



Notice of Public Meeting

AGENDA

Committee: County Board of Supervisors
Date: Monday, January 24, 2022
Time: 7:00 p.m.
Location: 3rd Floor County Board Room
Remote Access: [Click here to join the meeting](#)

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting, but deviations from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Resolution #22-01-01 A Resolution to Accept a Monetary Donation and Distribute with Local Fire Department
6. Review/Discussion/Action ~ Resolution #22-01-02 A Resolution to Rescind the Allocation of Funds to Support Funding for the Great River State Trail- Winona Connector from Resolution #19-12-08
7. Review/Discussion/Action ~ Return to Workplace Guidelines Policy
8. Review/Discussion/Action ~ Compensation Resulting from COVID-19 Efforts
9. Review/Discussion/Action ~ Buffalo County Maintenance Updates
10. Chairperson's Report
11. Committee Chair Reports
12. Administrative Coordinator's Report
13. Public Comment Unrelated to Agenda Items
14. Review/Discussion/Action ~ Next Date and Time
15. Adjournment.

Date: January 19, 2022

Dennis Bork, Chair

By: Roxann Halverson, County Clerk

Board Members: If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

DECEMBER COUNTY BOARD SESSION
Monday, December 20, 2021, at 7:00 p.m.

The Board met. Mr. Dennis Bork in the Chair.

The Pledge of Allegiance was said.

The roll was called and all members were present except for Mr. Don Hillert and Mr. John Sendelbach, who were excused. Others in attendance for all or portions of the meeting were Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Ryan VanDeWalle, Mr. Steve Schiffli, and Sheriff Mike Schmidtknecht. Ms. Lisa Schuh, Ms. Carol Burmeister, Mr. Dave Brommerich, Mr. Nels Anderson, and Mr. Marvin Rieck attended via TEAMS.

Public Comments: None.

Review/Discussion/Action regarding Previous Meeting Minutes: Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Weiss. Carried.

Review/Discussion/Action regarding Ordinance #21-12-01 An Ordinance to Amend the Official “Buffalo County Zoning District Map”, Town of Buffalo: This request is to rezone a property to commercial. Ms. McMillan Urell made a motion to approve the ordinance, seconded by Mr. Ruff. Carried.

Review/Discussion/Action regarding Resolution #21-12-01 A Resolution Recognizing and Honoring the Retirement of Mr. Randy Johnson: Chair Bork read the certificate of retirement. Mr. Johnson was unable to attend the meeting. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

Review/Discussion/Action regarding Resolution #21-12-02 A Resolution Recognizing and Honoring the Retirement of Ms. Diane Mikelson: Chair Bork read the certificate for Ms. Mikelson, who was unable to attend the meeting. Sheriff Schmidtknecht will get the certificate to her. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Resolution #21-12-03 A Resolution Recognizing and Honoring the Retirement of Ms. Sonya J. Hansen: Chair Bork read the certificate honoring Ms. Hansen for her 22 years of service to Buffalo County. Ms. McMillan Urell thanked Ms. Hansen for her guidance and for keeping everything running smoothly. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Schmidtknecht. Carried.

Review/Discussion/Action regarding Resolution #21-12-04 A Resolution to Adopt the Outdoor Recreation Plan for Years 2021-2025: The Outdoor Recreation Plan was reviewed. It is a very detailed plan that should be reviewed regularly to follow through with the goals described. This plan shows local hiking trails and canoe trails and should be used to promote Buffalo County’s outdoor recreation activities. Mr. Steve Nelson made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Resolution #21-12-05 A Resolution to Approve Donation to the Buffalo County Sheriff's Office from Ye Old School House:

The Ye Old School House received donations of clothing and household items. They in turn sell them and donate funds to local organizations. They have chosen the K9 program to donate \$7,486.83, which will cover the purchase and installation of the equipment needed in the new squad for the K9. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Resolution #21-12-06 A Resolution to Adopt Salary Classification and Compensation System for Non-Represented Employees:

This resolution officially approves the wages that were included in the budget. The exhibit was amended to include the Parts and Inventory Specialist and to change the job titles of the CJS Director and CJS Diversion Specialist. Mr. Grisen made a motion to amend the exhibit to the resolution, seconded by Mr. Taylor. Carried. Mr. Grisen made a motion to approve the amended resolution by roll call votes, seconded by Mr. Taylor. All in favor. Carried.

Review/Discussion/Action regarding Resolution #21-12-07 A Resolution to Approve Health Insurance Benefit Plan for 2022:

This resolution identifies the health insurance plan and the agent of record as approved in the budget. Mr. Taylor made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Resolution #21-12-08 A Resolution to Amend Policy No. 301- Health Insurance and COBRA:

The policy needed some updates with the new insurance coverages. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding Resolution #21-12-09 A Resolution to Amend Policy No. 111 of the Buffalo County Employee Handbook – Salary Classification and Compensation System:

This resolution shows the update to the employee handbook. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Nathan Nelson. Carried.

