

Notice of Public Meeting

AMENDED AGENDA

Committee: County Board of Supervisors
Date: Monday, August 22, 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. Pledge of Allegiance
3. Roll Call of Buffalo County Board of Supervisors
4. Review/Discussion/Action ~ Approval of Previous Meeting Minutes
5. Public Comment Regarding Posted Agenda Items
6. Review/Discussion/Action ~ UW-Extension 2021 Report
7. Review/Discussion/Action~ Managed Forest Law Presentation
8. Review/Discussion/Action ~ Rules of Government Revision (Committee & Language Review)
9. Review/Discussion/Action ~ Resolution #22-08-01 A Resolution to Create a Case Manager Position and Reduce a Support Staff Specialist Position to Part-Time
10. Review/Discussion/Action ~ Resolution #22-08-02 A Resolution to Remove Policy 206 Addendum Covering Families First Coronavirus Response Act (FFCRA) from the Leaves-Family Medical and Military Policy
11. Review/Discussion/Action ~ Resolution #22-08-03 A Resolution to Modify Policy 302 Other Insurances to Include Inclusion Under the Income Continuation Insurance Plan Offered by Wisconsin Retirement System (WRS)
12. Review/Discussion/Action ~ Resolution #22-08-04 A Resolution to Modify Policy 512 Remote Work (Telecommuting) to Extend the Expiration Date
13. Review/Discussion/Action ~ Resolution #22-08-05 A Resolution to Approve the Expenditure of ARPA Funds to Purchase a New Generator for the Courthouse
14. Review/Discussion/Action ~ Resolution #22-08-06 A Resolution to Authorize Unspent CAPX2020 Funding Under Resolution #17-12-02 to be Reallocated to PL-566 Repairs and Maintenance Fund
15. Review/Discussion/Action ~ Resolution #22-08-07 A Resolution to Rename and Reclassify the Administration Administrative Assistant Position to Payroll Clerk/Administrative Assistant and to Wage Class J
16. Review/Discussion/Action ~ Resolution #22-08-08 A Resolution to Support a County Road Aids Project with WI DNR
17. Review/Discussion/Action ~ Creation of Land Management Department
18. Committee Chair Reports
19. Administrative Coordinator Report
20. County Board Chair Report
21. Public Comments Regarding Non-Posted Agenda Items
22. Review/Discussion/Action ~ Next Meeting Date and Time
23. Adjournment

Date: August 19, 2022

Dennis Bork, 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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Date: August 17, 2022

Dennis Bork, Chair

By: Roxann M. Halverson, County Clerk

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JUNE SESSION
TUESDAY, JUNE 27, 2022, 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 Mr. Max Weiss, who was excused. Others in attendance for all or portions of the meeting were Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Mr. Brett Fernholz, Mr. John Hadley, Mr. Shane Goplin, and Mr. Cale Severson. Others attending via Teams: Mr. Dave Brommerich, Mr. Chris Smith, and Ms. Tina Anibas.

Ms. McMillan Urell made a motion to approve the minutes of the previous meeting, seconded by Ms. Carol McDonough. Carried.

Public Comments: None.

Review/Discussion/Action regarding Presentation of the Candidates for the District 8 Vacancy: Mr. John Hadley introduced himself. He is a Navy Veteran who has worked in county government and likes to stay active in the communities he resides in.

Mr. Brett Fernholz explained he was born and raised in Buffalo County. He is a retired law enforcement officer and military veteran. He explained his past employment and experiences with other organizations.

The Board May Go Into Closed Session to Discuss the Candidates for the District 8 Vacancy: Ms. McMillan Urell made a motion to go into closed session, seconded by Mr. Ruff. Mr. Schmidtknecht-yes, Mr. Taylor-yes, Mr. Nathan Nelson-yes, Mr. Bruegger-yes, Mr. Stanton-yes, Mr. Sendelbach-yes, Ms. McDonough-yes, Mr. Steve Nelson-yes, Ms. McMillan Urell-yes, Mr. Ruff-yes, Mr. Michaels-yes, and Mr. Bork-yes. Carried.

The Board May Return to Open Session: Mr. Ruff made a motion to return to open session, seconded by Ms. McMillan Urell. Mr. Stanton-yes, Mr. Nathan Nelson-yes, Ms. McMillan Urell-yes, Mr. Taylor-yes, Mr. Ruff-yes, Mr. Sendelbach-yes, Mr. Bork-yes, Mr. Bruegger-yes, Mr. Michaels-yes, Mr. Steve Nelson-yes, Mr. Schmidtknecht-yes, and Ms. McDonough-yes. Carried.

Review/Discussion/Action regarding the Selection of the District 8 Representative and Oath of Office: A vote was taken with Mr. Hadley receiving 7 votes and Mr. Fernholz receiving 5 votes. Mr. VanDeWalle went to the candidates to explain the outcome.

Ms. Halverson issued the Oath of Office to Mr. Hadley.

Review/Discussion/Action regarding Ordinance #22-06-01 An Ordinance Designating All-Terrain Vehicle Routes and Regulating the Operation of All-Terrain Vehicles: This

ordinance amendment adds a few sections of ATV/UTV route on State Road 88. The State has given their okay with these small sections but wanted the ordinance updated to show the County supported the addition. One other change was to the wording on the age limits to drive an ATV on the road. The driver can be between the ages of 12 and 15 if they are physically accompanied on the same ATV by an adult that possesses a valid driver license. DNR law states that you can only have two riders on an ATV that is manufactured for passengers and there are not many machines manufactured for this. For UTV driving you must be 16 and possess a valid driver license. A discussion was held on safety concerns using State Road 88. The County has the right to close any or all trails if an issue arises. Mr. Ruff made a motion to approve the ordinance, seconded by Ms. McDonough. Mr. Bruegger voting no. Carried.

Review/Discussion/Action regarding Resolution #22-06-01 A Resolution to Support the Creation of the Statistical Boundaries of the Northern Grain Belt Port Statistical Area: Mr. Goplin explained he is the Secretary/Treasurer for the WI Corn Growers Association, and he was asked to come and explain the importance of supporting a Grain Belt Port Statistical Area. Documenting and tracking the use of the river for transporting goods will help to be able to show how important the river is to infrastructure of Buffalo County. These reports can then be used to help with funding and grants for repairs to the lock and dam structures. There is no cost to the County for supporting this effort. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Bruegger. Carried.

Review/Discussion/Action regarding Resolution #22-06-02 A Resolution to Approve the Expenditure of ARPA Funds to Complete a Baseline Groundwater Quality/Well Sampling Project in Buffalo County: A discussion of the mixed use of mg/L and ppm in the resolution was discussed. Mr. Stanton made a motion to amend the resolution to use ppm to be consistent, seconded by Ms. McMillan Urell. Carried. There were concerns with the percentage of contamination reported in the resolution when no data from past studies can be found and how the sampling area is to be decided. Mr. Ruff would like to see a stratified testing base in watershed areas and areas that have suspected issues. Mr. Steve Nelson made a motion to approve the resolution by roll call vote, seconded by Ms. McMillan Urell. All in favor except Mr. Ruff who voted no. Carried.

Review/Discussion/Action regarding Resolution #22-06-03 A Resolution to Authorize Unspent CAPX2020 Funding Under Resolution #17-05-01 to be Reallocated to PL-566 Repairs and Maintenance: Mr. Severson explained there was to be \$4,000 put into a fund for repairs and maintenance each budget year, but this had not been done for a while. This has now been corrected and the funds are now being put away again. There are two structures that need significant repairs. There is \$23,000 in the account and \$8,900 left in an unused Rose Valley CAPX account. This would be enough money to repair one of the structures. There is additional CAPX money from another project that could be used for the other structure and Mr. Severson will bring another resolution forward for that structure and funding source. He explained the repairs and costs

needed for each structure. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Resolution #22-06-04 A Resolution to Create and Fill a Full-Time Zoning/Land Conservation Administrative Assistant: Mr. VanDeWalle explained this position is budgeted for, but the resolution is needed to correct create the shared position. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Stanton. Carried.

Review/Discussion/Action regarding Resolution #22-06-05 A Resolution to Establish Membership and Compensation for the Land Information Council: This resolution is being updated to allow a citizen member to be paid a per diem and mileage as shown in the Rules of Government. Mr. Steve Nelson made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Resolution #22-06-06 A Resolution to Apply for the PSAP Grant Funding for One Public Safety Answering Point per County: Mr. VanDeWalle explained this resolution is needed to designate the County as the Public Safety Answering Point for future Federal grants. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Committee Chair Reports: Mr. Ruff reported that Land Conservation lost the Resource Management Specialist. This position will need to be refilled as it works on Non-Metallic Mining. There is work still to be done on the Buffalo White Sands Mine. The mine is reportedly being sold to Ryan Barth. Mr. Ruff is also trying to work with the State to help control Wild Parsnip with additional mowing along the roads. He was told it could not be mowed a second time because of the Monarch butterfly. He is going to continue working on controlling Wild Parsnip.

Ms. McMillan Urell reported that DHHS has interviews on Friday for the Account Clerk position. They are looking at contract or working in collaboration with other counties for the Public Health Officer position. There were 1,000 COVID surveys sent out and only 144 returned. There will be a reminder postcard sent out to have those surveys returned.

Mr. Steve Nelson reported on HR Committee. Position descriptions are in the process of being reviewed and should be completed in about a year. He also reported on Land Use Committee. They are waiting for the DOJ to issue a letter on how they would like Buffalo County to proceed with the Herold issues.

Ms. McMillan Urell requested that all Committee Chairs inform other Supervisors when something is on an agenda that affects a certain municipality.

Mr. Schmidtknecht reported on Economic Development. More broadband grants have been awarded. Ntec received one for the Town of Canton. The Town of Buffalo was

not awarded their grant, but he will keep them informed when more funding comes available.

Administrative Coordinator Report: Mr. VanDeWalle reported that he will be attending another webinar tomorrow for the Opioid settlement and the options counties have for payment.

He will be putting LP fuel out for bids and will have them sent back before the August Finance and County Board meeting. Last year 42,000 gallons of LP was used.

There will be a demo on Thursday with Tyler Technologies, Pepin County and staff from Buffalo County for the new financial system. Funds for the new financial system were allocated out of the ARPA funds.

Mr. VanDeWalle discussed options to revamp the Land Conservation, Zoning, and GIS departments under a Land Management Department. He understands something of this nature has been tried previously in Buffalo County and has talked to the individuals who are all interested in this option. He believes it will help with retention of employees. He will continue to work on this concept.

County Board Chair Report: None.

Public Comments: None.

Next meeting date and time is Monday, August 22nd at 7:00 p.m.

Mr. Bruegger made a motion to adjourn, seconded by Mr. Schmidtkecht at 9:05 p.m.

Respectfully Submitted:

Roxann Halverson
Buffalo County Clerk

GENERAL RULES OF GOVERNMENT
BUFFALO COUNTY, WISCONSIN
(Effective April 21, 2020)

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THE GOVERNING BODY	

THE COUNTY BOARD: The County Board is composed of fourteen (14) supervisors elected from fourteen (14) supervisory districts within the County. Each supervisor is elected to a term of two (2) years at an election to be held on the 1st Tuesday in April in even-numbered years and shall take office on the 3rd Tuesday in April of that year.

As legally constituted by law, this body shall be known as the “Buffalo County Board of Supervisors”, herein after referred to simply as the County Board, to be inclusive of all recognized committees of the County Board. The County Board shall serve as the legislative, policy-making body of Buffalo County government.

