

DEPARTMENT OF ADMINISTRATION

Chapter Adm 3

POPULATION DETERMINATION

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**Note:** Sections Adm 3.01 to 3.06 were adopted by emergency rule, effective July 27, 1973.

**Adm 3.01 Preliminary population determination.** (s. 16.96, Stats.) The secretary of the department of administration shall on or before August 10 of each calendar year publish a preliminary population determination of the total number of persons residing in each municipality and county in the state of Wisconsin.

**History:** Cr. Register, September, 1973, No. 213, eff. 10-1-73; am. Register, February, 1979, No. 278, eff. 3-1-79.

**Adm 3.02 Notice.** (s. 16.96 Stats.) A written notice of the preliminary population determination and information concerning the determination and procedures for making an appeal shall be sent to each municipal and county clerk within 5 days after publication of such determination.

**History:** Cr. Register, September, 1973, No. 213, eff. 10-1-73; am. Register, February, 1979, No. 278, eff. 3-1-79.

**Adm 3.03 Appeal.** (s. 16.96 Stats.) (1) Information inquiries by local officials concerning annual determination are encouraged, however, if an official appeal in writing objecting to the preliminary determination is made, it shall be authorized by the governing body of the objecting municipality or county. Such appeal shall be received by the secretary on or before September 15th and shall be based on a stated intent to contract for a special census as proof of error or shall be substantiated by appropriate documentary material detailing substantial basis for error, proof of incorrect data, or annexation proceedings which involve an institutional population not considered in the preliminary determination. Population enumeration by any group, agency, municipality or county shall not be considered unless conducted as an official special census by the U.S. bureau of census. All appeals shall be attested to by the clerk and a copy of the authorization therefor included with the submitted documentary material.

(2) Final resolution of all official written appeals related to the preliminary population determination shall be made by the department on or before October 10 of each year.

**History:** Cr. Register, September, 1973, No. 213, eff. 10-1-73; am. Register, September, 1974, No. 226, eff. 10-1-74; am. (1) and r. and recr. (2), Register, February, 1979, No. 278, eff. 3-1-79.

**Adm 3.04 Final determination.** (s. 16.96, Stats.) The secretary shall publish the final determination of population on or before October 10th. Such determination shall conclusively be recognized as the accepted

population as of January 1 of the current year and be the sole basis for final November per capita shared tax distribution as required by law.

**History:** Cr. Register, September, 1973, No. 213, eff. 10-1-73; am. Register, September, 1974, No. 225, eff. 10-1-74; am. Register, February, 1979, No. 278, eff. 3-1-79.

**Adm 3.05 Notification.** A written notice of the final population determination shall be sent to each clerk within 5 days after the publication of such determination.

**History:** Cr. Register, September, 1973, No. 213, eff. 10-1-73; r. and recr. Register, February, 1979, No. 278, eff. 3-1-79.

**Adm 3.06 Procedures and specifications.** (s. 16.96, Stats.) The secretary may establish, revise and publish written specifications and methodology for the determination of population estimates and projections for state tax sharing and other purposes.

**History:** Cr. Register, September, 1973, No. 213, eff. 10-1-73; am. Register, February, 1979, No. 278, eff. 3-1-79.

**Adm 3.07 Coordinating council for population information.** (ss. 15.107 (4), 15.09 (2) and 16.96 (4), Stats.) The secretary shall provide recommendations to the governor for the appointment of council members consistent with s. 15.107 (4), Stats. Membership recommendations should consider equitable representation of the interests of local government, state agencies and universities, local and regional planning agencies and minority groups.

**History:** Cr. Register, February, 1979, No. 278, eff. 3-1-79.