Review/Discussion/Action regarding Resolution #21-12-10 A Resolution to Increase Buffalo County Coroner, Chief Deputy Coroner and Deputy Coroner Per Diem:

This resolution would raise the per diem from \$125 to \$150 in the hopes to aid in recruitment and retention. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Resolution #21-12-11 A Resolution to Modify Broadband Funding Services:

The County will receive \$2,527,282.00 of ARPA funds which one of the approved uses is broadband. The Committee of the Board and the Finance Committee recommend the resolution be amended to approve \$1.3 million towards broadband which would include the \$100,000 for the Town of Naples and the \$200,000 originally approved from CAPX for Town of Cross and Town of Mondovi. Ms. McMillan Urell made a motion to amend the resolution to allow a max of \$1.3 million of ARPA funds to be used for broadband, of which the \$300,000 for Towns of Naples, Mondovi, and Cross are included in that \$1.3 million maximum, seconded by Mr.

Schmidtknecht. Carried. Ms. McMillan Urell made a motion to approve the amended resolution by a roll call vote, seconded by Mr. Schmidtknecht. All in favor. Carried.

Review/Discussion/Action regarding Resolution #21-12-12 A Resolution to Appoint the County Surveyor: Mr. Danzinger made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

Review/Discussion/Action regarding Resolution #21-12-13 A Resolution Authorizing Approval of the Buffalo County Land Information Plan 2022-2024: Mr. Anderson explained there were not many changes to the plan. Mr. Ruff made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

Review/Discussion/Action regarding Resolution #21-12-14 A Resolution to Support the Buffalo County Re-Monumentation Project – Town of Milton: Town of Milton is the next town to have remonumentation completed. They would like an assurance that the project would be completed by 2025 or they would get their \$60,000 back that they are putting into the project. Auth Consulting has agreed if it is not completed in time, they will repay the funds. Mr. Ruff made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

Review/Discussion/Action regarding Resolution #21-12-15 A Resolution to Authorize Buffalo County to Enter into the Settlement Agreements with McKesson Corporation, Cardinal Health Inc., AmerisourceBergen Corporation, Johnson & Johnson, Janssen Pharmaceuticals Inc., Ortho-McNeil-Janssen Pharmaceuticals Inc., and Janssen Pharmaceutica Inc., Agree to the Terms of the MOU Allocating Settlement Proceeds, and Authorize Entry into the MOU with the Attorney General and hereby allowing the Buffalo County Administrative Coordinator to Review and Sign all Current and Future Documents Related to the Settlement: The County should be receiving \$354,625.52 for the opioid settlement, with 20% of this needing to be put away in an escrow account for attorney fees (if requested by the attorney). By approving this resolution, it will accept the funds and allow the Administrative Coordinator to sign all documents necessary. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Appointment of Mr. Nels Anderson as the Land Information Officer Effective January 2, 2022: Ms. Hansen has served as the Land Information Officer since Mr. Poser passed away. With her retirement a new LIO needs to be appointed. Mr. Anderson has the knowledge and expertise to fill this vacancy. Ms. McMillan Urell made motion to approve the appointment of Mr. Nels Anderson as the Buffalo County Land Information Officer effective January 2, 2022, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding the 2022 County Board Meeting Dates and Times: The 2022 meeting dates were reviewed and no changes were indicated.

Committee Chair Reports: Law Enforcement will be holding interviews for the Administrative Assistant position and Communications/Corrections Officer positions. Mr. Logan Olson has been hired as the new Jail Administrator.

Land Conservation will be holding interviews for the Resource Technician. There has been a good response to the advertisement for this position.

HR held interviews for the Personnel Advisor and will be speaking with a candidate again.

DHHS discussed the ARPA funds wish list they presented and also reviewed the dialog used for contact tracing.

Highway is working on a fuel management system that other departments may want to look at to save money for the county. They are also working on a new timecard system to more efficiently track work done on individual projects and to save office staff time in reentering information. The Office Support Specialist will be retiring in March.

Mr. Bruegger shared an article that was in the paper regarding MFL. He said it was a good article for residents to read and see how this affects their tax dollars.

Administrative Coordinator Report: Mr. VanDeWalle discussed a meeting he and Ms. Hansen had with Public Health. With the increase in COVID cases Public Health would like to see face masks required in the courthouse for employees and visitors, more telecommuting, video visits instead of in-person visits, and an increase in vaccines and boosters. HR discussed this at their meeting and would like to hold off on any action pending further information.

County Board Chair Report: None.

Public Comments: Ms. Halverson would like to remind everyone to get their nomination papers in by January 4th. No one has taken out papers for District 4, District 6, or District 7. Mr. Hillert for District 4 has already signed his Noncandidacy paperwork. If those representing Districts 6 and 7 do not wish to run again Ms. Halverson asked that they come sign the necessary paperwork by close of business on Wednesday, December 22nd.

