



Notice of Public Meeting

AMENDED AGENDA

Committee: Human Resources Committee
Date: Monday, March 28, 2022
Time: 5:30 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 ~ Highway Office Dynamics and Overtime Accrual
5. Review/Discussion/Action ~ District Attorney Position Description
6. Review/Discussion/Action ~ District Attorney Legal Assistant Step Placement
7. Review/Discussion/Action ~ Land Conservation/Zoning Administrative Assistant Position Description
8. Review/Discussions/Action ~ Fill Land Conservation/Zoning Administrative Assistant Position
9. Review/Discussion/Action ~ A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026
10. Chairperson's Report
11. Administrative Coordinator's Report
12. Personnel Advisor Report
13. Public Comment Unrelated to Agenda Items
14. Review/Discussion/Action ~ Next Date and Time
15. Adjournment.

Date: March 25, 2022

Larry Grisen, Chair

By: Roxann M. 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.



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6. Review/Discussion/Action ~ A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026
7. Chairperson's Report
8. Administrative Coordinator's Report
9. Personnel Advisor Report
10. Public Comment Unrelated to Agenda Items
11. Review/Discussion/Action ~ Next Date and Time
12. Adjournment.

Date: March 23, 2022

Larry Grisen, Chair

By: Roxann M. 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.

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BUFFALO COUNTY

POSITION DESCRIPTION

Department: District Attorney's Office

Position Title: Legal Assistant

Pay Rate: Exempt

Direct Supervisor: District Attorney

Date: March 2022

Purpose of Position:

Under the general supervision of the District Attorney, this position's purpose is to perform assistant duties using legal terminology, procedures, and document to support Buffalo County prosecutors. May prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Trains office staff on DA Protect Program, Portal 100 Program and general office procedures. Makes recommendations to improve the efficiency of daily department operations.
- Maintain a general working knowledge of all areas of office operations with emphasis in the following areas: log in referrals, receipt of reports, criminal traffic, misdemeanors, felonies, search warrants, and miscellaneous.
- Assists District Attorney and Assistant DA in preparing for trials and hearings, including witness lists and exhibits. Coordinates all audio visual equipment in courtroom for trials and hearings.
- Administrator for the Protect Program and other software used in office. Generate all new document templates to be used in the Protect Program. Update all document templates as needed. Run consolidation reports and maintain Protect Program database. Maintains Statutes, Ordinances, Modifiers and Enhancers, maintain reports for State and DA Office, adds and updates forms for DA Staff, maintain scanned documents in Protect, provides technical support on all office computers.
- Serves as TIME Agency Coordinator for Portal 100 software used by law enforcement agencies in the State of Wisconsin. Maintains TIME System certification and acts as the primary liaison between the District Attorney's Office and

the Crime Information Bureau (CIB), regularly communicating with CIB, participating in sponsored meetings, and providing feedback and recommendations for system improvement. Ensures that all physical, personnel, computer and communications safeguards, and security are functioning properly and are in compliance with the Department of Justice (DOJ), Crime Information Bureau, National Crime Information Center (NCIC), International Justice and Public Safety Information Sharing Network (NIets) and International Criminal Police Association (INTERPOL) rules and regulations. Obtains secured clearance from the Department of Justice. Maintains bi-annual training and certification for employees. Completes annual State audit.

- Maintain the E-filing of documents received electronically from the Court on a daily basis. Calendar court events and provide court filed documents to prosecutors for review.
- Conduct legal research and gather relevant information to the case. Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material. Organize and analyze information. Review and monitor new and updated laws and regulations.
- Maintains District Attorney Trust Account, reconciles bank statements, receipt and disbursement of restitution payments and submit invoices to the State of Wisconsin Department of Revenue and defense attorneys for collection of discovery costs. Maintains excel spreadsheet for discovery costs due.
- Drafts and types correspondence, memos, motions, affidavits, jury instructions, subpoenas, briefs, agreements, court forms, petitions, reports, warrants, writs and other legal documents.
- Enters data into computer programs, logs in referrals, run criminal and driver's license information.
- Prepares Criminal Complaints, including felony, misdemeanor, traffic and ordinances. Researches appropriate statutes and reports and generates the probable cause complaint.
- Prepares complaints and waiver forms for extradition proceedings. Assure necessary documents from the appropriate county for the extradition. Advises County the status of extradition, advising the appropriate agency of what needs to be done.
- Generate Governor's warrants regarding a suspect in custody in another state on our warrant and is fighting extradition. Coordinates documents for signatures from the DA. Judge and Clerk of Court. Promptly processes time sensitive documents for the Governor's signature.
- Types and generates briefs and motions for the District Attorney and Assistant DA to review and approve. Attends court proceedings and takes notes.
- Establishes and maintains case files. Sorts. Prepares case/file notes.