RULES OF BUSINESS

RULE 1- ORGANIZATIONAL MEETING

- (a) The County Board shall meet on the 3rd Tuesday of April following the election of the County Board (even numbered year), for the purpose of organizing and other general business of the County Board in accordance with Wisconsin Statutes 59.11(1)(c), or as that Statute may be revised, amended or renumbered.
- (b) It shall be opened by the County Clerk or designee and then presided over by one of its own members, who shall be elected chairperson by a simple majority ballot of the county board members.

RULE 2- ANNUAL MEETING

- (a) The County Board shall meet on the Tuesday after the second Monday of November but no later than the 14th of November in each year for the purpose of passing the budget and transacting general business of the county board in accordance with Wisconsin Statutes 59.11(1), or as that statute may be revised, amended or renumbered.
- (b) If the date falls on November 11th, the annual meeting shall be held on the next succeeding day.

RULE 3- MONTHLY MEETING

- (a) In addition to the meetings prescribed above, the County Board shall usually meet on the fourth Monday of each month, except April and November, for the purpose of transacting general business of the County Board.
- (b) This date may be changed, or the monthly meeting may be cancelled by the County Board Chairperson in the event there is not enough business to warrant a meeting, or due to any other extenuating circumstance.
- (c) In the event a scheduled meeting is to be cancelled or changed, all members will be appropriately notified either by mail, verbally or electronically.
- (d) The tentative meeting dates shall be established and approved by the County Board each December for the upcoming year.

RULE 4- SPECIAL MEETINGS

- (a) The County Board may be called into special sessions by request of the County Board Chairperson or upon written request of a majority of members of the County Board. Such written request shall be delivered to the County Clerk and shall specify the purpose and

time of the meeting. The date of the special meeting shall not be less than 48 hours from the date of delivery of the written request to the County Clerk. Upon receiving the request, the County Clerk shall immediately contact each supervisor with notice of the time and place of the meeting either by e-mail, verbal or electronically.

- (b) The County Board Chairperson may call an emergency meeting upon at least two (2) hours' notice in the event of a declared emergency. A declaration of emergency must be included as part of the meeting notice. Upon convening, the County Board shall ratify the existence of the emergency as a condition of proceeding further. For purposes of this rule, an emergency is deemed to exist if time is of the essence and a delay in meeting is likely to or will result in substantial damage, injury, or harm to the County, its residents, or property.

RULE 5-JOINT COMMITTEE MEETINGS

- (a) A committee may request a joint meeting with another committee on matters of common concern.
- (b) When a joint committee meeting is requested, the requesting committee chairperson will cooperate in preparing for the meeting and in determining the time and place, who is to preside and all other arrangements for the joint meeting. The person presiding at the meeting is responsible for providing notice of the meeting.
- (c) If differences arise that the committee chairperson cannot resolve, the chairperson of any affected committee may ask the County Board Chairperson to intervene. The County Board Chairperson may order whatever action is necessary to ensure the success of the joint committee meeting.
- (d) Each committee participating in a joint meeting will vote separately on matters that come before the joint meeting that are within the authority and duties of the committee.

RULE 6-MEETING TIMES

- (a) The organizational meeting shall be held at 9:00 a.m. and monthly meeting shall be held at 7:00 p.m., with all times at the discretion of the County Board Chairperson.
- (b) Standing committee meeting times and dates shall be established by each committee.

RULE 7-OPEN MEETINGS

- (a) All meetings of the County Board and its committees, and all other County governmental bodies must comply with the Wisconsin Open Meetings Law.
- (b) All meetings must be preceded by a public notice that specifies the time, date, place and subject matter of the meeting, including any matter intended for consideration in closed

session, in a manner that is reasonably likely to inform the public and the news media of the nature and purpose of the meeting.

- (c) The person preparing the notice shall submit the original and three (3) copies to the County Clerk. The County Clerk is responsible for reviewing and posting the notice as required by the Open Meetings Law.
- (d) A motion, resolution, or ordinance offered for the purpose of new business or rescinding something previously adopted may not be voted upon at a meeting unless specific notice of the subject matter was given as required by the Open Meetings Law. If the matter was not noticed, any action must be set over to a later meeting for which notice is given.

RULE 8-CLOSED SESSIONS

- (a) Wisconsin law authorizes closed sessions when necessary to protect the public interest and when holding an open session would be incompatible with the proper conduct of governmental affairs.
- (b) Every meeting must be initially convened in open session. The meeting may subsequently convene in closed session only if a closed session is permitted under Wisconsin Statutes 19.85(1) and the meeting notice provides for a closed session.
- (c) Closed sessions should be held sparingly, and a meeting should remain in open session if there is any doubt about whether a closed session is permitted. All discussion during closed session must be limited to the business specified in the meeting notice for the closed session.
- (d) Discussions held, information presented or obtained, and actions taken during closed sessions are deemed to be confidential information and must not be disclosed without the proper legal authorization. Punitive action may be taken for improper disclosure.

RULE 9 -RULES OF PRACTICE

- (a) The rules of parliamentary practice comprised in Robert's Rules of Order, latest edition, shall govern the proceedings of the County Board in all cases in which they are applicable and where they are consistent with State laws and these rules.
- (b) No action may be invalidated solely because of a failure to comply with Robert's Rules of Order or these rules.

RULE 10-CHAIRPERSON

- (a) Election: At the organizational meeting, the County Board shall elect one of its members to serve as Chairperson for a term of (2) years or until such time as a newly

elected County Board may be in session or until such time as a successor Chairperson shall be duly elected. The Chairperson shall be elected by a simple majority vote ballot. If multiple members are nominated, the Chairperson shall be elected by a simple majority paper ballot.

The procedures for the election of the Chairperson and Vice-Chairperson as outlined in Wisconsin State Statutes Chapter 59.12, shall be followed, or as that statute is revised, amended or renumbered.

(b) General Duties: It shall be the general duty of the Chairperson to:

1. Open the session by taking the chair, calling the members to order, and conducting the Pledge of Allegiance;
2. Announce the business before the County Board in the order in which it is to be acted upon;
3. Receive and submit, in the proper manner, all motions, resolutions, and propositions presented by the members;
4. Put to vote all questions regularly moved and announce the results;
5. To maintain the observance of order and decorum among the members and other attendees;
6. To instruct the County Board on any point of order or practice. The Chairperson may speak to points of order in preference to others and shall decide questions of order subject to an appeal by any member of the County Board. Robert's Rules of Order, current edition, shall prevail regarding the parliamentary procedure(s) to be followed. Every member of the County Board should familiarize themselves with Robert's Rules of Order;
7. Represent the body over which the chairperson presides;
8. Chair the Committee of the Board, Executive Committee, and the Finance Committee with voting rights and shall be an ex-officio (non-voting) member of all other county established committees. In the absence of a quorum at committee meetings, the County Board Chairperson's attendance and vote may be counted to achieve a quorum.
9. Be responsible for the appointment of all standing and special committees with input from the Vice Chairperson, unless otherwise directed by the County Board.

10. Be responsible for complying with chapter 19.81-19.88 of the Wisconsin State Statutes or as revised, amended or renumbered, more commonly known as the "Open Meetings Law".
 11. Fill any vacancy on committees between sessions when necessary to form a voting quorum to carry on the business of the County.
 12. Attend committee meetings as requested by a standing committee chairperson.
 13. Establishes the county board agenda.
 14. Resolves disputes between committees.
- (c) Statutory Duties: Some of the duties of the County Board Chairperson as described in Wisconsin Statutes 59.12 include but are not limited to:
1. Perform all duties required of the chair;
 2. May administer oaths to persons required to be sworn;
 3. Countersign all ordinance of the board;
 4. Preside at meetings and when directed by ordinance;
 5. Countersign all county orders;
 6. Transact all necessary board business with local and county officers;
 7. Expedite all measures resolved upon by the board; and
 8. Take care that all federal, state and local laws pertaining to county government are enforced.
- (d) Temporarily Vacate: When the Chairperson wishes to temporarily vacate the chair, the Vice Chairperson shall be called upon, by the Chairperson, to preside for a temporary time period. However, such substitution shall not extend beyond an adjournment of the meeting.
- (e) Permanently Vacate: In event of death or resignation of the County Board Chairperson, the Vice Chairperson shall assume the position of Chair and a new Vice Chairperson would be elected by simple majority vote of the County Board.
- (f) Absence of the Chairperson and Vice-Chairperson: In the absence of both the Chairperson and the Vice-Chairperson at a County Board or Committee meeting, a chairperson pro tem shall be elected by the body. Such substitution shall not extend beyond the length of the meeting.

RULE 11-VICE -CHAIRPERSON

- (a) Immediately following election of the Chairperson, the County Board shall elect one of its members to serve as Vice-Chairperson by a simple majority vote ballot after

nominations from the floor to serve for a two (2) year term, or until such time as a successor shall be duly elected and qualified, who shall act during the absence of the Chairperson.

- (b) The Vice Chair shall serve on the Committee of the Board, Executive Committee, and Vice-Chairperson with voting rights on the Finance Committee and shall be an ex-officio (non-voting) member of all other county established committees. In the absence of a quorum at committee meetings and the Chairperson is unable to attend, the County Board Vice Chairperson's attendance and vote may be counted to achieve a quorum.
- (c) The Vice-Chairperson is responsible to present matters on behalf of the Finance Committee for action required by the County Board and report activities of importance.
- (d) Permanently Vacate: In event of death or resignation of the County Board Vice-Chairperson, a new Vice-Chairperson would be elected by simple majority vote of the County Board at the next meeting.

RULE 12-ORDER OF BUSINESS

- (a) The recommended Order of Business for County Board and/or Committee meetings shall be as follows, except the Chairperson may modify the order of business as necessary:
 - 1. Call Meeting to Order
 - 2. The Pledge of Allegiance (County Board Meetings)
 - 3. Roll Call of Members
 - 4. Reading and Action on Previous Meeting Minutes
 - 5. Public Comments Regarding Listed Agenda Items
(Time limits may be established at the call of the Chairperson)
 - 6. Alter the Order of Business as May be Necessary
 - 7. Presentation of Petitions, Memorials, Letters, Reports and other Communications
 - 8. Ordinances
 - 9. Resolutions
 - 10. Reports/Questions/Discussion from/to Committee Chairs Regarding Committee Meeting Minutes/Content
 - 11. Summary Report from County Board Chairperson (County Board Meetings)
 - 12. Administrative Coordinator's Report
 - 13. General Public Comments
 - 14. Adjournment
- (b) After calling the meeting to order, and before proceeding to scheduled business, the roll of the members shall be called and the names of those present, those excused and those absent shall be included in the minutes.

RULE 13-DETERMINATION OF QUESTIONS

- (a) All questions presented to the County Board shall be determined by a majority of the members present unless otherwise required by State law. The Chairperson shall vote on all matters, except appeals from his/her decisions.
- (b) All questions shall be put in the order they are moved, except privileged questions.
- (c) If a question contains two or more points, the question shall be divided at the request of any one (1) member.

