

CHAPTER 42  
CORPORATION COUNSEL

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42.01 ESTABLISHING OFFICE OF CORPORATION COUNSEL. There is hereby established the office of Corporation Counsel in and for Sheboygan County, Wisconsin.

42.02 APPOINTMENT AND TERM. The Corporation Counsel for Sheboygan County shall be appointed by majority vote of all of the members of the County Board of Supervisors, and shall be appointed at or before the December 1998 Board session and each fourth December thereafter for a four-year term to take effect on January 1 following. In the event a law firm is appointed hereunder to act as Corporation Counsel and to carry out such duties, the principal lawyer assigned as such Corporation Counsel may designate any of the other lawyers of the firm to aid in the performance of Corporation Counsel duties.

42.03 QUALIFICATIONS AND APPLICATION. The Corporation Counsel shall be an attorney-at-law duly licensed to practice the legal profession in the State of Wisconsin with actual experience in the practice of law of at least five (5) years following admission to the Bar.

42.04 DUTIES. The duties of the Corporation Counsel shall be limited to civil matters and shall include giving legal opinions to the County Board and its Committees and interpreting the powers and the duties of the Board and County officers. As such, the Corporation Counsel shall:

- (a) Provide superior legal opinions, counsel, and representation in all civil matters involving Sheboygan County, the Sheboygan County Board, Department Heads, supervisory staff, and the County's employees, officers, agents, boards, and commissions.
- (b) Attend all County Board meetings and serve as parliamentarian for such meetings, including interpretation and explanation of County Board rules.
- (c) Interpret the powers and duties of the Board and County officers.
- (d) Advise and assist the County Treasurer in instituting appropriate actions to foreclose tax liens by action *in rem*. pursuant to Wis. Stat. § 75.521 and to advise the Finance Committee with respect to any taxation problems affecting Sheboygan County.
- (e) Meet monthly with the Human Resources Committee providing a monthly report of services, including hours, specific duties performed and by whom, along with a listing of the individuals from whom services are requested and/or completed.
- (f) Prosecute and defend civil actions under the jurisdiction of the office, including pretrial preparation, conduct of trial, and appeals therefrom in state and federal courts.
- (g) Provide representation before Equal Rights Division, in state and federal courts, and the Wisconsin Employment Relations Commission as directed by the County Board.
- (h) Draft and approve contracts and leases executed by the County and review construction bids, contracts, and bonds.
- (i) Prepare and review Resolutions, Ordinances, directives, and other legal documents, providing direction regarding completeness and correctness.
- (j) Review policies and procedures of the County to ensure compliance with federal, state, and County directives.

(k) Function as liaison between the Judicial Branch of County government and the Legislative Branch of County government.

(l) Keep apprised of changes in laws and regulations, advising applicable departments of such changes.

(m) Handle all legal matters of the County except as may be specifically delegated to others by the County Board or its Committees.

42.05 COMPENSATION. The compensation of the Corporation Counsel shall be as determined from time to time by the County Board.

42.06 PRIVATE PRACTICE. The person appointed as Corporation Counsel shall be permitted to engage in the private practice of the law. With approval of the County Board, the Corporation Counsel may appoint one or more persons as Assistant Corporation Counsel to assist in carrying out the duties of the office.

42.07 BOND. The Corporation Counsel shall furnish a penal bond in the sum of One Thousand Dollars (\$1,000.00) and file the same with the County Clerk prior to taking the oath of office.

42.08 TERMINATION. The employment as such Corporation Counsel may be terminated at any time by a majority vote of all members of the County Board of Supervisors.

42.09 DISTRICT ATTORNEY RELIEVED OF DUTIES. Whenever any of the powers and duties conferred upon the Corporation Counsel are concurrent with the District Attorney, the District Attorney's powers or duties shall cease to the extent that they are so conferred upon the Corporation Counsel, and the District Attorney shall be relieved of the responsibility for performing such powers or duties. Opinions of the Corporation Counsel on all such matters shall have the same force and effect as opinions of the District Attorney.