Adjournment: Mr. Taylor made a motion to adjourn at 8:41 p.m., seconded by Mr. Schmidtknecht. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk

Buffalo County Resolution

Drafted By: Sheriff Schmidtknecht
Department: Sheriff



Presented Month/Year: 01/2022
YES / NO :

Fiscal Impact:
None

Involved Committees: L.E.E.M.
YES / NO

CA Approved
YES/NO

RESOLUTION # _____

A RESOLUTION TO ACCEPT MONETARY DONATION AND DISTRIBUTE WITH LOCAL FIRE DEPARTMENT

WHEREAS, The Buffalo County Sheriff's Office has received a monetary donation of \$10,000, because of a family who tragically lost a husband/father in a boating accident near Buffalo City, WI. In 2021.

WHEREAS, The request of the family is that the Sheriff's Office use this funding to replenish and support search and rescue equipment and training for emergency situations as they see fit.

WHEREAS, Buffalo County Sheriff's Office worked primarily on this specific tragedy with the Tri-Community Fire Department and sees the need for sharing of these funds to help support and train members of the Tri-Community Fire Department in all types of search and rescue.

WHEREAS, Buffalo County Sheriff's Office feels it appropriate to split these funds with the Tri-Community Fire Department due to Tri-Community Fire Department being the primary responding for the rescue along with the Buffalo County Sheriff's Office.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby grant authorization to transfer up to \$5,000.00 of the total donated amount of \$10,000.00 from the Sheriff's Office donation account to the Tri-Community Fire Department.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2022.

County Clerk

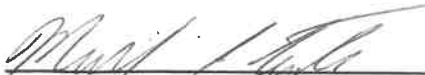
ATTEST:

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2021.

Buffalo County Clerk
Chairperson


Buffalo County


Law Enforcement Emergency Government Committee:


Mike Taylor (Chair)


Larry Grisen


John Sendelbach


Nathan Nelson (Vice Chair)


Carol McDonough

ANTICIPATED FINANCIAL IMPACT STATEMENT

2022 Projected Revenue: \$5,000.00

Projected Tax Levy: \$0

Wages & Benefits: \$0



Buffalo County Resolution

Drafted By:

Ryan VanDeWalle

Month/Year:

January 2022

Committee:

Finance

Department: Administration

Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Rescind the Allocation of Funds to Support Funding for The Great River State Trail – Winona Connector from Resolution #19-12-08

Whereas, in 2006, Buffalo County entered into an agreement with the Wisconsin DNR to be Local Sponsor for a DOT Enhancement Grant that was the design and construction of the Winona Connector Trail Project; and,

Whereas, Buffalo County had allocated a pledge of \$400,000.00 of CAPX2020 funding to be used as a means for matching funds for a potential grant regarding the project; and,

Whereas, Buffalo County has since been able to allocate sufficient funding for the original Great River State Trail – Winona Connector project, and now has the ability to move these originally pledged \$400,000.00 of CAPX2020 funds, and place them back into the general, unallocated funds of CAPX2020; and,

Now, Therefore Be It Resolved, that Buffalo County Board of Supervisors hereby grant authorization to move the originally pledged \$400,000.00 of CAPX2020 funding intended for the Great River State Trail-Winona Connector and be placed back into the general account of CAPX2020 to be used for other projects as needed.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2022.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtknecht

Don Hillert

David Danzinger

BUFFALO COUNTY EMPLOYEES RETURN TO WORK PLACE / GUIDELINES
Version I: May 18, 2020 Updated: July 13, 2020 (HR Committee)
Updated: July 31, 2020 (Governor Emergency Order #1)
Updated: March 8, 2020 (HR Committee) March 22, 2021 (County Board)
Updated: April 12, 2021 (HR Committee)
Updated: May 24, 2021 (County Board)
Updated: January 10, 2022 (HR Committee)

The health and safety of our citizens and employees remains our top priority. Buffalo County continues to receive guidance from other governmental agencies and public health authorities to ensure that the most up-to-date information and protocols are in place.

Basic Facts About Coronavirus:

COVID-19 is a respiratory illness caused by a virus. Symptoms often include a cough or shortness of breath and may also include fever, chills, muscle pain, headache, sore throat, diarrhea, vomiting, fatigue and a new loss of taste or smell or as additional symptoms are identified and updated from the CDC. The virus is spread mainly from person-to-person:

Between people who are in close contact with one another (within about six feet)

Through droplets produced when an infected person coughs, sneezes, or talks

The virus may be spread by people who are not showing symptoms. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their face. Older adults and those with serious underlying medical conditions may be at higher risk for more serious complications.