RULE 14 -QUORUM AND UNINTENDED QUORUM

- (a) A simple majority of the Supervisors entitled to a seat on the County Board shall constitute a quorum for County Board meetings.
- (b) For four member committees of the County Board, three members of a committee shall constitute a quorum.
- (c) For all other committees of the Board, a majority of the appointed members of the committee shall constitute a quorum.
- (d) In the absence of a quorum at any committee meeting, the County Board Chairperson's or Vice Chairperson's attendance may be counted to achieve a quorum.
- (e) Any business conducted in the absence of a quorum, except for procedural actions to adjourn, fix the time for adjournment and/or set a new meeting date, recess, or take measures to obtain a quorum, is null and void.
- (f) Members of the County Board are entitled to attend committee meetings of the County Board, even when they are not members. It is possible that the attendance of one or more nonmember supervisors at a meeting may result in the creation of a quorum of another committee of the County Board. Such a quorum is unintended, and the nonmember supervisors are not meeting for the purpose of and shall not exercise the responsibility, authority, power, or duties of any other committee of the County Board.

RULE 15 -STATE OF MOTION

- (a) When a motion is made and has a second, it shall be stated by the Chairperson before debate. If a question contains two or more points, the question shall be divided at the request of any member.

RULE 16 -DEBATE

- (a) Debate will only begin after a motion has been made and seconded to bring it to the floor.
- (b) The Chairperson is not required to step down from the chair in order to participate in discussion or debate of an agenda item, resolution, or ordinance.
- (c) When a member wishes to speak in debate or deliver any matter to the County Board, he or she shall raise their hand, respectfully address the Chairperson, and shall confine any remarks to the question on the floor.
- (d) The Chairperson may limit member remarks that are not related or relevant to the question on the floor.
- (e) No member shall speak more than twice on any question and shall not exceed fifteen minutes unless granted permission by the Chairperson.
- (f) When two or more members wish to speak at once, the Chairperson shall name the person who is to speak first.
- (g) A motion that does not pertain to the question on the floor shall not be received.
- (h) A motion to close debate is out of order if any member who has not yet spoken on the issues is seeking recognition.
- (i) A motion to adjourn shall be decided without debate.
- (j) All supervisors are always expected to act with proper decorum. Failure to act with proper decorum may result in disciplinary action, including but not limited to being requested to leave the meeting by the County Board Chairperson.

RULE 17 -TERMINATION OF DEBATE

- (a) Any member may terminate debate by moving for the previous question.
- (b) If the motion is carried by a majority of the members present, the County Board shall vote first on amendments in the order they were offered, then on the main question.

RULE 18 -MOTIONS ALLOWED

- (a) When a question is under debate, no motion shall be received except:
 - 1. To adjourn.
 - 2. To take a recess

3. To lay on the table
 4. To call the question
 5. To postpone to a certain time
 6. To refer to a select committee
 7. To amend
 8. To postpone indefinitely
- (b) These several motions shall have precedence in the order in which they are named.
- (c) A motion to reconsider may be made on any matter except the budget. The motion must be made on the same day. If the motion is again voted upon and is lost, a second motion to reconsider cannot be made except by unanimous consent.
- (d) A motion to adjourn is always in order, except when a vote is being taken. This rule shall not permit any member to move for an adjournment when another member has the floor.

RULE 19-VOTES

- (a) It shall be the duty of all members to vote yes or no, unless required to abstain under the Code of Ethics, any other applicable law or regulation, or as defined in Robert's Rules of Order.
- (b) The Chairperson shall vote on all matters before the County Board, the same order of vote as any other member of the body.
- (c) Unless otherwise stated within the rules or law, majority votes will be required to approve action, which is more than half of the votes that were cast by the persons legally entitled to vote at a legally held meeting with a quorum present.
- (d) The regular method of voting by a committee or other governmental body is by voice vote.
- (e) A ballot may be used when voting for the election of positions of the County Board or committees as provided in the rules.
- (f) A governmental body may vote in closed session, although rare, when the vote is an integral part of deliberations authorized to be conducted in closed session under Wisconsin State Statutes 19.85(1). The governmental body must vote in open session unless doing so would compromise the need for the closed session. Whenever a vote is taken in closed session, the motion and the result of the vote, including the name and vote of each person in attendance, will be recorded and made a matter of public record.
- (g) A roll call shall be taken on the following:
1. Any action to suspend the rules, unless unanimous consent is granted;

2. Any motion to convene in closed session pursuant to Wisconsin State Statutes 19.84;
 3. Any question involving the appropriation of money;
 4. Any question at the request of any member, which request may be made after a voice vote but before the next question is stated or motion made; or
 5. Any question decided by voice vote where the County Board Chairperson is in doubt as to the prevailing side if a division of the house is not used.
 6. Upon any business at the request of any one (1) member.
- (h) The following matters require the affirmation vote of two-thirds or more of the members-elect of the County Board by roll call:
1. Any resolution or ordinance transferring funds from the general fund pursuant to Wisconsin State Statutes 65.90(5)(a) (2/3 vote);
 2. Any resolution or ordinance creating additional new, permanent, or temporary positions or increasing the salaries or other employment benefits which is acted upon by the County Board after the adoption of the budget but does not apply to changes in titles or duties where there is not a change in salary or benefits (2/3 vote);
 3. Borrowing under Wisconsin State Statutes 67.12 (3/4 vote of entire County Board);
 4. Any public construction referendum under Wisconsin State Statutes 59.52(29) (2/3 vote);
 5. Any motion to withdraw a matter from a committee unless proper notice has been provided (2/3 vote);
 6. Amending or rescinding something previously adopted (2/3 vote of entire board);
 7. Any amendment to an adopted budget (2/3 vote of entire board);
 8. Amending the County Board Rules (2/3 vote);
 9. Suspending the County Board Rules (2/3 vote); or
 10. Any matter required by law.

- (i) Voting by roll call shall be conducted in a random listing order for a total of fourteen (14) unique voting lists. The voting lists will be utilized through the entire supervisor's term of office.
- (j) The votes shall be published in the proceedings of the Board.
- (k) In case of a tie vote, the question is lost.
- (l) A member of the County Board must be physically present at any County Board meeting in order to cast a vote.
- (m) No general subject matter may be voted upon at more than two Board meetings in the Board year, unless permission of a two-thirds vote of the members present.

RULE 20-REFERAL TO COMMITTEE

- (a) Every subject matter from a source other than a Committee of the County Board which comes before the County Board may be referred to its appropriate standing committee by the Chairperson without motion unless otherwise directed by 2/3 vote of the County Board. Every committee shall report upon all items referred to it by the 3rd meeting following the meeting of reference unless otherwise directed by the County Board.
- (b) Subject matters before a committee of the County Board, which will require further action by another committee or by the County Board, must first receive approval from the first Standing Committee.
- (c) A tie vote in a committee is considered a loss.

RULE 21-PUBLIC INPUT

- (a) The purpose of public input is to provide nonmembers with an opportunity to present information to a governmental body. It is not intended to provide for interactive debate or for the cross-examination of citizens or members.
- (b) The chairperson presiding at a meeting may request that a nonmember who wishes to speak provide the nonmember's name, address, telephone number, and topic prior to the start of public input. The individual is permitted to speak to the agenda once per meeting unless granted permission.
- (c) The chairperson presiding at the meeting shall grant permission and recognize the nonmember to address the members. Members of the committee must yield the floor to a nonmember. Once recognized, the nonmember may speak without interruption, except

for procedural matters. A nonmember who is called to order by the person presiding must immediately cease speaking.

- (d) A nonmember will normally be allowed three (3) minutes for public input. However, the person presiding may establish a shorter time limit. Additional time will not normally be granted, but the person presiding has the discretion to do so.
- (e) The chairperson presiding may limit the number of persons who speak on an issue and may call a nonmember to order if the nonmember's statements are not germane or are unduly repetitive.
- (f) A person who wishes to ask a question during public input must direct his or her question to the Chairperson. A person who directs a question to anyone other than the Chairperson may be ruled out of order. When the person has concluded his or her comments, the Chairperson may present the question to the board, refer the question to a committee or take such other action as the chairperson deems appropriate. No one may be compelled to answer a question that is asked during public input.
- (g) The chairperson presiding may take whatever action necessary to maintain an appropriate level of decorum and order at all times. The chairperson presiding will not permit public input to become a running debate or to serve as a platform for personal attacks, and the Chairperson presiding may rule any citizen or member out of order if that person's comments or conduct is inappropriate.
- (h) The members of a governmental body may, during the period of public comment, discuss any matter raised by the public.
- (i) A nonmember may be denied permission to speak by a majority vote of the members present.
- (j) The chairperson presiding may call upon a department manager or designee to speak on any agenda item that is related to the department and is properly before the meeting.
- (k) Corporation Counsel may provide advice relating to any matter that is properly before the meeting at any time during discussion or debate at the request of any member.
- (l) Any written communication addressed to the County Board shall identify the source or author, and a copy shall be provided to the County Clerk. The County Clerk shall note during the County Board meeting any correspondence received or provide a copy of the correspondence which complies with this rule.

RULE 22-MEETINGS, AGENDAS AND DOCUMENTS

- (a) The chairperson presiding over a board, commission, or committee may schedule and call such meetings as are appropriate and necessary.
- (b) The chairperson presiding at a meeting is responsible for coordinating with the department manager(s)/elected official **in the creation of** the agenda for each meeting and may determine the order of business. **All agendas shall contain a virtual meeting link.** The department manager(s)/elected official shall be responsible for providing notice of any meeting to its members and to work with the County Clerk for public postings.
- (c) The chairperson presiding at a meeting will make the members aware of any correspondence that has been received and may direct that any appropriate document be read, distributed or placed on file. However, anonymous correspondence will not be read.
- (d) The chairperson presiding at the meeting will inform the public and members that all electronic devices shall be muted during the meeting.
- (e) The chairperson shall be responsible for the assignment of any allotted speaking time.
- (f) The County Clerk's Office shall receive agendas within five (5) working days for all scheduled committee meetings. This office will check content, properly post and notify appropriate news media and other interested persons as determined under the Open Meetings Law and as may be requested by the committee chairperson.
- (g) The County Clerk's Office shall be responsible for keeping and recording true minutes of all board meetings and committee meetings in a format chosen by the County Clerk. The County Clerk shall record minutes for the County Board, Finance, Human Resources and LEPC. The County Clerk may designate an individual to record minutes of board meetings and/or committee meetings upon mutual agreement that she/he is responsible for keeping. A copy of draft minutes shall be available to all County Board Supervisors on the county web-site at www.buffalocountywi.gov. Drafts of meeting minutes will be made available to the County Clerk within seven (7) working days of the meeting day. Signed and approved meeting minutes shall be filed with the County Clerk and become part of the permanent record within seven (7) working days of approval at a committee meeting.

RULE 23-COUNTY BOARD DOCUMENTS AND MAILINGS

- (a) The County Clerk's Office shall prepare, email, and ~~mail, or otherwise deliver~~, **upload to County Board members' tablets** an itemized agenda along with copies of all ordinances, resolutions, nominations, and **other document pertaining** to matters to be considered at any meeting of the County Board/**Committee**.

- (b) All original resolutions or other matters of business to be brought before the County Board by the chairperson, committees or individuals, shall be reported to the County Clerk's Office no later than 3:00 p.m. Tuesday preceding the County Board meeting date in order to be placed on the agenda and considered by the County Board. The County Clerk shall be responsible for **the** numbering **of resolutions and ordinances**.
- (c) Any ordinance or resolution to be proposed at a County Board meeting shall be in writing and presented to each County Board supervisor prior to commencement of the meeting.
- (d) All other resolutions or other documents introduced to the County Board at the regular meeting shall be read or summarized, by a person designated by the chairperson, except on a properly made and approved motion to waive the reading of any specific resolution or other document.
- (e) Every written resolution or written ordinance shall have endorsed thereon the name(s) of the person(s) and the committee introducing it. ~~Two (2)~~ **Three (3)** original signed documents shall be presented for consideration.
- (f) All resolutions and ordinances may be examined by the County Administrative Coordinator to assure uniformity, legality of content and form prior to presentation by the committee introducing the resolution or ordinance. The County Administrative Coordinator may refer items to Corporation Counsel for review.
- (g) All resolutions and ordinances approved by the Standing Committee that require further committee approval, even if denied by the Human Resources and/or Finance Committee, shall proceed to the full County Board for review, discussion and/or action. Any action that does not have full committee approval shall contain an explanation in the minutes identifying reasons for the decision made.

