Transportation Planning Board include:

- Carrying out cooperative, continuous, and comprehensive planning processes for making transportation investment decisions in the metropolitan area;
- Preparing and maintaining a long-range multi-modal transportation plan -- [Regional Transportation Plan 2030](#);
- Preparing a transportation improvement program to provide for transportation investments to meet metropolitan transportation needs -- [Transportation Improvement Program 2010-2014](#);
- Fulfilling other duties as required by state and federal regulations.

While the Madison Area Transportation Planning Board provides regional coordination and approves use of federal transportation funds within the metropolitan planning area, responsibility for the implementation of specific transportation projects lies with the Wisconsin Department of Transportation, Dane County, the city of Madison, and other local units of government as transportation providers.

Connections: Program oversight from the Federal Highway Administration, the Federal Transit Administration, and the Wisconsin Department of Transportation.

MADISON METROPOLITAN SEWERAGE DISTRICT

Web site: <http://www.madsewer.org/>

Members: The Madison Metropolitan Sewerage District is governed by five commissioners, each appointed by the Dane County Executive and approved by the Dane County Board of Supervisors.

Staff: Chief engineer and director; attorney

Major Functions: The Madison Metropolitan Sewerage District protects public health and the environment by providing wastewater conveyance, treatment, and related services.

MONONA TERRACE COMMUNITY and CONVENTION CENTER BOARD

Web site: <http://www.countyofdane.com/commissions/?id=45>

Members: Four members are Dane County appointees, one of whom is a Dane County Board Supervisor

Major Functions: The Monona Terrace and Community Center Board has broad authority and latitude to make decisions to operate a successful convention and community center.

PARK COMMISSION

Web site: www.co.dane.wi.us/parkshome.htm

Members: The Dane County Park Commission consists of seven members appointed by the Dane County Executive, subject to confirmation by the Dane County Board: 5 citizens, 2 Dane County Board Supervisors

Staff: Dane County Land and Water Resources Department

Major Functions: The Dane County Park Commission oversees three program areas: operations and maintenance, planning and development, and land acquisition.

PARKS AND OPEN SPACE ADVISORY COMMITTEE

Web site: http://www.countyofdane.com/lwrp/parks/open_space_plan.aspx

PUBLIC SAFETY COMMUNICATIONS CENTER BOARD

Web site: <http://www.countyofdane.com/commissions/?id=47>

PUBLIC SAFETY COMMUNICATIONS OPERATING PRACTICES ADVISORY COMMITTEE

Web site: <http://www.countyofdane.com/commissions/?id=48>

Members: The Dane County Public Safety Communications Operating Practices Advisory Committee includes: a designee of the city of Madison Police Chief; a representative of the Dane County Police Chief Association; a designee of Dane County Sheriff; a designee of the city of Madison Fire Chief; a representative of the Dane County Emergency Medical Services Commission; a citizen.

Major Functions of the Dane County Public Safety Communications Operating Practices Advisory Committee:

- Recommend policies and practices to the Dane County Public Safety Communications Center Board;
- Participate in all planning for changes and review the annual training plan and budget;
- Under direction of the Dane County Public Safety Center Board, review issues and recommend action to the Center Board;
- Participate in all planning for changes in the Dane County Public Safety Center Board's operation.

RECLASSIFICATION APPEALS BOARD

Authority: Dane County Ordinance 15.16

Web site: <http://www.countyofdane.com/commissions/?id=49>

Members: The Dane County Reclassification Appeals Board consists of three members:

- The members elect a chairperson;
- The members have expertise in personnel management and do not hold elected county office;

- In making appointments to the board, the Dane County Executive solicits names of prospective appointees from the Dane County Board of Supervisors' Personnel and Finance Committee and appropriate community organizations.

Staff: The Dane County Director of Administration

Major Functions: The Dane County Reclassification Appeals Board hears appeals by employees of reclassification request denials made by the Dane County Department of Administration and makes recommendations on the disposition of such appeals to the Dane County Executive, who makes the final decision.

SOLID WASTE AND RECYCLING ADVISORY COMMISSION

Authority: Chapter 41, *Wisconsin State Statutes*

Web site: <http://www.countyofdane.com/commissions/?id=51>

Members: The Dane County Solid Waste and Recycling Advisory Commission consists of four Dane County Board Supervisors; three citizens; a representative from cities/villages; a representative of towns.