No later than June 1, 2021, employees are to return to work at the courthouse unless they have received prior approval from the Department Manager/Elected Official and the Administrative Coordinator for alternative work arrangements. If formal telecommuting is being requested, Home Committee and Human Resources Committee approval is also required.

Basic Facts About Face coverings:

Face coverings are a critical step to help prevent people from getting and spreading COVID-19. A cloth face covering offers some protection to you as well as protecting those around you. CDC recommends that people wear face coverings in public settings, at events and gatherings, and anywhere you will be around other people if you are not fully vaccinated.

Effective, June 1, 2021 at 12:01 a.m. or by a subsequent superseding emergency order or other state legislative action, all Buffalo County employees, and visitors age 2 and older are strongly encouraged to wear a mask or cloth face-covering that covers his or her mouth and nose when inside a Buffalo County building. In accordance with CDC guidance, the following individuals **are exempt** from this face covering requirement:

- **Individuals who are fully vaccinated and are symptom free.**
- Individuals who have trouble breathing.

- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.
- When Federal or state law or regulations prohibit wearing a face covering.

Additional guidance for employees is listed below. Employees and visitors are also reminded to maintain a six-foot physical distance from other people whenever possible, even when wearing a face covering unless fully vaccinated and symptom free. Visitors and employees may remove their face coverings when necessary, to confirm the individual's identity.

Employee Health and Hygiene:

- Face Coverings:
 - Employees working in the field will always be required to wear face coverings as communicated by their Department Manager/Elected Official unless fully vaccinated and symptom free. If the face covering causes some other unforeseen safety hazard, these issues should be brought to the attention of their supervisor and addressed through work accommodation or physical adjustments to the worksite.
 - Employees scheduling appointments should inform visitors that face coverings are strongly encouraged unless they are fully vaccinated.
 - Employees are strongly encouraged to wear a face covering unless fully vaccinated and symptom free when entering or leaving their office (i.e., in hallways, lobby areas and stairwells, going to the restroom or break room, etc.) as timing your move through these spaces to avoid others is not feasible or practical.
 - Unvaccinated employees riding in Buffalo County vehicles with multiple persons on board are required to wear a face covering. Vehicles should be cleaned regularly and after use, like workstations.
 - Employees should always keep face coverings with them and to notify their supervisor if they need any additional face coverings, or if you need training on the use of face coverings.
 - Employees should remove their face coverings when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
 - Employees working in the Buffalo County Jail shall follow department protocol to ensure the health and safety of its staff and individuals in its care.
 - Additional information regarding face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> .
- Employees are encouraged to continue to self-monitor daily for signs and symptoms of COVID-19 prior to reporting to work using the tool provided to them by their direct supervisor.
 - Self and monitoring tool: <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>
 - Temperature Kiosk devices are available. Employees are encouraged to use them. If an employee experiences an abnormal temperature reading after two attempts, they should immediately contact their direct supervisor or designee to determine what steps should be taken prior to entering their department.

- Employees shall talk with their supervisors if they have any concerns about this return to workplace guidelines.
- Employees must report contact with any person who tests positive or who have symptoms for COVID-19 to their supervisor and their local health officer.
- Employees shall wash their hands frequently and effectively (at least 20 seconds) with soap and water throughout the day. Some workstations may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water if hands are not visibly soiled.
- Employees shall cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Employees should avoid touching others including handshakes, hugs, or other close contact unless fully vaccinated.
- Department Managers/Elected Officials shall post signage to promote worker hygiene. Signage may be found in the P Drive/Department Manager/COVID-19/Signs.
- Employees are discouraged from using other workers' phones, desks, offices or other work tools and equipment, when possible. Department Managers/Elected Officials are responsible to make sure that shared workspaces allow for social distancing (6 feet) between employee unless fully vaccinated.
- Employees working from shared phones, desks, offices and other work tools and equipment shall sanitize shared workplace items before and after each use.
- Employees accepting cash and papers should avoid touching their face afterwards. Any cash exchanged should be placed on the counter (not in hand), including when providing change back to visitor. Clean the counter after each visitor.

Buffalo County will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, Department Managers/Elected Officials may send employees home who report to work that display symptoms to prevent the spread of COVID-19 to others. Department Managers/Elected Officials shall consult with Buffalo County Administration before sending an employee home. Employees who are experiencing COVID-19 symptoms are highly recommended to stay home.

Basic Facts About Vaccines:

COVID-19 vaccines are effective at protecting you from getting sick. People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you do not meet these requirements, you are not fully vaccinated. Keep taking all precautions until you are fully vaccinated.

EMPLOYEES WHO HAVE BEEN TESTED, DIAGNOSED, OR CAME INTO CONTACT WITH SOMEONE WITH COVID-19 AND NOT FULLY VACCINATED:

Employees who have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or their department manager immediately.

Supervisors/department managers should then consult with Public Health, who will collaborate with Buffalo County Administration, in determining the work status for the employee.