- Maintains confidential records.
- Provides information to inquiries, complaints and concerns or refers to appropriate person or agency. Takes and relays messages.
- Schedules appointments, meetings and conferences. Reviews court calendar to update office schedules and to assist with case preparation. Informs attorneys of appointments and court proceedings.
- Contacts various individuals and agencies such as witnesses, law enforcement officers, social service agencies, health care facilities, attorneys and others to obtain information needed for prosecution and notify participants of court actions/appearances. Contacts law enforcement to serve legal papers.
- Arranges for witnesses to appear in Court. Processes all necessary documents, paperwork, transportation arrangements, etc. in order for witness to appear in court. Coordinates all preparations, as required.
- Coordinates motion hearings, pleadings and other procedures with Judge's office staff.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

Associates Degree is preferred but not required with at least four (4) years legal secretarial experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Must have strong documentation skills, meeting planning, supply management, and telephone skills.

The ideal candidate will have PC Proficiency, verbal communication, Internal Communications, Dependability, Professionalism, Client Relationships

Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, and TV.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort from sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.

- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

BUFFALO COUNTY

POSITION DESCRIPTION

Department: Zoning Department/Land Conservation

Position Title: Zoning Administrative Assistant

Pay Rate: Hourly Grade

Direct Supervisor: Zoning Administrator

Date: April 2022

Purpose of Position:

The purpose of this position is to provide administrative and clerical support to the Zoning Department and provide information and direction to the individuals and customers who are requesting services.

Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Greet and communicate with individuals requesting services or information as walk-ins or phone calls and provide assistance and direction as appropriate.
- General clerical and administrative activities. Compile annual financial information for annual report.
- Skill in accurately maintaining up-to-date financial records
- Monitors department financial records and reports. Deposit Revenues with the County Treasurer.
- Assure payroll and expense information is complete and delivered in a timely manner. Reconcile expense and revenue guidelines.
- Schedule appointments and office activities.
- Maintain files in office record system by sorting, scanning, and filing documents.
- Provide invoices to account payable in a timely manor.
- Receive and record cash transactions and provide to Treasurer weekly.
- Process and mail all zoning/sanitation correspondence and permits.
- Assist Zoning Administrator in preparation for Land Use Committee meetings
- Prepare minutes for Board of Adjustment, BOA, hearings.
- Submit legal notices and prepare mailing for BOA hearings.
- Scan BOA applications, supporting documentation, correspondence, and other information.
- Assist with informing the public on general zoning and sanitary program ordinances and requirements.
- Prepare annual mailing for POWTS sanitary maintenance notification to Buffalo County residents and landowners by maintenance of a database system. Enter maintenance activity in Permit Tracking Software.
- Maintain and input records into Permit Tracking Software.

- Any additional tasks assigned by the department manager

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- A minimum of an Associate Degree and/or 3 years of related experience.
- Knowledge of administration functions, procedures, rules and regulations pertinent to the Zoning Department functions
- Knowledge of business administration, bookkeeping procedures and/or practices and office management
- Skills in establishing and maintaining effective working relationship with the public and department staff
- Skill in initiating and installing administrative procedures within the Zoning Department effectively.
- Basic knowledge of all software applications used within the Zoning Department word processing, spreadsheet, databases, scanning software, etc.
- A valid driver's license and access to an insured reliable vehicle.

Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, and PPT projector.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort from sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose little risk of injury, and are present only in unusual situations.

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Employee's Signature

Supervisor's Signature

Date

Date

HR Committee approval: 5/11/2020

	2022	2023	2024	2025	2026
Option #1 - Larry's draft					
Sheriff	\$78,635.00	87670 (9%)	89424 (2%)	91213 (2%)	93037 (2%)
Clerk of Courts	\$60,293.63	65788 (8%)	67104 (2%)	68446 (2%)	69815 (2%)
Coroner	\$4,255.03	4638 (8%)	4731 (2%)	4826 (2%)	4925 (2%)

	2022	2023	2024	2025	2026
Option #2					
Sheriff	\$78,635.00	80208 (2%)	81812 (2%)	89,175 (9%)	90959 (2%)
Clerk of Courts	\$60,293.63	61801 (2%)	63346 (2%)	68414 (8%)	69782 (2%)
Coroner	\$4,255.03	4638 (8%)	4731 (2%)	4826 (2%)	4925 (2%)

