

Alene Kleczek Bolin

~ Baraboo, Wisconsin ~ 53913 ~

EXPERIENCE

City of Baraboo Attorney~135 Fourth Street, Baraboo, Wisconsin 53913

3/16-Present

- Chief legal adviser and attorney for the City and all Departments and offices in all matters relating to their official powers and duties
- Strategically counsel the Mayor, Department Heads, and the City Administrator, including collaborating on goals and how those relate to the overall City budget.
- Manage difficult and complex problems involving highly specialized legal issues.
- Responsible for overseeing activities that have a Citywide legal impact, and for overall management of the day-to-day operations of the Office.

Sauk County Corporation Counsel~505 Broadway, Baraboo, Wisconsin 53913

1/08-5/10~ *Acting Corporation Counsel*

7/07-1/08 and 5/10-3/16~ *Assistant Corporation Counsel*

- Prepared department budget during shortfall, doubling performance measurements while keeping expenditures fixed.
- Develop, recommend, and review ordinances, rules, procedures, and policies, including rewriting the zoning ordinance that has been used as a template in surrounding counties.
- Represent conservation, planning, and zoning department in all legal actions, provide opinions, and review all aspects of programming in that department.
- Serve as management, legal advisor, and parliamentarian to County Administration and County Board
- Negotiate and draft contracts, including one for a twelve million dollar health care center.
- Increased efficiency, consistency, and knowledge of office through increased interdepartmental communication and cooperation.
- Successful prosecution and defense of numerous court actions and administrative hearings.
- Hired, trained, evaluated and supervised the Corporation Counsel's Office employees.

Kleczek Law Office~ *Associate Attorney*~321 NE Madison Ave, Peoria, Illinois 61603~7/05-7/07

- Lead counsel in cases involving employment, personal injury, premises liability, civil rights, real estate, contract disputes, insurance coverage and labor law.
- Arbitrated and mediated cases where appropriate, including union arbitrations.
- Briefed and argued appeals before Illinois Appellate Courts.
- Managed office, including supervision and training of staff.

EDUCATION

University of Wisconsin Law School, Madison, Wisconsin

- J.D., May 2005; *magna cum laude*; GPA: 88.4 (Top 5%)
- Order of the Coif; Dean's Honor List; Highest Grade in Torts, Tax, Trust and Estates, and Administrative Law.

University of Illinois at Urbana/Champaign; B.S. in Geography; Departmental Honors, May 1995.

BAR ADMISSIONS

Wisconsin (2005); Illinois (2005); U.S. District Court, Northern and Central District of Illinois (2006);

U.S. District Court, Western District of Wisconsin (2007)

PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Wisconsin Bar Association; Sauk County Bar Association; University of Wisconsin-Baraboo/Sauk County Community Advisory Board; Corporate Guardian Fee Workgroup; University of Wisconsin Extension Master Naturalist Volunteer; CASA Advisory Board; American Bar Association.