RULE 24- COUNTY BOARD ATTENDANCE

- (a) A County Board member shall attend each quarter at least 75% of every County Board and standing committee meeting they are appointed to; the required attendance being a mandatory obligation.
- (b) No member or officer of the County Board shall absent himself or herself from any session (or part of a session) of the County Board or standing committee meeting without having been properly excused.

To be excused for County Board meetings, the County Board Chairperson shall be contacted. If the Chairperson is unreachable, a message should be left, and appropriate notification must be given to the Buffalo County Clerk's Office. If you are unable to reach the Chairperson or County Clerk, the Administrative Coordinator's Office should be notified.

To be excused from standing committee meetings you should contact the Chairperson of the standing committee. If the Chairperson is unreachable, a message should be left and appropriate notification to the department manager of the standing committee. If unable to reach the Chairperson or Department Manager, the County Clerk should be notified and if unable to reach any of the above, the Administrative Coordinator's Office should be notified. Members are to give a minimum of two (2) hours' notice if unavailable to attend meetings, unless extenuating circumstances prevent such notification. **The Chairperson, Department Manager, County Clerk, and Administrative Coordinator will inform each other and the appropriate Department Manager of the absence immediately.**

- (c) Failure to comply with this quarterly 75% meeting attendance requirement may subject the offender to the penalties with a forfeiture not less than \$50 nor more than \$200 per meeting as provided for in Wisconsin State Statutes Chapter 59.15, or as that Statute or Buffalo County Ordinance is revised, amended or renumbered.
- (d) The use of remote participation for standing committee meeting attendance and voting requirements is permissible due to personal illness, personal disability, emergency, or geographic distance subject to the following:
 - 1. Any meeting is conducted in accordance with the Open Meetings Law.
 - 2. Approval of the attendance by remote participation must be preapproved by the Standing Committee Chairperson at least twenty-four (24) hours in advance of the meeting unless such advanced notice is impracticable.
 - 3. All Committee members who attend a meeting through remote participation shall be entitled to vote as if they were personally and physically present at the meeting, but their vote shall be recorded as done by electronic attendance.
 - 4. At least a quorum of the members of the standing committee must be physically present unless approved by the County Board Chairperson and the meeting must be chaired by a person who is physically present.
 - 5. All votes taken during a meeting in which a member participates remotely must be by roll call vote.
 - 6. If technical difficulties arise as a result of utilizing remote participation, the Chairperson or in the chairperson's absence, the person chairing the meeting, may decide how to address the situation. Whenever possible, the Chairperson or person chairing the meeting is to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting. If a remote participant is

disconnected from the meeting, the minutes must note that fact and the time of which the disconnection occurred.

7. At the start of any meeting which a member will participate remotely, the Chairperson or person chairing the meeting must announce the name and member who is participating remotely.
 8. Members who participate remotely and all persons present at the meeting location must be clearly audible to each other and must be connected at least 5 minutes prior to the start time of any meeting. Any member wishing to participate electronically is responsible to provide their own equipment for remote access. Tests of equipment should be done prior to participation at any meeting.
 9. Members who attend remotely shall be paid one-half of the per diem meeting compensation and shall indicate on their reimbursement request that their attendance was done remotely. Members attending remotely are not entitled to receive any mileage.
- (e) Acceptable means of remote participation include telephone, internet, or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another. Texts messaging, instant messaging, email and web chat without audio are not acceptable methods of remote participation.

RULE 25-ACTION ON LEGAL CLAIMS

No action shall be taken upon any claim or legal action until that same claim or legal action shall have been referred to the proper committee and by that committee properly reported to the County Board.

RULE 26- REPORTS

- (a) A written copy of any specific report presented by any official or standing committee shall be furnished to any member of the County Board who requests it.
- (b) A copy of the annual report of each department shall be submitted digitally to the County Administration Office by April 1 of each year or as soon as possible. A summary copy shall be provided to each County Board member at least one week prior to the applicable County Board session at which the report will be presented. A copy of the complete report will be provided to any County Board member who requests one.

RULE 27-DESIGNATION OF OFFICIAL PAPER

- (a) The County Board has designated the official newspaper by Resolution #20-08-02 as the "Buffalo County News" shall annually designate a newspaper(s) in which the official proceedings of the County Board and all notices requiring publication shall be published as required by law. and recorded in Volume J of Journal Proceedings, Page 151 passed by the County Board on October 9, 1986.

RULE 28-APPOINTMENTS TO BOARDS, COMMISSIONS, COMMITTEES & OTHER GOVERNMENTAL BODIES

- (a) At the organizational meeting, the County Board shall proceed to organize, by election by ballot of majority vote, one member of the County Board as County Board Chairperson and County Board Vice-Chairperson. These offices shall be held for two (2) year terms or until their successors are elected.
- (b) In the event of a vacancy on the County Board, the following process will be used to fill the vacant seat: 1) a notice of the vacancy will be published for at least for two (2) weeks on the County website explaining the process for a qualified elector to apply for the vacancy; 2) a notice of the vacancy will be sent to the municipal clerk(s) of the electoral district(s) for posting at a public place within the township; 3) the applicants will be screened by the Executive Committee; 4) the County Board Chairperson shall make an appointment of the candidate; 5) a majority vote of the County Board is required to confirm the appointment to the vacant seat for the remainder of the term.
- (c) Special and statutory committees will be elected by ballot at the annual organization meeting. (Buffalo County Highway Committee) The County Board will nominate County Board members to be elected to such committees and each county board member will submit a ballot with their vote for each committee position. The nominee receiving the highest number of votes will be elected and appointed to such committee. The process will continue until all committee positions are elected and appointed.
- (d) The County Board Chairperson with assistance from the Vice Chairperson will select and appoint County Board members to standing committees within ten (10) working days of the organizational meeting of the County Board unless otherwise directed by the County Board. These appointments are not subject to County Board approval. No member of the County Board shall be appointed to serve on the Board of Adjustments.
- (e) Every member of the County Board must serve on at least two (2) committees or sub-committees. All members are expected to serve as active participants on any and all standing and special committees to which he/she may be appointed by the County Chairperson or standing committee chairperson. Failure to fulfill this mandatory obligation may result in penalty(ies) as defined by Wisconsin State Statue 59.15.

5. Highway Committee 5 members (Elected)
(3 Members of the Committee shall serve on the Recycling Committee)

6. Human Resources Committee 5 members

7. Land Conservation & Ag & Extension Committee 6 members
(5 County Board Members/1 FSA Representative)

8. Land Use Committee 5 County Board members
(3 County Board Members shall also serve on Land Information Council Committee. Citizen members may be appointed as needed or required by State Statutes.)

9. Law & Emergency Response Committee 5 members

~~9. Western Dairyland Community Action Board 2 members~~

~~10. Historical Society Committee 1 member~~

- (b) All of the above committee members and/or appointments shall be selected from among the members of the County Board, except as otherwise provided by State of Wisconsin Statute or delegated by the County Board Chair.
- (c) At the first meeting of each standing committee, the members shall elect a Chairperson and Vice Chairperson by simple majority vote, unless noted. An employee of the County or a citizen member may not be a chairperson or vice chairperson of any standing committee.
- (d) Several statutory, elective or other special purpose committees shall be constituted as follows with membership in accordance with various established Wisconsin State Statutes. Committee appointment may be required by the County Board of Supervisors Chairperson and membership and term of service may be subject to approval by simple majority of County Board members, depending on the requirements of the specifying Wisconsin or Federal law:

1. Buffalo County Fair Association 1 member (1 County Board Member who shall also serve on the Land

		Conservation and Ag & Extension Committee)
2.	Criminal Justice Collaborating Counsel	1 member or designee (1 County Board member who shall also serve on the Law, Emergency and Response Committee, unless someone else is designated)
3.	Historical Society Committee	1 member
4.	Highway Safety Committee	5 or more Citizen Members
5.	Land Information Council	Sub Committee of Land Use Committee 7 or more members (3 County Board Members who shall also serve on Land Use Committee)
6.	Local Emergency Planning Committee	5 or more members (County Board Chairperson shall serve as the representative of the County Board)
7.	LEO Workforce Development Board	County Board Chair or designee (1 County Board Member who shall also serve on the Department of Health and Human Services Veterans Services Committee, unless someone else is designated).
8.	Mississippi River Regional Planning Commission	2 members (1 County Board Member)
9.	Recycling Committee	14 members (3 County Board Members of the Highway Committee shall serve on the Recycling Committee/11 Municipal Site Representatives)
10.	Veterans Commission	3 Citizen Members
12.	Workforce Development Board	1 Member or designee (1 County Board Member who shall also serve on the Department of Health and Human Services Veterans Services Committee, unless someone else is designated)

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| 11. | Solid Waste Board – La Crosse | 1 County Board Member or designee |
| 12. | Western Dairyland Community
Action Board | 2 members |
| 13. | Winding Rivers Library System Board | 2 members (1 County Board/1 Citizen) |
| 14. | Zoning Board of Adjustment | Up to 4 members
(4 regular and 2 alternate and cannot
be members of the County Board).
Appointment is confirmed by the
Board. |

Any special committee or sub-committee to be appointed shall be at the will of the Chair, or their designee, which may be established from time to time. Sub-Committees may include citizen members. Duties of any special committee shall terminate when their activity has been completed.

RULE 30-SPECIAL AND APPOINTED COMMITTEES

- (a) The County Board or standing committees may create special committees as the need arises. The County Board Chairperson or the Standing Committee Chairperson will appoint the chairperson and members of each special committee. Special Committees may include citizen appointments.
- (b) Special committees may be dissolved at any time by order of the County Board and will automatically be dissolved upon completion of the tasks for which the committee was created.
- (c) Special committees will perform the tasks authorized or directed by the County Board, the County Board Chairperson or Standing Committee Chair.
- (d) Alternates may be appointed when authorized by statute, ordinance, resolution or motion. An alternate may act when authorized to do so by the person for whom the alternative is serving as a replacement, provided that the committee Chairperson is notified, and the action is noted in the minutes of any meeting at which the alternate serves.

- (e) The County may be statutorily obligated to appoint members to Appointed Committees, which have duties and responsibilities that are defined by regulations outside of the jurisdiction of the County or the County Board.

RULE 31-AMENDMENT TO OR SUSPENSION OF RULES

- (a) These rules may be amended or temporarily suspended by a vote of at least two-thirds (2/3) of the members of County Board present.
- (b) Unless otherwise provided by law, any rule may be suspended by a vote of two-thirds (2/3) of the members present. Immediately upon completion of the business for which the rule was suspended, the suspended rule will automatically be reinstated.
- (c) The vote shall be determined by roll call vote.
- (d) Nothing in these rules may be construed to conflict with state statute. These rules are severable and if any rule is held invalid, void or unenforceable, the remainder of the rules will remain in full force and effect.