	2022	2023	2024	2025	2026
Option #3 - Mary Anne Breakdown					
Sheriff	\$78,635.00	\$86,670.00	\$89,424.00	\$91,213.00	\$93,037.00
Clerk of Courts	\$60,293.63	\$61,801.00	\$63,346.00	\$69,047.00	\$71,809.00
Coroner	\$4,255.03	4638 (8%)	4731 (2%)	4826 (2%)	4925 (2%)

	2022	2023	2024	2025	2026
Option #4 - Dennis Breakdown					
Sheriff	\$78,635.00	\$82236 (3.88%)	\$85836 (3.88%)	\$89437 (3.88%)	\$93037 (3.88%)
Clerk of Courts	\$60,293.63	\$62666 (3.5%)	\$65038 (3.5%)	\$67410 (3.5%)	\$69782 (3.5%)
Coroner	\$4,255.03	\$4638 (8%)	\$4731 (2%)	\$4826 (2%)	\$4925 (2%)

	2022	2023	2024	2025	2026
Option #5 - Compromise					
Sheriff	\$78,635.00	\$80208 (2%)	\$81812 (2%)	86312 (5.5)	\$91059 (5.5%)
Clerk of Courts	\$60,293.63	\$61801 (2%)	\$63346 (2%)	66513 (5%)	\$69,839 (5%)
Coroner	\$4,255.03	\$4638 (8%)	\$4731 (2%)	4826 (2%)	\$4925 (2%)

Issues for Discussions - 1. Roselle/Sheriff= bump in front 2. Bump 3rd year and not immeditaely 3. Sheriff getting bump same time as clerk 4. WRS Contribution issues

		2.50%	2.50%	3%	3%		
	2022	2023	2024	2025	2026		
Average amongst 9 different counties in like population	61985	63535	65123	67077	69089		
Buffalo	60294	61801	63346	69047	71809		
Diff	1691	1734	1777	1970	2720		

total lost	5202	4690	total regained
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still difference of \$512 but closer

all even -
Admin Office
Created 1990

Official	1987	1988	1/1/1989	7/1/1989	1/1/1990	1991-1992
Resolution #	88-04-06	88-04-06	89-04-11	89-04-11	89-12-03	90-05-05
County Clerk	\$ 23,618.00	\$ 24,208.00	\$ 24,934.00	\$ 25,059.00	\$ 25,929.00	\$ 26,000.00
Register of Deeds	\$ 22,187.00	\$ 22,742.00	\$ 23,424.00	\$ 23,541.00	\$ 24,411.00	\$ 26,000.00
Treasurer	\$ 22,187.00	\$ 22,742.00	\$ 23,424.00	\$ 23,541.00	\$ 24,411.00	\$ 26,000.00
Resolution #	88-04-06	88-04-06	89-04-11	89-04-11	89-12-03	90-05-05
Sheriff	\$ 26,972.00	\$ 27,646.00	\$ 28,475.00	\$ 28,617.00	\$ 29,487.00	\$ 31,000.00
Clerk of Court	\$ 22,187.00	\$ 22,742.00	\$ 23,424.00	\$ 23,541.00	\$ 24,411.00	\$ 26,000.00
Coroner	\$ 1,000.00	\$ 1,025.00	\$ 1,056.00	\$ 1,061.00	\$ 1,098.00	\$ 1,150.00

Jan-99	Jan-00	Jan-01	Jan-02	Jan-03	Jan-04	Jan-05
98-04-01	98-04-01	00-04-03	00-04-03	02-05-02	02-05-02	04-04-06
\$ 33,400.00	\$ 34,500.00	\$ 39,330.00	\$ 40,510.00	\$ 43,785.30	\$ 45,098.86	\$ 46,451.83
\$ 33,400.00	\$ 34,500.00	\$ 39,330.00	\$ 40,510.00	\$ 43,785.30	\$ 45,098.86	\$ 46,451.83
\$ 33,400.00	\$ 34,500.00	\$ 39,330.00	\$ 40,510.00	\$ 43,785.30	\$ 45,098.86	\$ 46,451.83
						02-05-02
98-04-01	98-04-01	00-04-03	00-04-03	02-05-02	02-05-02	04-04-06
\$ 40,350.00	\$ 41,700.00	\$ 47,538.00	\$ 48,964.14	\$ 53,523.06	\$ 558,128.76	\$ 56,782.62
\$ 33,400.00	\$ 34,500.00	\$ 39,330.00	\$ 40,510.00	\$ 43,785.30	\$ 45,098.86	\$ 46,451.83
\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,090.00	\$ 3,182.70	\$ 3,278.18
Plus \$100 call & mileage	Plus \$100 call & mileage			\$100 per call	\$100 per Call	\$100 per Call