Staff: Department of Public Works

Major Functions of the Dane County Solid Waste and Recycling Advisory Commission:

- Advise Department of Public Works, Highway and Transportation on matters relating to solid waste;
- Initiate research and gather information pertaining to solid waste management with special attention to recycling.

SOUTH CENTRAL LIBRARY SYSTEM BOARD

Authority: 43.19, *Wisconsin State Statutes*

Web site: <http://www.countyofdane.com/commissions/?id=52>

Members: The Dane County South Central Library System Board consists of at least 15 and not more than 20 members:

- Eleven citizens; one County Board Supervisor; one representative from the city of Madison Library Board;
- Members nominated by the County Executive in each county in the system, or by the County Board chairperson in a county without a County Executive, and approved by each County Board in the system;
- Appointments are in proportion to population as nearly as practical, but, except as provided in subdivision 2., each county is represented by at least one member on the South Central Library System Board;
- Each County Board may appoint one County Board member to the South Central Library System Board;
- The Public Library Board governing the designated resource library has at least one member on the South Central Library System Board;
- The remaining South Central Library System Board members include such representatives of the library boards governing public libraries of participating municipalities and counties and public members appointed from the counties at large as the County Board determines.

Major Functions of the Dane County South Central Library System Board:

- Establish regional library systems to be eligible for state aid;
- Operates jointly with Sauk, Green, and Columbia counties;
- Maintain and improve library services to be financed by state funds instead of local property taxes;
- Provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference;
- Provide for the interlibrary loan of materials among all participating public libraries.

SOUTH CENTRAL WISCONSIN RAIL TRANSIT COMMISSION (SCWRTC)

Authority: 66.30, *Wisconsin State Statutes*

Web site: <http://www.countyofdane.com/commissions/?id=53>

Members: Three citizens

Staff: Executive director and staff from the Southwestern Wisconsin Regional Planning Commission

Major Functions of the South Central Wisconsin Rail Transit Commission:

- Has no active corridor at this time in Dane and Green counties;
- Monitor short line service between the Madison-Freeport line and the Janesville-Mineral Point line;
- Work with other commissions and units of government on railroad matters.

SPECIALIZED TRANSPORTATION COMMISSION

Authority: Dane County Resolution 12, 1996-97

Web site: <http://www.countyofdane.com/commissions/?id=54>

Members: The Dane County Specialized Transportation Commission consists of five Dane County Board Supervisors; one citizen representing the disabled community; one citizen representing the low-income community; two citizen providers; one AAA Board representative; one other citizen.

TREE BOARD

Web site: <http://treeboard.org/>

Members: The Dane County Tree Board consists of citizen arborists; the city of Madison forester; one utility forester; and a County Board Supervisor.

Staff: Dane County Horticulture Educator, UW-Extension

Major Functions of the Dane County Tree Board:

- Coordinate community forestry issues in Dane County;
- Develop comprehensive forestry policy recommendations for Dane County;
- Develop educational efforts on proper tree management;
- Seek public and private funding for community forestry management;
- Coordinate demonstration projects;
- Integrate natural resource issues into local and regional planning efforts

VETERANS SERVICE COMMISSION

Web site: <http://www.countyofdane.com/commissions/?id=57>

Members: The Dane County Veterans Service Commission consists of five citizens and one County Board Supervisor.

Staff: The Dane County Veterans Service officer

Major Functions of the Dane County Veterans Service Commission:

- Advise veterans of all wars residing in the county who were engaged in the service of the United States, relative to any complaint or problem arising out of war service;
- Render to veterans and their dependents all corresponding possible assistance.

VILAS ZOO COMMISSION

Web site: <http://www.countyofdane.com/commissions/?id=61>

Members: The Dane County Vilas Zoo Commission consists of eight members: two county Zoo Society representatives; one Dane County Board Supervisor; one city of Madison Alder representing the zoo district; one Zoo Society representative; one city of Madison appointment; one citizen outside the city of Madison; two other citizens

Staff: Director of the Henry Vilas Zoo

Major Functions: The Dane County Vilas Zoo Commission functions as the policy-making and budgetary oversight body of the Henry Vilas Zoo.