RULE 32-DRESS CODE & BOARD CONDUCT

- (a) All members shall conduct and present themselves in a respectful, dignified manner at all County Board functions.
- (c) Whenever the presiding officer, or any member of the County Board, is addressing the County Board membership, the remaining members must remain seated, attentive and orderly.

RULE 33-EFFECTIVE DATE AND REPEAL OF PRIOR RULES

- (a) These rules are effective immediately upon adoption and repeal any and all prior rules. Any other previously adopted rules, regulations, resolutions, and/or ordinances, in whole or in part, that are in conflict herein are rescinded.

RULE 34-REVIEW OF RULES

- (a) This document shall be reviewed, with recommended updates, every two (2) years by the Committee of the Board of the Buffalo County Board of Supervisors, prior to the April reorganizational meeting.

CODE OF ETHICS

The County Board is aware that the Wisconsin State Statutes set forth various forms of conduct which are deemed to be prohibited and this code is not intended to be a criminal code. The acts prescribed herein need not be done with intent to do wrong, rather they are acts which, in doing, might cast doubt upon the integrity of the person so acting.

Purpose- Because the Buffalo County Board of Supervisors has long been a progressive innovative body, it is in the best interest of the citizens of the County that this board continue to reaffirm its leadership by adopting a Code of Ethics.

Intent- The purpose of this code is to hold the respect and inspire confidence of the people of the County and to protect the respective Supervisors from suspicion of misconduct. It is not intended to be a punitive approach to ethics; rather it is a listing of those essentials of ethical conduct which all elected officials should observe.

Unethical Conduct- Failure to abide by the rules of conduct on the part of a Supervisor shall be deemed unethical, provided nothing herein shall prohibit a Supervisor from entering into a contract as provided by state law and within the stator limits imposed. Unethical conduct by a Supervisor may result in removal of the Supervisor from any associated committee(s) by the County Board Chairperson for the duration of the Supervisor's term of office. Removal from office by the County Board would be a 2/3 majority vote.

Any member of the County Board may file an ethical violation claim against another member with the County Board Chairperson. The County Board Chairperson will contact the member. If it is determined that further action should be taken, the County Board Chairperson shall consult with the Executive Committee to determine appropriate next steps. If the ethical violation is with the County Board Chairperson, the Vice Chairperson shall be contacted.

Members of the County Board shall receive mandatory ethics training.

A County Board Supervisor shall not vote on any legislation in which they have a personal or financial interest. Additionally, each Supervisor shall disclose prior to a vote on the issue, the nature and extent of any personal or financial interest in legislation pending before the County Board. The Supervisor shall abstain from voting on such an issue and shall be excused from any meeting dealing with that issue.

Each County Board Supervisor shall take care to avoid any circumstances which cause that Supervisor to have a conflict of interest in carrying out the duties of the County Board; additionally, Supervisors shall avoid those situations in which there appears to be conflict of interest. For purposes of this section, a "conflict of interest" means a direct or indirect personal or financial interest which is inconsistent with the proper performance of one's official duties or which would tend to impair one's independence of judgment or action in the performance of official duties.

A County Board Supervisor shall immediately disclose a family relationship with any employee of the County and excuse himself/herself from any discussion, conversation, deliberation, or vote pertaining to any matter which may have an impact on a family member employee.

A County Board Supervisor shall not use their position to obtain preferential treatment or use their position to obtain financial gain for themselves or their immediate family members or for any business with which they are associated.

A County Board Supervisor shall not disclose or use privileged information concerning the County to promote a private or personal financial gain.

A County Board Supervisor shall not disclose or otherwise release any discussions and/or other information made known to the Supervisor during the “closed session” portion of any meeting.

Any Supervisor directly or indirectly involved in a zoning issue shall disclose his or her position and abstain from discussions or voting on such an issue.

A County Board Supervisor shall not directly or indirectly lease or purchase any property from the County not normally available to the general public.

For purposes of determining the existence of a real or apparent conflict of interest, such a conflict on the part of the Supervisor’s parents, spouse, or children shall be a conflict for the Supervisor.

Any public employee or public official shall not receive or offer to receive, either directly or indirectly, any gift, gratuity, or other thing of value which they are not authorized to receive from any person if such person: 1) Has or is seeking to obtain contractual or other business or financial relationship with the County or the County Board; or 2) Has an interest which may be substantially affected by the County or the County Board of supervisors. The receipt of any gift, gratuity, or anything of value as denoted above is contrary to the public policy of the County. Any gift(s) received in conflict with this policy should be immediately turned over to the County.

Consequences for unethical behavior may be found in Wisconsin State Statutes 19.59.

DUTIES OF THE STANDING COMMITTEES

Duties shall include but are not limited to the following:

- (a) Policy making
- (b) Design Sub-Committee(s) as needed. Sub-Committees may include other members or stakeholders from the community
- (c) Advocate, including dissemination of information to their townships and the public at large

- (d) Approve budgets and oversee revenues and expenditures
- (e) Approve contracts
- (f) Approve out-of-state trainings per County policy
- (g) Approve purchases per County purchasing policy
- (h) Approve positions and recommend position description modifications or new positions
- (i) Participate in interview process **when requested**
- (k) Provide input for research on new programs or services
- (l) Provide updates and reports to full County Board
- (m) Establish fees to be recommended to the full County Board
- (n) Recommend ordinances and resolutions for consideration by the County Board
- (o) Represent assigned departments and coordinate with Department Managers/Elected Officials on agenda items
- (p) Comply with Chapter 19.81-19.88 of the Wisconsin State Statutes or as revised, amended or renumbered, more commonly known as the "Open Meetings Law".
- (q) Address matters as referred to by the County Board
- (r) Hold public hearings as needed
- (s) Participate in annual reviews of Department Managers

Standing Committee are as follows:

COMMITTEE OF THE BOARD

The Committee of the Board shall consist of the County Board Chairperson, the County Board Vice Chairperson, and the Chairperson of the Human Resources Committee, Highway Committee, Law, Emergency and Response Committee, Land Use Committee, Land Conservation & Ag & Extension Committee, and the Health and Human Services/Veterans Committee. The committee shall meet at least bi-annually or as necessary for policy and procedure formulation and other general needs as may be required. Duties shall include but are not limited to the following:

- Shall recommend additions or revisions to the ordinances of the County and the Rules of the Board
- Act upon matters as may be referred to it by the County Board

- Assist the County Board in setting priorities for the programs and services provided by County government and the funding levels for programs and services
- Assist the County Board in developing a strategic plan

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the County Board Chairperson, County Board Vice Chair and one member elected by the Committee of the Board. This committee shall meet when needed. Duties shall include but are not limited to the following:

- Oversight committee for the constitutional offices, excluding the Sheriff
- Make recommendations to the County Board for the filling of any vacancies on the County Board
- Oversee the consistent application of administrative policies adopted by the County Board
- Assist and advise the Administrative Coordinator in the administration and management of County affairs
- Represent Buffalo County by one member serving on the Historical Society Board, Winding River Library and LEO, if no other member of the board desires to serve
- Act upon matters as may be referred to by the County Board

If an Emergency Disaster is proclaimed, the Executive Committee shall represent the County Board for decision making authority unless otherwise designated in any declaration.

FINANCE COMMITTEE

The Finance Committee shall consist of the County Board Chairperson and Vice Chairperson and three (3) members appointed by the County Board Chairperson. This committee shall meet monthly. Duties shall include but are not limited to the following:

- Authority to invest unused County funds and to arrange for the safekeeping of securities, their sale, reinvestment or redemption as they may deem property pursuant to Chapter 66.04(2), Wis. Stats.
- Preparation of the annual budget for the County for recommendation to the County Board
- Oversee financial matters, including but not limited to purchasing, property and liability insurance and general claims
- Oversee fiscal staff in the administration office
- Oversee building matters, to include new construction projects
- Oversee Economic Development, including but not limited to broadband, revolving loan fund and the Mississippi River Regional Planning Representative to recommend options to the County Board that encourages economic development that will have an impact on the county's future economic health and competitiveness. Sub-committees may be appointed to include citizen members.

- Oversee the Information Technology Vendor Contract including but not limited to coordination of computer related equipment purchases, software and hardware purchases
- Oversee grant applications
- Serves as the Risk Management Committee for the County
- Act upon matters referred to it by the County Board
- Carry out the duties of the land sales and related matters.

LAND USE COMMITTEE:

The Land Use Committee shall consist of five (5) County Board members. This committee shall meet monthly unless there is no business to conduct. Duties shall include but are not limited to the following:

- General supervision responsibility of the land information functions of the County, including but not limited to GIS, Surveyor and the Land Information Council to promote and coordinate the integration of land information systems throughout the County. Sub-Committees may be appointed to include citizen members.
- Serve as policy-making body determining the broad outlines and principles governing zoning administrative powers, including but not limited to conducting public hearings for zoning ordinance adoption and ordinance amendments, overseeing all County zoning ordinances, rezone petitions and plat approvals while acting in accordance with Chapter 59.69, Wisconsin State Statutes.
- Act upon matters referred to by the County Board
- Work with Zoning Administrator, Land Information Officer and County Surveyor to coordinate agenda matters to be addressed.

LAND CONSERVATION AND AG & EXTENSION COMMITTEE:

The Land Conservation and Ag & Extension Committee shall consist of five (5) County Board Members ~~and the Chairperson of the County USDA Farm Service Agency committee or a committee designated by the FSA chairperson~~ **and one member from the Agriculture Community.** This committee shall meet monthly unless there is no business to conduct. Duties shall include but are not limited to the following:

- Oversee and enter into agreements with, or furnish financial, technical, planning, or other assistance to any agency, governmental or otherwise, or any landowner or land user within the incorporated or unincorporated parts of the county, in carrying out resource conservation operations and works of improvements for flood prevention or for the conservation department, utilization and protection of soil and water resources within the county.
- General supervision responsibility of the Land Conservation Department.
- General supervision of the County UW Extension Office and develops and evaluates programs conducted by those offices.

- Interacts with the County Fair Association Board. Appoint 1 member to serve.
- Oversee deer abatement and deer wildlife damage claims.
- Recommend appointments to Circuit Court Judge to serve on the Drainage Board.
- Act upon matters referred to the County Board.
- Work with County Land Conservationist and UW- Extension Area Supervisor to coordinate agenda items to be addressed.

HUMAN RESOURCES COMMITTEE

The Human Resources committee shall consist of five (5) members of the County Board as appointed by the County Board Chairperson. This committee shall meet monthly unless there is no business to conduct. Duties include but are not limited to the following:

- General supervision of the Administration Personnel in the Administration Office
- Designated representative of Buffalo County Government relating to labor union negotiations and labor disputes with the represented protected class employees. No bargaining contract or agreement shall be considered binding upon the county until approved by the County Board.
- Responsible to review and make changes to the Employee Handbook as needed.
- Serve as the Impartial Hearing Officer pursuant to the county's Grievance Procedure.
- Recommends changes in benefits for approval by the County Board.
- Oversees employee and courthouse security.
- Oversees all matters arising from Federal law or Wisconsin State Statutes concerning employees of the County.
- Oversee employee wellness program.
- Recommends to the Finance Committee and County Board changes in salary and vehicle mileage reimbursement.
- Reviews and recommends new positions and descriptions for consideration by the County Board.
- Act upon matters referred to it by the County Board.

HIGHWAY COMMITTEE

The Highway Committee consists of five (5) County Board members elected by the County Board at the organizational meeting. This committee shall meet monthly unless there is no business to conduct. Duties include but are not limited to the following:

- Supervises the construction and maintenance of bridges and County and State roads as provided by Wisconsin State Statutes.
- General supervision of the Buffalo County Highway Department.