Terms Split Off

Jan-06	Jan-07	Jan-08	Jan-09	Jan-10	Jan-11	Jan-12
04-04-06	06-04-07	06-04-07	08-05-07	08-05-07	08-05-07	08-05-07
\$ 47,845.38	\$ 48,563.06	\$ 49,291.51	\$ 50,030.88	\$ 50,781.34	\$ 51,796.97	\$ 52,832.91
\$ 47,845.38	\$ 48,563.06	\$ 49,291.51	\$ 50,030.88	\$ 50,781.34	\$ 51,796.97	\$ 52,832.91
\$ 47,845.38	\$ 48,563.06	\$ 49,291.51	\$ 50,030.88	\$ 50,781.34	\$ 51,796.97	\$ 52,832.91
02-05-02			01-2009	01-2010	1-2011	1-2012
04-04-06	06-04-07	06-04-07	06-04-07	06-04-07	10-05-05	10-05-05
\$ 58,468.10	\$ 59,345.12	\$ 60,235.30	\$ 61,138.83	\$ 62,075.01	\$ 62,695.76	\$ 63,322.72
				? I had \$62,055.91		
\$ 47,845.38	\$ 48,563.06	\$ 49,291.51	\$ 50,030.88	\$ 50,781.34	\$ 51,289.16	\$ 51,802.05
\$ 3,376.53	\$ 3,427.17	\$ 3,478.58	\$ 3,530.76	\$ 3,583.72	\$ 3,619.56	\$ 3,655.75
\$100 per Call	\$100 per call	\$100 per call	\$100 per call	\$100 per call		

Jan-22	Jan-22	15-Jan	16-Jan	Jan-17	Jan-18	Jan-19
12-03-06	12-03-06	12-03-06	12-03-06	16-03-02	16-03-02	16-03-02
52832.91	52832.91	52832.91	\$ 52,832.91	\$ 54,250.00	\$ 54,750.00	\$ 55,250.00
\$ 52,832.91	\$ 52,832.91	\$ 52,832.91	\$ 52,832.91	\$ 54,250.00	\$ 54,750.00	\$ 55,250.00
\$ 52,832.91	\$ 52,832.91	\$ 52,832.91	\$ 52,832.91	\$ 54,250.00	\$ 54,750.00	\$ 55,250.00
1-2013	1-2014	1-2015	1-2016	1-2017	1-2018	1-2019
10-05-05	10-05-05	14-03-05	14-03-05	14-03-05	14-03-05	18-03-11
\$ 63,955.94	\$ 64,595.50	64595.51	\$ 65,402.95	\$ 65,402.95	\$ 66,220.49	\$ 74,100.00
\$ 52,320.07	\$ 52,843.27	\$ 52,843.27	\$ 53,503.81	\$ 53,503.81	\$ 54,172.61	\$ 55,250.00
\$ 3,692.31	\$ 3,729.24	\$ 3,775.85	\$ 3,775.85	\$ 3,823.05	\$ 3,823.05	\$ 3,899.09

Jan-20	Jan-21	Jan-22	Jan-23	Jan-24
16-03-02	20-03-02	20-03-02	20-03-02	20-03-02
\$ 55,750.00	\$ 58,537.50	\$ 60,293.63	\$ 61,800.97	\$ 63,346.00
\$ 55,750.00	\$ 58,537.50	\$ 60,293.63	\$ 61,800.97	\$ 63,346.00
\$ 55,750.00	\$ 58,537.50	\$ 60,293.63	\$ 61,800.97	\$ 63,346.00
1-2020	1-2021	1-2022		
18-03-11	18-03-11	18-03-11		
\$ 75,852.00	\$ 77,093.64	\$ 78,632.35		
\$ 55,750.00	\$ 58,537.50	\$ 60,293.63		
\$ 3,934.38	\$ 4,131.10	\$ 4,255.03		



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # __ DRAFT 1

A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026

Whereas, the total annual compensation levels for elected officials (other than supervisors and circuit judges) must be established prior to the earliest time for the filing of nomination papers pursuant to Wisconsin State Statute 59.22(1), and;

Whereas, the Human Resources Committee, and the County Board of Supervisors desires to establish the total annual compensation for county elected officials, and which fringe benefits are subject to increase or decrease during the officer's term of office at the discretion of the Human Resources Committee and County Board and in accordance with applicable state and federal law, and;

Whereas, a part of the Buffalo County's fringe benefit program, elected officials of the county will participate in the Wisconsin Retirement System in accordance with established state law, and;

Whereas, as part of Buffalo County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wisconsin State Statute 111.70(1)(mm)2.