W-2 COMMUNITY STEERING COMMITTEE

Web site: <http://www.countyofdane.com/commissions/?id=58>

Members: Twelve citizens; one Dane County Board Supervisor; Human Services Board chair or designee

Major Functions of the Dane County W-2 Community Steering Committee:

- Advise the Wisconsin Works agency concerning employment and training activities;
- Identify and encourage employers to provide permanent jobs;
- Create, and encourage others to create, subsidized jobs;
- Create, and encourage others to create, on-the-job training sites;
- Guide the entrepreneurial effort of participants;
- Provide mentors, both from its membership and from recruitment from the community, to give job-related guidance including assistance in resolving job-related issues and the provision of job leads or references;
- Coordinate with the Council of Workforce Excellence to ensure compatibility of purpose and to avoid duplication of effort;

- Work with participants, employers, child care providers and the community to identify child care needs, improve access to child care, and expand the availability of child care;
- Seek sources of private funding to match employment skills advancement grants.

WISCONSIN RIVER TRAIL TRANSIT COMMISSION

Authority: 66.30, *Wisconsin State Statutes*

Web site: <http://www.countyofdane.com/commissions/?id=59>

Members: Three citizen members

Major Functions: The Dane County Wisconsin River Trail Transit Commission seeks with Sauk, Iowa, Richland, and Grant counties to continue rail service on the branch line between the city of Madison, Prairie du Sac, and Richland Center.

WOMEN'S ISSUES COMMITTEE

Authority: Dane County Ordinance 15.12.07(a)

Web site: http://www.countyofdane.com/commissions/womens_issues.aspx

Members: Members of the Dane County Women's Issues Committee are elected, with all Dane County employees and Dane County-elected officials comprising the electorate:

- Three persons who are equal employment opportunity protected group members;
- Four persons who are in clerical positions;
- Two persons who are in paraprofessional positions;
- Two persons who are in professional positions; and,
- Two persons who are Dane County Board Supervisors;
- All women: Three from Dane County Department of Human Services; Dane County Department of Administration; two Dane County Board Supervisors; two Dane County Corporation Counsel; Dane County Department of Administration Facilities Management; Dane County Planning & Development; Dane County Clerk of Courts

Staff: Staff of the Equal Opportunities Commission office

Major Functions of the Dane County Women's Issues Committee:

- Serve as a permanent advisory committee to the Dane County Equal Opportunity Commission to address issues, problems, and work-related concerns of women employed by Dane County;
- Serve as a communication network for women's work-related concerns;
- Provide a forum for women on work-related issues affecting them;
- Respond to affirmative action and equal opportunity issues as they affect women employees;
- Identify education and training needs, and when appropriate, promote training workshops or seminars;
- Facilitate exchange of information and statistical data between the office of equal opportunity and the personnel division;
- Promote increased representation of women in all levels of employment, where under-utilization and under-representation have been identified;
- Consider and report on issues brought forward by the Dane County Equal Opportunities Commission, the Dane County Board or the Dane County Executive.

WORKFORCE DEVELOPMENT BOARD of SOUTH CENTRAL WISCONSIN

Web site: <http://www.countyofdane.com/commissions/?id=185>

Members: Six members: three from the private sector; one representative from Dane County Community Services/Older Workers; Dane County Department of Human Services representative; one representative from organized labor

Major Functions of the Workforce Development Board of South Central Wisconsin: County-based job centers are the primary providers of services offered by the Workforce Development Board of South Central Wisconsin. The mission of the Workforce Development Board of South Central Wisconsin is to build public/private partnerships that support innovations and excellence in workforce (business) development.

YOUTH COMMISSION

Website: http://www.danecountyhumanservices.org/Family/Youth/dane_county_youth_commission.aspx

Members: The Dane County Executive appoints members to two-year terms. The Dane County Youth Commission consists of eleven members: two Dane County Board Supervisors; one representative from the Madison Metropolitan School District; one representative from another school district in Dane County, and seven citizen members.

Major Functions of the Dane County Youth Commission:

- Encourage and promote youth participation in decision-making which affects them;
- Conduct youth needs assessments and surveys;
- Work with agencies and community groups in establishing priorities for youth services;
- Work with planning and funding agencies on development and allocation of funding of youth services;
- Work with agencies to evaluate the efficiency and effectiveness of youth programs;
- Submit reports and recommendations to the Dane County Board and Dane County Executive.

APPENDIX C: Acknowledgements

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B. City of Madison:

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- Steven Doniger, City of Madison Parks Department
- Dave Faust, City of Madison Department of Information Technology
- Eric Knepp, City of Madison Parks Department

C. Non-Profit Agencies:

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