A. Employees with COVID-19 symptoms:

- a. Employee should stay home, call their supervisor, and call their primary health care provider.
 - i. Mayo Clinic
 1. Eau Claire: 715-838-5222
 2. La Crosse: 608-785-0940
 3. Mondovi: 715-926-4858
 - ii. Winona Health
 1. General line: 507-454-3650
 2. COVID-19 Nurse Line: 507-457-7619
 - iii. Gundersen
 1. General line: 608-782-7300
 2. After hours: 608-775-4454 or 800-858-1050
- b. Employees who are tested:
 - i. Employee will need to stay home and self-quarantine until they receive the results of their tests.
 - ii. If test is negative, employee may return to work once symptoms have resolved for 24 hours and continue to self-monitor for symptoms.
 - iii. If test is positive, the employee's local health department will work with them to determine when they may resume working. Employee should report test results to their supervisor and discuss guidance provided by the local health department. Department Manager/Elected Official shall notify the Administration Office as soon as possible.
 - iv. Antibody tests do not rule out illness. Consult with public health if questions or concerns arise.
- c. If employee chooses not to get tested, there is no way to know if their symptoms are because of COVID-19 or something else. Therefore, public health will work with them to determine if we suspect them to have COVID-19. Generally, we will recommend:
 - i. Self-isolating at their home until symptoms have resolved for 72 hours and 10 days after symptom onset (whichever is later).
 - ii. Working from home if they can.

B. Directions for employees with symptoms that are not typical for COVID-19:

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.
 - i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

C. Directions for employees with a contact exposure:

You are a “close contact” if any of the following situations happened while you spent time with the person with COVID-19, even if they did not have symptoms:

- Had direct physical contact with the person (for example, a hug or handshake).
 - Were within 6 feet of the person for more than 15 minutes.
 - Had contact with the person’s respiratory secretions (for example, cough or sneezed on; contact with a dirty tissue; sharing a drinking glass, food, towel, or other personal items).
 - Stayed overnight for at least one night in a household with the person.
- a. Employees should report their exposure to their supervisor and local health department.
 - b. The local health department for the employee will work with them to determine when they may resume working.
 - i. Generally, recommendations include:
 - 1. Self-quarantine for 14 days following exposure.
 - 2. In some circumstances, employees may work if they remain asymptomatic and have the ability to wear a face covering at all times or able to telecommute.
 - 3. If an employee develops symptoms during this time and they resolve before their quarantine period is over, they still need to self-quarantine for the full 14 days since their exposure.
 - c. The Department Manager/Elected Official shall notify Buffalo County Administration to report incident.
 - d. Administration will discuss with Department Manager / Elected Official (and the applicable employee) in collaboration with the Public Health Department:
 - 1) The appropriate form(s) to complete, and
 - 2) The expectations for returning to work, which follows the State of WI Dept. of Health Services (DHS) isolation timeframe – regardless of if they have been tested for COVID-19. Isolation Release: <https://www.dhs.wisconsin.gov/publications/p02632.pdf>

If you had contact with someone who was diagnosed, but it was not close contact, you may be able to work and should self-monitor for 14 days from the date of contact. If you develop any symptoms, you should stay home from work. The local health department will contact you if you were considered to

have 'close contact' with someone who was diagnosed with COVID-19. For more information go to <http://www.dhs.wisconsin.gov/covid-19/diagnosed.htm> .

EMPLOYEES WHO COME INTO CONTACT WITH SOMEONE WITH COVID-19 AND WHO HAVE BEEN FULLY VACCINATED:

The CDC has issued modified public health recommendations for people who have been fully vaccinated for COVID-19.

They are no longer required to quarantine following close contact with a person with COVID-19 and should monitor themselves for symptoms for 14 days after the last date of exposure. If you develop any symptoms of COVID-19, isolate from others, contact your health care provider, and notify your immediate supervisors, and get tested.

Employees still need to practice normal pandemic behavior to protect themselves and others.

This guidance may be subject to change in the future as more data is collected and will adjust and follow CDC recommendations.

Directions for employees with symptoms that are not typical for COVID-19:

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.
 - i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

REFERENCES:

- A. [COVID 19: Businesses, Employers, and Workers](#)
- B. [COVID-19 Health Alert #2](#)
- C. [FAQs for Law Enforcement Agencies and Personnel](#)
- D. [COVID-19: Symptoms of Illness](#)
- E. [What is the difference between isolation and quarantine?](#)
- F. [Isolation Guidance](#)

Building Access and Safeguards:

- All doors will be open for public access commencing June 1, 2021.
- Signage will be posted at the entrance to encourage unvaccinated individuals to continue to wear a mask.
- Appointments for services are continued to be encouraged. Services may be available to the public via other means than physically coming to the courthouse. The county website will provide the public with information on how to access services.
- All office counter windows may have a physical barrier in place.