Now, Therefore Be It Resolves, that the Buffalo County Board of Supervisors hereby established that total annual compensation for county elected officers under Wisconsin State Statute 59.22(1) shall be as follows, effective the first day of a term of office that begins after the date of this resolution:

Table with 5 columns: County Elected Official, 2023, 2024, 2025, 2026. Rows include Coroner, Clerk of Court, and Sheriff with their respective compensation amounts.

Be It Further Resolved, that the aforementioned county elected Officials will be entitled to participate in the ETF Wisconsin Retirement System (WRS), in accordance with state law, and that Buffalo County shall pay only its share of the total WRS contribution required by law. It is expressly recognized that the share may change when the required WRS rate is adjusted by law, and;

Be It Further Resolved that the aforementioned county elected officials will be entitle to participate in the Buffalo County Health Insurance program, subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented employees described in Wisconsin State Statute 111.70 (1)(mm)2.



Buffalo County Resolution

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

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # _DRAFT 2

A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026

Whereas, the total annual compensation levels for elected officials (other than supervisors and circuit judges) must be established prior to the earliest time for the filing of nomination papers pursuant to Wisconsin State Statute 59.22(1), and;

Whereas, the Human Resources Committee, and the County Board of Supervisors desires to establish the total annual compensation for county elected officials, and which fringe benefits are subject to increase or decrease during the officer's term of office at the discretion of the Human Resources Committee and County Board and in accordance with applicable state and federal law, and;

Whereas, a part of the Buffalo County's fringe benefit program, elected officials of the county will participate in the Wisconsin Retirement System in accordance with established state law, and;

Whereas, as part of Buffalo County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wisconsin State Statute 111.70(1)(mm)2.

Now, Therefore Be It Resolves, that the Buffalo County Board of Supervisors hereby established that total annual compensation for county elected officers under Wisconsin State Statute 59.22(1) shall be as follows, effective the first day of a term of office that begins after the date of this resolution:

Table with 5 columns: County Elected Official, 2023, 2024, 2025, 2026. Rows include Coroner, Clerk of Court, and Sheriff with their respective compensation amounts.

Be It Further Resolved, that the aforementioned county elected Officials will be entitled to participate in the ETF Wisconsin Retirement System (WRS), in accordance with state law, and that Buffalo County shall pay only its share of the total WRS contribution required by law. It is expressly recognized that the share may change when the required WRS rate is adjusted by law, and;

Be It Further Resolved that the aforementioned county elected officials will be entitle to participate in the Buffalo County Health Insurance program, subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented employees described in Wisconsin State Statute 111.70 (1)(mm)2.



Buffalo County Resolution

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

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # **_DRAFT 3**

A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026

Whereas, the total annual compensation levels for elected officials (other than supervisors and circuit judges) must be established prior to the earliest time for the filing of nomination papers pursuant to Wisconsin State Statute 59.22(1), and;

Whereas, the Human Resources Committee, and the County Board of Supervisors desires to establish the total annual compensation for county elected officials, and which fringe benefits are subject to increase or decrease during the officer’s term of office at the discretion of the Human Resources Committee and County Board and in accordance with applicable state and federal law, and;

Whereas, a part of the Buffalo County’s fringe benefit program, elected officials of the county will participate in the Wisconsin Retirement System in accordance with established state law, and;

Whereas, as part of Buffalo County’s fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wisconsin State Statute 111.70(1)(mm)2.

Now, Therefore Be It Resolves, that the Buffalo County Board of Supervisors hereby established that total annual compensation for county elected officers under Wisconsin State Statute 59.22(1) shall be as follows, effective the first day of a term of office that begins after the date of this resolution:

County Elected Official	Total Annual Compensation			
	2023	2024	2025	2026
Coroner	\$4,638.00	\$4,731.00	\$4,826.00	\$4,925.00
Clerk of Court	\$61,801.00	\$63,346.00	\$69,047.00	\$71,809.00
Sheriff	\$86,670.00	\$89,424.00	\$91,213.00	\$93,037.00

Be It Further Resolved, that the aforementioned county elected Officials will be entitled to participate in the ETF Wisconsin Retirement System (WRS), in accordance with state law, and that Buffalo County shall pay only its share of the total WRS contribution required by law. It is expressly recognized that the share may change when the required WRS rate is adjusted by law, and;

Be It Further Resolved that the aforementioned county elected officials will be entitle to participate in the Buffalo County Health Insurance program, subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented employees described in Wisconsin State Statute 111.70 (1)(mm)2.



