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2025 OA-033

**AMENDING CHAPTERS 6 & 15
OF THE DANE COUNTY CODE OF ORDINANCES, REGARDING PAYMENT
OF PER DIEM, AND APPLICABILITY OF COUNTY BOARD RULES AND
ETHICS CODE TO ADMINISTRATIVE AGENCIES**

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Section 6.03 is amended to read as follows:

6.03 COMPENSATION OF COUNTY BOARD SUPERVISORS.

(1) Except for the county board chairperson, county board supervisors shall receive an annual salary of \$11,423.47.

(a) Effective with the third Tuesday in April of 2024, county board supervisors shall receive an annual salary of \$11,623.38.

(b) Effective with the third Tuesday in April of 2025, county board supervisors shall receive an annual salary of \$12,146.43.

(c) In addition to the salary set forth above, with the exception of the Executive Committee, supervisors who serve as chair of a standing committee or the Extension Committee and Land Conservation Committee shall receive an additional salary of \$100 per month.

(d) The annual salary due county board supervisors shall be paid in bi-weekly installments.

(2) In addition to the salary set forth above, supervisors shall receive a ~~meeting payment~~per diem payment of Thirty Dollars (\$30.00) for:

(a) Attendance at meetings of administrative agencies listed in chapter 15, and their subcommittees.

(b) Attendance at meetings of other bodies, and their subcommittees, to which a supervisor was duly appointed by:

1. the county executive;

2. the county board chairperson; or

3. the chairperson of a standing committee or administrative agency if such appointments are authorized by ordinance or resolution.

(c) Board-directed appearances before any other body except when paid per diem by such other body.

(d) Attendance at conferences and conventions, when authorized by the county board chairperson.

(e) Attendance at meetings of steering committees of national and state organizations representing county interests, when the supervisor is a member of the steering committee and the county board chairperson has authorized attendance.

45 (f) In no event shall a supervisor be paid ~~a meeting payment per diem~~ for
46 attendance at a meeting of standing committees, other committees set forth in
47 chapter 7, or subcommittees of either.

48 (g) In no event shall a supervisor be paid per diem for meetings that are
49 cancelled, including meetings cancelled due to lack of quorum.

50 (3) The number of compensable meetings shall not exceed 60 in any one
51 calendar year.

52 (4) The chairperson and supervisors shall be paid lodging, mileage and other
53 expenses incurred for attending conferences and conventions, subject to the
54 approval of the county board chairperson. Acting in light of budgetary
55 considerations, the county board chairperson may condition ~~his or her~~ their
56 approval of attendance of conferences and conventions by allowing less than full
57 payment of any or all items otherwise subject to reimbursement.

58 (5) Compensation shall not be paid for a second or subsequent meeting unless
59 the first meeting of the day has a starting time which is at least two (2) hours
60 before the starting time of the second meeting or subsequent meeting for which
61 compensation is sought.

62 (a) No member of the county board may attend at county expense or be
63 reimbursed for attendance at any conference or meeting held outside the State of
64 Wisconsin:

65 1. After the last day for filing nomination papers for election to the county board if
66 the member has not filed nomination papers by that date;

67 2. After the day of the spring primary if the member has not won nomination; or

68 3. After the day of the spring election if the member has not been elected to the
69 county board for the succeeding term.

70 (b) The provisions of par. (a) shall not apply to a county board member who
71 travels out of state for attendance at a meeting of an interstate or national body
72 to which the member has been previously appointed.

73 (6) (a) No supervisor or member of an administrative agency may claim ~~a~~
74 ~~meeting payment per diem~~ for doing subcommittee work for a committee or an
75 administrative agency unless notice of the subcommittee meeting was posted in
76 accordance with the Open Meetings Law, a record of the matters discussed at
77 the subcommittee meeting has been placed on the

78 record of the parent committee or administrative agency and a motion carries at
79 a meeting of the parent committee or administrative agency directing the
80 supervisor or member be paid for the subcommittee meeting.

81 (b) A supervisor or member of an administrative agency shall not file a claim for
82 ~~a meeting payment per diem~~ for consultations with staff or elected department
83 heads unless the consultation is noticed as a subcommittee meeting in
84 accordance with sub. (a) above.

85 (7) No ~~meeting payments per diem~~ shall be made for any of the following
86 activities:

87 (a) Private consultations with staff or elected officials;

88 (b) Attendance at ceremonial functions;

89 (c) Doing work on or related to a resolution or ordinance for which the
90 supervisor is a sponsor;

- 91 (d) Working on constituent relations;
- 92 (e) Serving on a body which is not created by the county, unless the county has
93 consented to reimburse county appointees by resolution or ordinance or unless
94 s. 6.03(2)(b)1. or 2. applies;
- 95 (f) Attendance at any committee or any subcommittee, whether of a committee
96 of the board or any administrative agency, unless the meeting was noticed in
97 compliance with the Open Meetings Law, Subchapter IV of Chapter 19 of the
98 Wisconsin Statutes.
- 99 (8) A supervisor claiming meeting payments per diem or expenses, or both,
100 shall submit a completed claim form to the county board office before payment is
101 made. The county board office is hereby authorized to return to any claimant any
102 incomplete, inaccurate or illegible claim and no meeting payments per diem or
103 expenses shall be paid until the claim is completed according to the requirements
104 of the claim form.
- 105 (9)(a) Notwithstanding anything to the contrary herein, no claim shall be paid
106 without personnel & finance committee approval if submitted more than 45 days
107 after the month in which the expense was incurred.
- 108 (b) Any claim for per diem for a preceding calendar year shall be submitted no
109 later than March 15 of the succeeding year.

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111 ARTICLE 3. Section 15.04(9) is amended to read as follows:

112 **15.04 GENERAL PROVISIONS.**

- 113 (9) Any member of a board or commission shall receive per diem payment as set
114 forth in s. 6.03(2)–(9). claiming meeting payments or expenses, or both, shall
115 submit a completed claim form to the controller before payment is made. The
116 controller is hereby authorized to return to any claimant any incomplete,
117 inaccurate or illegible claim and no meeting payments or expenses shall be paid
118 until the claim is completed according to the requirements of the claim form.
119 Except no claim shall be paid without finance committee approval if submitted
120 more than 45 days after the month in which the meeting occurred.

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122 ARTICLE 4. Section 15.04(12) is created to read as follows:

- 123 (12) All members of boards and commissions are subject to the provisions of
124 the Ethics Code, Chapter 9, applicable to citizen members as defined by s.
125 9.03(1)(f).

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128 ARTICLE 5. Section 15.05 is amended to read as follows:

- 129 **15.05 PROCEDURAL RULES.** Unless otherwise required by statute, boards
130 and commissions will follow county board procedural rules in Sections 7.22,
131 7.223, 7.225, 7.23 and Subchapter III of Chapter 7, and Section 7.55, D.C. Ords.
132 All questions not covered by county board rules shall be governed by the most
133 recent edition of Robert's Rules of Order.

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137 *[EXPLANATION: This amendment modifies the provisions regarding payment of per*
138 *diem to county officials and clarifies the applicability of county board procedural rules*
139 *and the County Ethics Code to county administrative agencies.]*