- Face coverings are strongly encouraged by visitors who meet with employees in their offices or workspace unless the employee is fully vaccinated. Employees shall also wear face coverings when meeting with visitors unless fully vaccinated. Face coverings will be available for sale at the County's cost to the public. Face covering will be provided for employees.
- Department Managers may develop their own face covering/face covering policy for employees to follow within their departments that may be more restrictive than this policy.
- Employees will immediately clean their workspace after the conclusion of the meeting. Supplies will be available in each department.
- Employees are encouraged to direct visitors to use the drop box in the Sheriff's Department entrance whenever possible.
- Employees will be trained in using cleaners and disinfectants by Buildings and Grounds Manager or Janitor.
- Visitors will be advised to use the hand sanitizer before and after any meetings. Signs will be displayed to inform the public of this safe practice. Employees should either wash their hands or use hand sanitizer before and after any meetings.
- Elevator shall be limited to two (2) persons unless parties are from the same household or all passengers are fully vaccinated. Signage will be posted outside the elevator to encourage compliance.
- No loitering signs will be placed throughout the courthouse.
- Department Managers/Elected Officials shall remove items from visitor contact that cannot be sanitized.
- Department Managers/Elected Officials shall sanitize pens between usages or develop a method to sanitize pens at the end of each workday.
Department Managers/Elected Officials will encourage staggered breaks and lunch schedules to minimize occupancy; or limit and monitor occupancy based on the size and layout of the room to maintain appropriate social distancing measures unless fully vaccinated.
- Employees are encouraged to prop open doors to reduce touching of handles whenever possible.

Building Cleaning:

- Each Department shall develop protocol for cleaning, sanitizing, and wiping down high-touch surfaces between visitors and department employees.
- Employees are responsible for cleaning their own tablets, touchscreens and keyboard or other high touch surfaces in their workspace.
- Employees will be provided with disinfectant wipes, cleaner, or sprays that are effective against the virus and will receive training from the Buildings and Grounds department.
- If an employee was present at the job site during their infectious period (within 48 hours) of suspected or confirmed to have COVID-19 infection, the Buildings and Grounds staff will follow the CDC's cleaning and disinfecting guidelines.
- Buildings and Grounds will clean high-touch surfaces in public areas of the courthouse at a minimum of two (2) times per day.
- Buildings and Grounds will work closely with Department Managers/Elected Officials to provide additional cleaning measures on a case-by-case basis.

TRAVEL RESTRICTIONS

This information in this section is subject to change at any time given the fluid nature of the COVID-19 situation. The most current guidance from the CDC, Wisconsin DHS, and/or the Buffalo County Department of Public Health supersedes all other guidance/language in this section.

Business Travel:

- Business travel will be considered on a case-by-case basis and must be approved by the Department Manager/Elected Official. Travel outside the State of Wisconsin for business shall be approved by Home Committee. Business travel for client services required for program compliance are exempt from requiring Home Committee approval.
- Employees are to self-monitor for symptoms of COVID-19 before travel and cancel if they become sick. Employees shall refer to protocol on pages 4-5.

Personal Travel in the United States:

COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases chances of getting infected and spreading of COVID-19, staying home is the best way to protect yourself and others from getting sick.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County is asking all employees to cooperate in reporting non-essential travel plans outside or beyond their normal routine or attendance or participation in mass gatherings (50 or more people) to their direct supervisor at least two weeks prior to travel or attendance. For purpose of defining normal routine use your recent last month of travel. Air travel is highly discouraged and more than likely will require self-isolation if you are not fully vaccinated. Employees who are fully vaccinated with an FDA-authorized vaccine or have recovered from COVID-19 in the past three months will not need to get tested or self-quarantine after domestic travel. Employees should follow all other travel recommendations from the CDC. Employees should watch for symptoms for 14 days after travel, immediately isolate yourself if you develop symptoms. If you test positive, immediately isolate yourself and follow public health recommendations. Do not travel until it is safe for you to be around others; this includes your return trip home. The Department Manager/Elected Official in consultation with the Administration Office and Public Health will assess and develop a return-to-work plan based on the risk that may include self-isolation and/or telecommute options. CDC information and data, along with any other relevant information available, will be used as references in developing plans. Notification timelines may be modified on a case-by-case basis.

If an employee voluntarily travels and is subject to a Federal, State, or local quarantine or isolation order due to the COVID-19 virus, they may not be eligible for Emergency Paid Sick Leave under the Emergency Family Medical Leave Expansion Act. Employees shall use Personal Time Off (PTO)/Vacation, Sick Leave or Holiday Pay prior to using any unpaid leave.

If you travel protect yourself and others during your trip:

- Clean your hands often.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing, and before touching your face or eating.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others and keep 6 feet of physical distance from others if you are not fully vaccinated.
- Wear a cloth face covering in public if you are not fully vaccinated.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or store if you are not fully vaccinated.