- Oversight of the Recycling Committee including but not limited to matters relating to recycling materials and solid waste in the County. Three members shall serve on the Recycling Management Board with the Collection Site Supervisors and supervise the operations of the County Recycling Program and report major items to be decided by the Recycling Committee. This committee is a sub-committee.
- Act upon matters referred to it by the County Board
- Appoint one member or designee to serve on the Highway Safety Committee
- Appoint three members to serve on the Recycling Committee

HEALTH AND HUMAN SERVICES AND VETERANS SERVICES COMMITTEE

The Health and Human Services and Veterans Services Committee shall consist of nine (9) members of which five (5) shall be from the County Board. This committee shall meet monthly unless there is no business to conduct. Duties include but are not limited to the following:

- General supervision responsibilities for the Health & Human Services Department and performs all duties described by law.
- Advise the Director of the County Department of Health & Human Services on relief matters, in addition to those duties contained in Wisconsin State Statutes and other related Federal Regulations.
- General supervision responsibilities to the Veteran’s Service Officer in the administration of the office and shall audit all expenditures in connection with this office, as provided in Chapters 45 and 66, Wisconsin State Statutes.
- Serve on non-standing committee as necessary.
- Represent Buffalo County by having two (2) members serve on the Western Dairyland Economic Opportunity Council, Inc.
- Act upon matters referred to it by the County Board.

LAW, EMERGENCY AND RESPONSE COMMITTEE

The Law, Emergency and Response Committee shall consist of five (5) members. This committee shall meet monthly unless there is no business to conduct. Duties include but are not limited to the following:

- General supervision responsibilities of the law enforcement department, including the jail and facilities and E-911 services pursuant to Wisconsin State Statutes in conjunction with the Buffalo County Sheriff.
- General supervision of the Office of Emergency Management pursuant to Wisconsin State Statutes.
- Represent Buffalo County with one member serving on the Local Emergency Planning Commission.
- Represent Buffalo County with one member serving on the Community Justice Coordinating Council.

- Oversight Committee for the Coroner and the Circuit Court Office
- Act upon matters referred to it by the County Board.

COMPENSATION

All members of the County Board shall be compensated in accordance with the following schedule:

- (a) Compensation shall be paid to each supervisor to cover additional time and expenses incurred as follows: County Board Chair - \$150.00 per month, County Board Vice Chair - \$75.00 per month, all other County Board supervisors - \$50.00 per month plus applicable vehicle mileage reimbursement. In the absence of the Chairperson, the Vice Chairperson will be compensated at the County Board Chairperson rate.
- (b) For each attendance at any special County Board meeting, a supervisor is entitled to receive \$50.00 – per diem, plus applicable vehicle mileage reimbursement.
- (c) For each attendance at any standing committee, appointed committee or sub-committee of the County, a supervisor is entitled to receive \$40.00 per meeting, plus applicable vehicle mileage reimbursement, except the standing **committee chairperson shall receive \$50.00 per meeting**, plus applicable vehicle mileage reimbursement. If the Vice Chairperson assumes the role of the Chairperson, they shall receive the chairperson’s compensation at such standing committee meeting. Supervisors should attach documentation for attendance at any appointed committee meetings with their request for reimbursement.
- (d) If two or more committee meetings are held on the same day, a supervisor is entitled to per diem for each committee that meets to consider its normal full agenda. Per diem will not be paid for perfunctory meetings in which only a limited agenda is considered.
- (e) Any other compensation must be established by Resolution in accordance with the State of Wisconsin Statutes.
- (f) For each day of attendance at a convention or conference out of the county, each Supervisor shall receive \$50.00 a day per diem, plus vehicle mileage reimbursement only for an individual who drives or the actual cost of other transportation. Reimbursement shall occur only for a day, or partial day, of actual attendance at a scheduled meeting. Each County Supervisor or official shall receive a meal allowance, including tax and gratuity, as stipulated in the Buffalo County Employee Handbook.
- (g) Attendance at meetings or conferences (other than regular County board or standing committees) shall specifically require prior authorization by the Board Chairperson, or

designee, or the appropriate standing committee chairperson. Each Supervisor or official must have original receipts for all expenses, including lodging, in order to be reimbursed.

- (h) Attendance of any member at the Wisconsin Counties Association Annual Convention shall be approved by the County Board Chairperson.
- (i) Citizens that are appointed to Buffalo County Standing Committees (currently Land Use Committee, ~~Aging & Disability Resource Center (ADRC)~~ and Health and Human Services Board Committees) shall receive vehicle mileage reimbursement to and from their home, any authorized out-of-pocket expenses, and the same per diem as County Board Supervisor members.
- (j) Citizens appointed to the Board of Adjustment are entitled to vehicle mileage reimbursement to and from their home, \$50.00 meeting per diem and any authorized out-of-pocket expenses.
- (k) Citizens that are appointed or elected to other committees or boards are entitled to vehicle mileage reimbursement to and from their home, \$40.00 meeting per diem, and any authorized out-of-pocket expenses.



Buffalo County Resolution

Drafted By: R. Halverson
Month/Year: August 2022
Committee: Finance

Department: Finance
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Place a Referenda Question on the November Ballot for Expansion of the Bike Trail System in Buffalo County

Whereas, Chapter 59.52(25) of the Wisconsin State Statutes states “the board may conduct a countywide referendum for advisory purposes”, and;

Whereas, the Finance Committee would like to seek citizen input as to the continuation of the bike trail past the completion of Phase 2, and;

Whereas, Phase 1 has been completed and Phase 2 is in the engineering process with construction to begin in 2023 or 2024, and;

Whereas, these sections of the bike trail have been paid for with federal and state grant funds and county levy dollars in the form of staff time, office supplies, and audit fees, and;

Whereas, future expansion of the bike trail is estimated to cost \$30,000,000.00 or more to engineer and construct, and;

Whereas, there will be required additional maintenance at an unknown cost for the bike trail, and;

Whereas, the following advisory referenda questions will determine the support by the citizenry for expanding the bike trail from the southern portion of Buffalo County:

Question 1:

“Shall Buffalo County approve expanding the bike trail past Phase 1 and Phase 2 by using federal and state grant dollars and county levy dollars in the form of staff time, office supplies, and audit fees?”

Question 2:

“Shall the County expend levy dollars and reduce other services that are vital and currently offered if federal and state grant funds are not sufficient to cover the entire costs of expanding the bike trail?”

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors authorize the County Clerk to place the above advisory referenda questions on the November ballot as specified.

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

ATTEST:

Roxann Halverson
Buffalo County Clerk

Dennis Bork,
Buffalo County Chairperson



Buffalo County Resolution

Finance Committee:

Dennis Bork

Brad Schmidknecht

Brian Michaels

Max Weiss

William Bruegger, Sr.

Buffalo County Resolution



Drafted By:

Dave Rynders

Presented Month/Year:

July, 2022

Involved Committees:

DHHS & Veterans Services

Human Resources

Finance

County Department:

DHHS

Fiscal Impact: YES / NO

CA Approved: YES/ NO

RESOLUTION # _____

A RESOLUTION TO CREATE A CASE MANAGER POSITION AND REDUCE A SUPPORT STAFF SPECIALIST POSITION TO PART-TIME

WHEREAS, the staff needs of Buffalo County Department of Health and Human Services (DHHS) have changed based on the following increased service demand: client record requests, local foster care recruitment, Children's Long-Term Services (CLTS) administration and case management, youth services and Comprehensive Community Services (CCS) case management; and

WHEREAS, the increased services are either mandated by statute/administrative code or are fully reimbursable and reduce use of higher cost, mandated services; and

WHEREAS, creating a case manager position while decreasing an existing support staff position to part-time would meet these identified staffing needs; and

WHEREAS, the proposed staffing changes would create a position designed to provide services generating new revenues while also enabling other existing positions generation of additional revenue; and

WHEREAS, one function of the proposed new position is to increase foster care recruitment and retention support, in order to increase local foster care resources and decrease usage of more expensive treatment and professional foster care options; and

WHEREAS, making staffing changes in 2022 to address these needs is more fiscally advantageous than waiting until 2023. Implementation of these proposed staffing changes are projected to reduce DHHS levy dollar usage in 2022 and future years.

NOW, THEREFORE BE IT RESOLVED, effective September 1, the Buffalo County Board of Supervisors hereby creates one full time case manager position and reduces an existing full time support staff specialist position to a .4 full time equivalent part-time position.

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

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Veterans/DHHS Committee

Human Resources Committee

Finance Committee

Mary Anne McMillan Urell, Chair

Steve Nelson, Chair

Dennis Bork, Chair

Brian Michaels

Mary Anne McMillan Urell

William Bruegger Sr.

Brad Schmidtknecht

Nathan Nelson

Max Weiss

Carol McDonough

Michael L. Taylor

Brad Schmidtknecht

Nathan Nelson

Carol McDonough

Brian Michaels

Richard Mueller

Elizabeth Hoffmaster

Wendy Kleinschmidt

Kimberly Beseler

ANTICIPATED FINANCIAL IMPACT STATEMENT:

2023 Fiscal Impact:

*Net Staff Changes (\$67,907.60 - \$58,141.36 + \$14,745.12 = \$24,511.36

**Conversion of treatment foster care slot to local slot: (\$29,915)

***Increased billable case management hours: (\$13,995)

****CLTS Authorization Revenue ?

Total Annual Net Savings of Resolution Implementation: \$19,398.64

*Cost of a case manager 2, step 1 with benefits including full health insurance: \$67,907.60

Current Support Staff Specialist position annual cost: \$58,141.36

Cost of .4 position – no benefits: \$14,745.12

** Converting 1 treatment foster care slot to a local foster care for a 12-month period = \$29,915 saved

*** Increased billable case management hours due to reducing intake duties by social workers:

(\$163.09 Comprehensive Community Services rate x 60 hours = \$9,785.40

CLTS rate \$105.24 rate x 40 hours = \$4,209.60

****Children’s Long-Term Services (CLTS) hourly billing rate would increase adding CLTS authorization activity time provided by new Case Manager position.

2022 Fiscal Impact:

\$19,398.64 x 5/12 (i.e., August – December 2022 period) = **\$8,082.76**



Drafted By:
Ana Rolbiecki
Presented Month/Year:
August 2022
Involved Committees:
Human Resources Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO REMOVE POLICY 206 ADDENDUM COVERING FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) FROM THE LEAVES-FAMILY, MEDICAL, AND MILITARY POLICY

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 206 Leaves-Family, Medical, and Military to remove the addendum that added the Coronavirus Response Act (FFCRA) Policy that has since expired within the handbook and the Department of Labor.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 206-LEAVES-FAMILY, MEDICAL & MILITARY of the Buffalo County Handbook effective August 25th, 2022, to remove the FFCRA Addendum, a copy of the addendum to be removed is attached as Exhibit A and to become a part of this resolution.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby approves the removal of the FFCRA addendum.

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

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No Financial Impact anticipated.

EXHIBIT A

Policy 206 ADDENDUM

LEAVES: FAMILY, MEDICAL, MILITARY AND FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) POLICY –

Policy: The following policy is implemented pursuant to FFCRA which creates paid sick leave (Emergency Paid Sick Leave Act (EPSLA) and modifies the requirements of the Family Medical Leave Action (Emergency Family and Medical Leave Expansion Act (EFMLEA) for employees while the employee or his/her family members are impacted by COVID-19.

