

**MARQUETTE COUNTY  
ADMINISTRATION OFFICE**

**RON BARGER**  
County Administrator  
(608) 297-3001

**MELANIE ZUEHLS**  
HR/Payroll Manager  
(608) 297-3084



**STACY KOHN**  
Lead Accountant  
(608) 297-3000

**RACHAEL KRUEGER**  
Accounting Tech  
(608) 297-3002

77 W Park St., Montello, WI 53949 Fax: (608) 297-7606

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**2024 Annual Report of the Administration Department:** County Administration staff are responsible for supervising and managing the day-to-day operations of the county. The County Administrator has specific responsibilities and functions that are outlined under Wisconsin State Statute 59.19. These functions, as outlined below, are completed by the Administrator and his or her staff. The administration staff performs the following main functions:

- **Personnel:** We recruit and hire new employees; administer employment policies and suggest changes; negotiate agreements with unions, and handle performance evaluations and any disciplinary matters.
- **Budget and Accounting:** We keep track of all the county's revenue and expenses and make sure that each department is spending only funds that are allocated to that department by the County Board. In the fall of each year, the Administrator works with the Executive and Finance Committee to develop a proposed budget for the next year.
- **Payroll and Benefits:** We issue paychecks to all county employees and handle things such as health and dental insurance, life insurance, workers' compensation, unemployment insurance, and other benefits.
- **Risk Management:** We procure property and liability insurance for the county, file claims for losses, provide training, hire legal counsel, and monitor compliance with policies and procedures to provide a safe environment for employees and the public.
- **Other Projects:** The Administrator is responsible for managing anything that occurs that is not assigned to some other department of county government and acts as a liaison between the County Board and all county department heads and staff.

County administration staff serve a vital purpose. They keep the organization running and provide direction to others, including policymakers, on an ongoing basis. They have the responsibility to keep the public informed, and this sets the tone for how the public interacts with local government. Admin staff also facilitates the development and implementation of the county's strategic goals and keeps the county moving toward those goals and objectives.

**Operations:** Marquette County issued 4,934 accounts payable checks in 2024 for a total of \$24,715,211.39. A total of \$459,902.50 of that sum was as the lead agency for the IM Consortia for East Central Wisconsin for the Human Services Department. That sum is 100% reimbursed to Marquette County. Marquette County issued 103 1099 Forms to vendors as required by the Federal Tax Code. 2023 Payroll information:

- W2 Forms issued = 317
- Total gross wages = \$11,930,917.67
- New hires at full-time = 23
- New hires at part-time = 8
- Promotions = 12
- Resignations = 28
- Retired = 1
- Workers' compensation claims = 17 (Expense incurred totaled \$100,384.58 with one lost time claim)

Notable achievements and project work:

- Worked with Department Heads to set objectives for capital improvement projects
- Developed and presented the 2024 County Budget
- Worked with policymakers and Department Heads to revise and update department fee schedules
- Provided oversight of remaining ARPA-funded projects and the mandated reporting to the state and federal government
- Worked with attorneys related to settlement agreements with Opioid manufacturers, attended the Opioid Oversight Workgroup meetings, and filed status reports with the State and Federal governments on projects and expenditures
- Worked with Waushara County to secure a new contract for Medical Examiner services
- Participated in ongoing negotiations to secure a new two-year union contract with EMS personnel
- Worked with various department heads to facilitate department reorganizations
- Established a new contract with the auditing firm Baker Tilly and worked with them on the yearly audit
- Established a new contract with Whistling Winds for animal control services for 2025

The mission of the Administration Department is to provide operational management and support to the county in a fiscally responsible and efficient manner and to ensure that government services are provided to the citizens of Marquette County. The Administration staff further recognizes its stewardship role and strives to:

- Follow state statutes and mandates that guide compliance and service provisions
- Work as a team
- Get results

*Thank you for the opportunity to serve...*

*Ron Barger*

Marquette County Administrator