For more information on travel, please go to the CDC website and review the following information <https://www.cdc.gov/coronavirus/2019-ncov/travels/travel-in-the-us.html#travel-restrictions> .

Personal International Travel:

The CDC recommends that travelers avoid all nonessential travel to all global destinations. Employees who plan to travel internationally must inform their supervisor/department manager, who will contact the Administration Office, prior to the departure. For more information see <https://www.cdc.gov/coronavirus/2019-non/travelers/map-and-travel-notice.html> .

Return to Work after Travel:

If an employee develops symptoms after travel, they should report those symptoms and the situation to their supervisor or department manager immediately. Supervisor/department managers should then consult with the Administration Office, in determining the work status for the employee. The Administration Office will work with the Buffalo County Public Health Department.

Social Distancing:

- All departments are encouraged to develop and implement policies to maintain social distancing to reduce the risk of infection unless fully vaccinated. Physical space should always be increased between employees and visitors to maintain at least a six-foot distance if not fully vaccinated.
- Employees are encouraged to use e-mail, text, call or use virtual methods to communicate with co-workers rather than meeting with them in person if not fully vaccinated.
- Markings will be placed throughout the courthouse to identify areas for social distancing.
- Benches located within the courthouse will be moved to improve social distancing practices.
- Breakrooms should limit occupancy to maintain social distancing.

Wellness Workout Facility:

Full access to the Wellness Workout Facility will begin June 1, 2021, including guests. Face coverings will be required for unvaccinated guests and employees.

Employees must sign in and sign out to assist if contact tracing becomes necessary.

Employees will wipe down all equipment they use after each use, dispose of the wipes appropriately and will place the placard on the equipment with their initials and date that the equipment was cleaned.

Employees should wash their hands before and after leaving the facility.

Signage will be displayed to remind employees of safe practices, such as hand hygiene and cough/sneeze etiquette.

County Vehicles:

- Employees shall wipe down keys, steering wheel, doorknobs, shifting lever and other high touch areas after use and complete placard card showing date and initial that vehicle has been cleaned. Sanitary wipes will be placed in county-owned vehicles.
- Occupancy is limited to two (2) people per vehicle and both individuals are required to wear face coverings unless exemptions apply, or all individuals are fully vaccinated.

Committee and Board Meetings and Conference Rooms:

- Conference rooms will be available for public meetings effective June 1, 2021.
- Conference rooms will be limited to occupancy. Face coverings will be strongly encouraged for unvaccinated attendees.
- Buildings and Grounds staff will clean meeting and conference rooms that are not located in any departments. Department Managers/Elected Officials shall assist with cleaning meeting and conference rooms after use and complete the Verification of Cleaning form.
- Department Managers will coordinate with Buildings and Ground staff to develop any department conference rooms cleaning schedules.

Vendor Deliveries:

- Vendors will be strongly required to wear face coverings unless fully vaccinated.

Enforcement:

Any violation of this policy may be subject to disciplinary action up to and including termination.

Adoption and Modifications:

This guideline shall become effective January 20, 2022, at 12:01 a.m. and may be modified or terminated as recommended by the Human Resource Committee and approved by the County Board of Supervisors as of January 10, 2022. Furthermore, the Executive Committee will meet to decide the Buffalo County policy on matters that may create an emergency. In the event of an emergency order, these will be in effect until the Buffalo County Board can meet.

*January 2022 Financial Report
Tina Anibas, Buffalo County Treasurer*

Investment Notes			
12/14/2021	From WISC PMA Investment to General	\$350,000	
12/16/2021	Transfer from Highway Bond to WISC PMA General Investment	\$1,217,615.21	
12/20/2021	Transfer from Highway Bond to WISC PMA General Investment	\$750,000	
12/22/2021	Closed Highway Bond Investment Transferred to WISC PMA General Investment	\$24,629.995	
12/22/2021	From WISC PMA Investment to General	\$200,000	
12/28/2021	From WISC PMA Investment to General	\$250,000	
12/31/2021	Renew CAPX CDARS	\$250,000	1 year 0.50%
General Investments Available Cash			
	Local Government Investment Pool	0.080%	\$24,076.02
	Trust Point Bonds / Money Market	2.210%	\$989,717.98
	Alliance Bank Money Market Acct	0.290%	\$642,696.91
	Waumandee State Bank Money Market	0.850%	\$621,266.76
	PMA WISC Account	0.020%	\$3,329,658.49
	Bank of Alma	0.050%	\$496,860.93
			\$6,104,277.09