Nothing in this policy creates any permanent modification to the current leave policies or any other employment policies in existence, nor does this temporary policy alter the at-will nature of employment. This policy may require revision as circumstances evolve and additional guidance and regulations are provided on these provisions. This policy is effective April 1 through **December 31, 2020**.

1. *Emergency Paid Sick Leave Act (EPSLA).*

Limited term emergency paid sick leave benefit for all employees outside of the Family Medical Leave Act or Emergency Family Medical Leave Expansion Act

- A. If you are unable to work (or telecommute) because you:
1. Are subject to a Federal, State or local quarantine or isolation order due to the COVID-19 virus. *This does not include self-isolation due to voluntary travel,*
 2. Have been advised by a health care provider to self-isolate/quarantine due to concerns related to COVID-19,
 3. Are experiencing symptoms of the COVID-19 virus (fever, cough, sore throat, shortness of breath) and are seeking medical diagnosis from a health care provider.

You will receive the following pay during this leave:

- Regular **full-time employees** will receive up to 80 hours of emergency paid sick leave at your regular rate of pay (capped at \$511 per day and \$5,110 in the aggregate).
- Regular **part-time employees** leave will be prorated based upon your regular hours of work. Employees who work a variable work schedule, the average bi-weekly hours of work, over the preceding six-month period, will be utilized.

The following reasons for emergency paid sick leave, #4-6, excludes health care providers and emergency responders (Public Health Department, Sheriff's Office, except Administration Assistant, Emergency Management Department, Health & Human Services Department management staff, Adult Protective Services workers, Child Protective Services workers, Crisis workers, Aging & Nutrition workers, GIS Coordinator, Building & Grounds manager, Highway Department, Deputy Coroners, Administration Department, except Administrative Assistant).

Policy 206 Addendum -- LEAVES – FAMILY, MEDICAL & MILITARY

Effective Date: April 1, 2020

Buffalo County

Revised Date:

Employee Handbook



Drafted By:
Ana Rolbiecki

Presented Month/Year:
August 2022

Involved Committees:
Human Resources Committee

County Department:
Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO MODIFY POLICY 302 OTHER INSURANCES TO INCLUDE INCLUSION UNDER THE INCOME CONTINUATION INSURANCE PLAN OFFERED BY WISCONSIN RETIREMENT SYSTEM (WRS)

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 302 – Other Insurances to add Section 5 to include the Income Continuation Insurance (ICI) benefit as a voluntary “income replacement” benefit to eligible participants of the Wisconsin Retirement System authorized by Wisconsin State Statue 40.62 with any cost paid by the participant through payroll deduction, if a premium is due; and,

WHEREAS, the Wisconsin Department of Employee trust Funds requires a resolution be passed and submitted on forms provided by them, a copy of which is Attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 302- OTHER INSURANCE of the Buffalo County Handbook effective January 1st, 2023, to add Section 5 – Inclusion under the Income Continuation Insurance Plan as a voluntary benefit paid by the participant, a copy of the amended policy is attached as Exhibit B and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby authorizes the Personnel Advisor to execute any additional documents required to enroll in the plan.

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

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2023 Fiscal Impact: \$0.00 Currently on Premium Holiday

EXHIBIT A



Resolution for Inclusion Under the Income Continuation Insurance Plan

Wisconsin Department of Employee Trust Funds
PO Box 7931
Madison WI 53707-7931
1-877-533-5020 (toll free)
Fax 608-267-4549
etf.wi.gov

RESOLVED, by the Buffalo County Board of Supervisors of the _____
(Governing Body)

County of Buffalo
(Employer Legal Name)

that pursuant to the provisions of Section 40.61 of the Wisconsin Statutes,
Buffalo County
(Governing Body) hereby determines to offer the Income Continuation Insurance Plan

to eligible personnel through the program of the State of Wisconsin Group Insurance Board, and agrees to abide by the terms of the plan as set forth in the contract between the Group Insurance Board and the Administrator.

The resolution shall be effective on the later of the 1st of the month on or after 90 days following its receipt at the Department of Employee Trust Funds, or
January 1st, 2023; and
(specify a later effective date, 1st of month only)

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the State of Wisconsin Group Insurance Board to provide such Income Continuation Insurance.

Certification

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the _____ day of _____, 2022 and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this _____ day of _____, 2022.

39-6005673
Federal tax identification number (FEIN/TIN)

69-036-0208-000
ETF employer identification number

Number of eligible employees _____

Buffalo County
Employer county

Ana Rolbiecki-ana.rolbiecki@buffalocountywi.gov
Employer benefit contact email address

Authorized employer representative signature

Dennis Bork

Authorized employer representative printed name

Bounty Board Chair

Authorized representative title

PO Box 494

Alma, WI 54610

Mailing address

Submit completed form to ETF at ETF SMBESSNewEmployer@etf.wi.gov or fax to 608-267-4549.

For ETF use only - EFFECTIVE DATE OF COVERAGE ENTERED BY ETF:

POLICY 302. OTHER INSURANCES

5. Income Continuation Insurance Plan:

- 5.1 Effective January 1st, 2022, the County will make available a voluntary Income Continuation Insurance plan. Employees who participate in the plan will pay the entire premium in twenty-four (24) equal payments through payroll deductions throughout the year if a premium is due.
- 5.2 Coverage shall be effective the first day of the calendar month that first occurs during a newly eligible employee's 30-day enrollment period.
- 5.3 Coverage terminates on the date an employee resigns, is dismissed, terminates, retires turns age 70 or dies, whichever comes first. Full month's premium is required for any month or portion of a month in which earnings are paid.
- 5.4 Employees may apply for coverage at Open Enrollment annually. No late enrollments are allowed unless the employee has a qualifying event.
- 5.5 Annual open enrollment period for adding supplemental coverage is January 1 through March 1. Employees must meet the salary threshold qualifications to add coverage.
- 5.6 Employees may cancel coverage at any time which is effective the first day of the calendar month on or after the date the ICI Application cancelling coverage is received by the County.
- 5.7 Employees should refer to the ETF ICI webpages for more information on the rules of the program.



Buffalo County Resolution

Drafted By: ARolbiecki
Month/Year: August
Committee: HR

Department: Admin
Fiscal Impact: Yes/No

RESOLUTION # _____

A RESOLUTION TO MODIFY POLICY 512 REMOTE WORK (TELECOMMUTING) TO EXTEND THE EXPIRATION DATE

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to Policy 512 Remote Work to extend the expiration date for one additional year from May 31, 2022 to May 31, 2023 at which point it will be reviewed for permanent implementation without an expiration date as it was acknowledged that the policy worked successfully during its first year of incorporation; and,

WHEREAS, Buffalo County considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 512-REMOTE WORK (TELECOMMUTING) POLICY of the Buffalo County Handbook A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution effective August 23rd, 2022 through May 31st, 2023.

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

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

No additional costs anticipated.



Buffalo County Resolution

Drafted By: R. Halverson
Month/Year: August 2022
Committee: Finance

Departments: Finance
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Approve the Expenditure of ARPA Funds to Purchase a New Generator for the Courthouse

WHEREAS, Buffalo County received funds through the American Rescue Plan Act of 2021 (ARPA) to provide substantial infusion of resources to continue to decrease the spread of COVID-19 and bring the pandemic under control, and;

Whereas, Buffalo County has received \$2,527,282.00 directly from the federal government with guidelines on how the funds can be spent, and;

Whereas, the Buffalo County Finance Committee has noted some items of need for Buffalo County that the ARPA funds can be spent on and one of the items is a new generator, and;

Whereas, the current generator is 35 years old, has needed recent repairs, and has been noted that parts are no longer available due to the age of the equipment, and;

Whereas, this generator is responsible for backup power for the Sheriff's Office (including dispatch and jail facilities), the Public Health area (where vaccines are kept in a climate controlled location), and a few other essential offices.

Whereas, the Maintenance Department has reached out to vendors for quotes on a new generator and installation of the new generator, and;

Whereas, the Finance Committee approves the purchase and installation of the new generator from Fabick Power Systems in the amount not to exceed \$43,100.00, and;

Whereas, the Finance Committee approve the installation of the new generator with work done by various vendors as shown on the purchase order in an amount not to exceed \$22,000.00, and;

Now, Therefor Be It Resolved, that the Buffalo County Board of Supervisors hereby approves the purchase and installation of a new generator in the amount not to exceed \$65,000.00 with the funds coming from ARPA funding.

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

ATTEST:



Buffalo County Resolution

Roxann Halverson, Buffalo County Clerk

Dennis Bork, Buffalo County Chairperson

Respectfully Submitted:

Finance Committee

Dennis Bork, Chair

Max Weiss

Brad Schmidtknecht

William Bruegger, Sr.

Brian Michaels



Buffalo County Resolution

Drafted By: RHalverson
Month/Year: August 2022
Committee: Land Conservation & AG Extension

Department: Land Conservation
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Authorize Unspent CAPX2020 Funding Under Resolution #17-12-02 To Be Reallocated to PL-566 Repairs and Maintenance Fund

Whereas, Buffalo County is responsible for the operation and maintenance of PL-566 Flood Prevention Structures in the County for their expected lifespan, and;

Whereas, it is recommended that structures stay maintained and annual inspections be completed should they receive damage from large storm events to be eligible for funding under the Emergency Watershed Protection (EWP) Program, and;

Whereas, the Natural Resources Conservation Services (NRCS) has notified the Land Conservation Department that they no longer are able to provide oversight and evaluation responsibilities for dams where the Federal interest is complete, and;

Whereas, the Land Conservation Department and NRCS has identified several structures in need of repair and maintenance, and;

Whereas, Resolution #17-12-02 has unused funds from CAPX2020 in the amount of \$39,499.66 that was allocated for conservation projects, and;

Whereas, the Land Conservation and AG & Extension Committee recommends reallocating these funds to the PL-566 Account No. 24-06-56112-0000-999 to cover future repairs, maintenance, and inspections for PL-566 structures located within the County.

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby authorizes the Financial Advisor to reallocate the unspent CAPX2020 funds identified in Resolution #17-12-02 in the amount of \$39,499.36 to the PL-566 Account No. 24-06-56112-0000-999 for the purpose of covering future repairs, maintenance, and inspections.

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



Buffalo County Resolution

Land Conservation & AG & Extension Committee:

Dwight Ruff

Brad Schmidtknecht

John Sendelbach

Gary Stanton

Dennis Bork

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtknecht

Brian Michaels

William Bruegger, Sr.



Drafted By:
Ana Rolbiecki
Presented Month/Year:
August 2022
Involved Committees:
Human Resources Committee

County Department:
Administration
Fiscal Impact: YES / NO
AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO RENAME AND RECLASSIFY THE ADMINISTRATION ADMINISTRATIVE ASSISTANT POSITION TO PAYROLL CLERK/ADMINISTRATIVE ASSISTANT AND TO WAGE CLASS J

WHEREAS, in July of 2022 the current Administrative Assistant in Administration accepted the Zoning/Land Conservation Administrative Assistant and,

WHEREAS, the Administration Department has studied the needs of the position in relation to duties, skill level needed, and market comparisons and has determined the position description needs to be updated to an accurate title and needs to be moved up a job grade to match its position duties that extend beyond that of just an administrative assistant; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves renaming the position to Payroll Clerk/Administrative Assistant and moving it to Class J on the salary/pay scale.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors hereby authorizes the Personnel Advisor to execute any additional documents required to enroll in the plan.