Buffalo County Resolution

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

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # DRAFT 4

A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026

Whereas, the total annual compensation levels for elected officials (other than supervisors and circuit judges) must be established prior to the earliest time for the filing of nomination papers pursuant to Wisconsin State Statute 59.22(1), and;

Whereas, the Human Resources Committee, and the County Board of Supervisors desires to establish the total annual compensation for county elected officials, and which fringe benefits are subject to increase or decrease during the officer's term of office at the discretion of the Human Resources Committee and County Board and in accordance with applicable state and federal law, and;

Whereas, a part of the Buffalo County's fringe benefit program, elected officials of the county will participate in the Wisconsin Retirement System in accordance with established state law, and;

Whereas, as part of Buffalo County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wisconsin State Statute 111.70(1)(mm)2.

Now, Therefore Be It Resolves, that the Buffalo County Board of Supervisors hereby established that total annual compensation for county elected officers under Wisconsin State Statute 59.22(1) shall be as follows, effective the first day of a term of office that begins after the date of this resolution:

Table with 5 columns: County Elected Official, 2023, 2024, 2025, 2026. Rows include Coroner, Clerk of Court, and Sheriff with their respective compensation amounts for each year.

Be It Further Resolved, that the aforementioned county elected Officials will be entitled to participate in the ETF Wisconsin Retirement System (WRS), in accordance with state law, and that Buffalo County shall pay only its share of the total WRS contribution required by law. It is expressly recognized that the share may change when the required WRS rate is adjusted by law, and;

Be It Further Resolved that the aforementioned county elected officials will be entitle to participate in the Buffalo County Health Insurance program, subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented employees described in Wisconsin State Statute 111.70 (1)(mm)2.



Buffalo County Resolution

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

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger



Buffalo County Resolution

Drafted By: R.Halverson
Month/Year: Feb. 2022
Committee: HR & Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # **DRAFT 5**

A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026

Whereas, the total annual compensation levels for elected officials (other than supervisors and circuit judges) must be established prior to the earliest time for the filing of nomination papers pursuant to Wisconsin State Statute 59.22(1), and;

Whereas, the Human Resources Committee, and the County Board of Supervisors desires to establish the total annual compensation for county elected officials, and which fringe benefits are subject to increase or decrease during the officer’s term of office at the discretion of the Human Resources Committee and County Board and in accordance with applicable state and federal law, and;

Whereas, a part of the Buffalo County’s fringe benefit program, elected officials of the county will participate in the Wisconsin Retirement System in accordance with established state law, and;

Whereas, as part of Buffalo County’s fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wisconsin State Statute 111.70(1)(mm)2.

Now, Therefore Be It Resolves, that the Buffalo County Board of Supervisors hereby established that total annual compensation for county elected officers under Wisconsin State Statute 59.22(1) shall be as follows, effective the first day of a term of office that begins after the date of this resolution:

County Elected Official	Total Annual Compensation			
	2023	2024	2025	2026
Coroner	\$4,638.00	\$4,731.00	\$4,826.00	\$4,925.00
Clerk of Court	\$61,801.00	\$63,346.00	\$66,513.00	\$69,839.00
Sheriff	\$80,208.00	\$81,812.00	\$86,312.00	\$91,059.00

Be It Further Resolved, that the aforementioned county elected Officials will be entitled to participate in the ETF Wisconsin Retirement System (WRS), in accordance with state law, and that Buffalo County shall pay only its share of the total WRS contribution required by law. It is expressly recognized that the share may change when the required WRS rate is adjusted by law, and;

Be It Further Resolved that the aforementioned county elected officials will be entitle to participate in the Buffalo County Health Insurance program, subject to the terms and conditions of the program, which may be modified from time to time, under the same terms and conditions as the health insurance coverage being offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented employees described in Wisconsin State Statute 111.70 (1)(mm)2.



Buffalo County Resolution

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

ATTEST:

Buffalo County Clerk

Human Resources Committee:

Larry Grisen

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson

Don Hillert

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtkecht

Don Hillert

David Danzinger