Long Term Investments				
Effective		Maturity		
2/11/2021	Waumandee State Bank CDARS Acct	2/10/2022	0.500%	\$250,000.00
5/13/2021	Waumandee State Bank CDARS Acct	5/12/2022	0.500%	\$250,000.00
5/13/2021	Waumandee State Bank CDARS Acct	5/12/2022	0.500%	\$250,000.00
8/15/2019	Waumandee State Bank CDARS Acct	8/11/2022	2.250%	\$500,000.00
9/23/2021	Waumandee State Bank CDARS Acct	9/22/2022	0.500%	\$250,000.00
7/1/2021	Waumandee State Bank CDARS Acct	6/29/2023	0.700%	\$250,000.00
8/26/2021	Waumandee State Bank CDARS Acct	8/24/2023	0.700%	\$250,000.00
9/23/2021	Waumandee State Bank CDARS Acct	9/21/2023	0.700%	\$250,000.00
TOTAL CDARS ACCT				\$2,250,000.00
Total Investments				\$8,354,277.09

CAPX 2020				
Effective		Maturity		
7/1/2021	Waumandee State Bank CDARS Acct	6/30/2022	0.500%	\$425,000.00
12/30/2021	Waumandee State Bank CDARS Acct	12/29/2022	0.500%	\$250,000.00
TOTAL CAPX2020 INVESTMENTS				\$675,000.00

LAND RECORDS		0.060%	
Local Government Investment Pool			\$65,884.80
VEHICLE REPLACEMENT		0.060%	
Local Government Investment Pool			\$53,080.59
HEALTH INSURANCE			
Bank of Alma		0.050%	\$13,011.13
Local Government Investment Pool		0.060%	\$77,419.58
TOTAL HEALTH INSURANCE			\$90,430.71
DEBT SERVICE			
Local Government Investment Pool		0.060%	\$21,836.06
Citizens Community Federal Money Market		0.070%	\$158,460.76
TOTAL DEBT SERVICE			\$180,296.82
RECYCLING			
Local Government Investment Pool		0.060%	\$91,776.07
7/29/2021 Waumandee State Bank CDARS (6 month)	1/27/2022	0.450%	\$75,738.06
TOTAL RECYCLING			\$167,514.13
LAND INFORMATION LIDAR		0.060%	
Local Government Investment Pool			\$27,849.35
LAND INFORMATION ORTHO		0.060%	
Local Government Investment Pool			\$85,421.27

2019 Highway Bond Remaining Funds

Invested in WISC PMA Sub Account

Balance		\$1,992,226.44
12/16/2021 Transfer from Highway Bond to WISC PMA General Investment		-\$1,217,615.21
12/20/2021 Transfer from Highway Bond to WISC PMA General Investment		-\$750,000.00
12/22/2021 Closed Account and Transferred Balance to WISC PMA General Inv		-\$24,629.95
Monthly Interest	0.02%	\$18.72
Balance		\$0.00

2021 American Rescue Funds

Invested in WISC PMA Sub Account

		Allocated	Available Cash
Balance			\$1,229,539.15
Loss of Revenue 2021	\$36,548.00		
Town of Naples Broadband		\$100,000.00	
Town of Mondovi Broadband		\$100,000.00	
Town of Cross Broadband		\$100,000.00	
Monthly Interest	0.02%		\$20.80
Balance		\$929,539.15	\$1,229,559.95

Monthly Interest Received

Bank of Alma	\$23.18
Alliance Bank	\$11.41
Alliance Bank Money Market	\$157.20
PMA, WISC and CD's	\$45.30
LGIP	\$1.23
Trustpoint Inc.	\$699.27
Waumandee State Bank Money Ma	\$448.18
Waumandee State Bank CDARS	\$14,855.59
TOTAL	\$16,241.36

Cash Interest Received / Receipted	2020		2021	
January	\$6,001.68		\$715.53	
February	\$6,219.22	\$12,220.90	\$1,755.15	\$2,470.68
March	\$6,524.54	\$18,745.44	\$1,826.90	\$4,297.58
April	\$4,706.17	\$23,451.61	\$1,068.26	\$5,365.84
May	\$13,023.71	\$36,475.32	\$7,470.28	\$12,836.12
June	\$2,719.39	\$39,194.71	\$1,360.91	\$14,197.03
July	\$7,785.56	\$46,980.27	\$8,906.96	\$23,103.99
August	\$6,866.90	\$53,847.17	\$3,885.96	\$26,989.95
September	\$14,444.02	\$68,291.19	\$6,947.29	\$33,937.24
October	\$1,632.81	\$69,924.00	\$1,292.80	\$35,230.04
November	\$1,754.03	\$71,678.03	\$1,340.03	\$36,570.07
December	\$37,454.21	\$109,132.24	\$16,241.36	\$52,811.43
TOTAL		\$109,132.24		\$52,811.43
December Total Receipts	\$3,827,662.36			
December Total Distributed	\$3,524,054.41			

UNPAID TAX REPORT PAYABLE January 7, 2022

2017-2020 Delinquent

\$193,179.43