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

Attest:

Buffalo County Clerk

Buffalo County Chairperson

HR Committee:

Finance Committee:

Steve Nelson

Dennis Bork

Carol McDonough

William Bruegger Sr.

Mary Anne McMillan Urell

Brian Michaels

Nathan Nelson

Brad Schmidtknecht

Michael Taylor

Max Weiss

Anticipated Financial Impact Statement:

\$792.76 additional spend in 2022 for wages, FICA, pension, and work comp insurance.
Annually approximately \$2,400 additional spend in those same accounts.



Buffalo County Resolution

Drafted By:
Month/Year:
Committee:

Department:
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Support a County Road Aids Project with the WI DNR

Whereas, the Department of Natural Resources and State of Wisconsin own public lands in the Town of Canton along County Road A, and;

Whereas, the Department of Natural Resources and State of Wisconsin wish to create a parking area adjacent to this public land to increase usage and provide a safe parking are for those utilizing the recreation area, and;

Whereas, the estimated total cost of the project to create an offroad parking area is \$5,500.00 and will be paid for through County Road Aids funds that the County receives from the State of Wisconsin and not from County Levy dollars, and;

Now, Therefore Be It Resolved, the Buffalo County Board of Supervisors supports the creation of a parking area along County Road A in the Town of Canton to promote outdoor activities and provide a safe parking area for those utilizing the recreational area at a cost of approximately \$5,500.00 of County Road Aids and not County Levy dollars.

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

Highway Committee:

Max Weiss

Dwight Ruff

Steve Nelson

John Sendelbach

Brian Michaels

July 2022 Financial Report
Tina Anibas, Buffalo County Treasurer

Investment Notes
6/9/2022 Received 2nd Install for ARPA \$1,265,559.50
6/24/2022 ARPA moved \$1,996,330.33 from Money Market to Term Investments
6/28/2022 From Waumandee ICS to General \$150,000
6/30/2022 Renewed CAPX CDARS \$200,000 1 year 1.75%
6/30/2022 Renewed CAPX CDARS \$225,000 2 year 2.25%

General Investments Available Cash		
Local Government Investment Pool	0.980%	\$24,120.20
Trust Point Bonds / Money Market	2.210%	\$1,728,726.36
Alliance Bank Money Market Acct	0.260%	\$43,077.16
Waumandee State Bank Money Market	0.840%	\$623,633.01
Waumandee State Bank ICS Sweep	0.840%	\$5,919,526.10
PMA WISC Account	0.815%	\$29,758.22
Bank of Alma	0.050%	\$256,295.85
		\$8,625,136.90

Long Term Investments				
Effective		Maturity		
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				\$1,500,000.00

Total Investments	\$10,125,136.90
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CAPX 2020

12/30/2021 Waumandee State Bank CDARS Acct	12/29/2022	0.500%	\$250,000.00
6/30/2022 Waumandee State Bank CDARS Acct	6/29/2023	1.750%	\$200,000.00
6/30/2022 Waumandee State Bank CDARS Acct	6/27/2024	2.250%	\$225,000.00
TOTAL CAPX2020 INVESTMENTS			<u>\$675,000.00</u>

LAND RECORDS

Local Government Investment Pool		0.980%	<u>\$76,770.01</u>
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VEHICLE REPLACEMENT

Local Government Investment Pool		0.980%	<u>\$53,177.99</u>
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HEALTH INSURANCE

Bank of Alma		0.200%	\$21,517.00
Local Government Investment Pool		0.980%	\$62,546.29
TOTAL HEALTH INSURANCE			<u>\$84,063.29</u>

DEBT SERVICE

Local Government Investment Pool		0.980%	\$21,876.13
Citizens Community Federal Money Market		0.490%	\$158,606.55
TOTAL DEBT SERVICE			<u>\$180,482.68</u>

RECYCLING

Local Government Investment Pool		0.980%	\$37,800.99
1/27/2022 Waumandee State Bank CDARS (6 month)	1/26/2023	0.500%	\$75,908.20
TOTAL RECYCLING			<u>\$113,709.19</u>

LAND INFORMATION LIDAR

Local Government Investment Pool		0.980%	<u>\$27,900.45</u>
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LAND INFORMATION ORTHO

Local Government Investment Pool		0.980%	<u>\$85,578.03</u>
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2021 American Rescue Funds

Invested in WISC PMA Sub Account

Available Cash

Balance			\$1,230,518.50
2nd Payment of ARPA			\$1,265,559.50
Pulled Funds from Money Market to Term Investments			-\$1,996,330.33
Monthly Interest	0.82%		\$866.90
			\$500,614.57
Term Investments	Maturity Date		
6/23/2022 Cash MGMT Bill	10/18/2022	1.80%	\$599,570.61
6/23/2022 US Treasury N/B	12/31/2022	2.26%	\$299,697.77
6/23/2022 US Treasury N/B	3/15/2023	2.49%	\$298,679.88
6/23/2022 US Treasury N/B	6/15/2023	2.65%	\$299,948.59
6/23/2022 US Treasury N/B	12/15/2023	2.74%	\$249,257.15
6/23/2022 US Treasury N/B	6/15/2024	2.81%	\$249,176.33
	Balance		\$2,496,944.90

Monthly Interest Received

Bank of Alma	\$92.67
Alliance Bank	\$14.19
Alliance Bank Money Market	\$9.26
PMA, WISC	\$20.64
LGIP	\$19.37
Trustpoint Inc.	\$3,034.57
Waumandee State Bank Money Market	\$431.12
Waumandee State Bank ICS	\$4,106.55
Waumandee State Bank CDARS	
TOTAL	\$7,728.37

Cash Interest Received / Received	2021		2022	
January	\$715.53		\$2,029.63	
February	\$1,755.15	\$2,470.68	\$4,536.08	
March	\$1,826.90	\$4,297.58	\$5,602.36	
April	\$1,068.26	\$5,365.84	\$19,204.72	
May	\$7,470.28	\$12,836.12	(\$9,991.76)	
June	\$1,360.91	\$14,197.03	\$7,728.37	\$29,109.40
July	\$8,906.96	\$23,103.99		
August	\$3,885.96	\$26,989.95		
September	\$6,947.29	\$33,937.24		
October	\$1,292.80	\$35,230.04		
November	\$1,340.03	\$36,570.07		
December	\$16,241.36	\$52,811.43		
TOTAL		\$52,811.43		\$29,109.40
June Total Receipts	\$1,540,392.96			
June Total Distributed	\$1,451,825.34			

UNPAID TAX REPORT PAYABLE

2017-2020 Delinquent

July \$96,942.89

1, 2022

Current Taxes 2021(Del / PP)

\$7,754,505.26

(Includes First Dollar/ State Credit)

\$8,162,088.51

August 2022 Financial Report
Tina Anibas, Buffalo County Treasurer

Investment Notes	
7/20/2022	From General to WISC PMA Investment \$1,000,000
7/26/2022	From State of Wisconsin First Dollar Settlement \$547,763.69
7/26/2022	From State of Wisconsin School Levy Tax Credit \$2,228,285.11
7/27/2022	From General to WISC PMA Investment \$4,000,000

General Investments Available Cash		
Local Government Investment Pool	1.550%	\$24,151.90
Trust Point Bonds / Money Market	2.240%	\$1,731,889.67
Alliance Bank Money Market Acct	0.460%	\$43,089.98
Waumandee State Bank Money Market	1.000%	\$624,128.50
Waumandee State Bank ICS Sweep	1.000%	\$5,924,552.51
PMA WISC Account	1.410%	\$5,031,069.95
Bank of Alma	0.200%	\$1,361,695.45
		\$14,740,577.96

Long Term Investments				
Effective		Maturity		
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				\$1,500,000.00

Total Investments			\$16,240,577.96
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CAPX 2020

12/30/2021	Waumandee State Bank CDARS Acct	12/29/2022	0.500%	\$250,000.00
6/30/2022	Waumandee State Bank CDARS Acct	6/29/2023	1.750%	\$200,000.00
6/30/2022	Waumandee State Bank CDARS Acct	6/27/2024	2.250%	\$225,000.00
TOTAL CAPX2020 INVESTMENTS				<u>\$675,000.00</u>

LAND RECORDS

	Local Government Investment Pool		1.550%	<u>\$79,456.89</u>
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VEHICLE REPLACEMENT

	Local Government Investment Pool		1.550%	<u>\$52,559.64</u>
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HEALTH INSURANCE

	Bank of Alma		0.200%	\$27,793.18
	Local Government Investment Pool		1.550%	\$62,628.50
TOTAL HEALTH INSURANCE				<u>\$90,421.68</u>

DEBT SERVICE

	Local Government Investment Pool		1.550%	\$21,904.88
	Citizens Community Federal Money Market		0.900%	\$158,719.10
TOTAL DEBT SERVICE				<u>\$180,623.98</u>

RECYCLING

	Local Government Investment Pool		1.550%	\$37,850.68
1/27/2022	Waumandee State Bank CDARS (6 month)	1/26/2023	0.500%	\$75,908.20
TOTAL RECYCLING				<u>\$113,758.88</u>

LAND INFORMATION LIDAR

	Local Government Investment Pool		1.550%	<u>\$27,937.12</u>
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LAND INFORMATION ORTHO

	Local Government Investment Pool		1.550%	<u>\$85,690.52</u>
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2021 American Rescue Funds

Invested in WISC PMA Sub Account

Available Cash

Balance		\$500,614.57
Monthly Interest	1.41%	\$602.10
		\$501,216.67
Term Investments	Maturity Date	
6/23/2022 Cash MGMT Bill	10/18/2022	1.80% \$599,570.61
6/23/2022 US Treasury N/B	12/31/2022	2.26% \$299,697.77
6/23/2022 US Treasury N/B	3/15/2023	2.49% \$298,679.88
6/23/2022 US Treasury N/B	6/15/2023	2.65% \$299,948.59
6/23/2022 US Treasury N/B	12/15/2023	2.74% \$249,257.15
6/23/2022 US Treasury N/B	6/15/2024	2.81% \$249,176.33
	Balance	\$2,497,547.00

Monthly Interest Received

Bank of Alma	\$292.54
Alliance Bank	\$20.65
Alliance Bank Money Market	\$12.82
PMA, WISC	\$1,311.73
LGIP	\$31.70
Trustpoint Inc.	\$3,163.31
Waumandee State Bank Money Market	\$495.49
Waumandee State Bank ICS	\$5,026.41
Waumandee State Bank CDARS	\$2,124.51
TOTAL	\$12,479.16

Cash Interest Received / Received	2021		2022	
January	\$715.53		\$2,029.63	
February	\$1,755.15	\$2,470.68	\$4,536.08	
March	\$1,826.90	\$4,297.58	\$5,602.36	
April	\$1,068.26	\$5,365.84	\$19,204.72	
May	\$7,470.28	\$12,836.12	(\$9,991.76)	
June	\$1,360.91	\$14,197.03	\$7,728.37	
July	\$8,906.96	\$23,103.99	\$12,479.16	\$41,588.56
August	\$3,885.96	\$26,989.95		
September	\$6,947.29	\$33,937.24		
October	\$1,292.80	\$35,230.04		
November	\$1,340.03	\$36,570.07		
December	\$16,241.36	\$52,811.43		
TOTAL		\$52,811.43		\$0.00
July Total Receipts	\$7,752,121.57			
July Total Distributed	\$6,646,721.97			

UNPAID TAX REPORT PAYABLE

2019-2020 Delinquent

2021 Delinquent

August 8, 2022

\$78,702.49

\$351,259.80