



Notice of Public Meeting

COUNTY BOARD AGENDA

Committee:	County Board of Supervisors
Date:	Monday, March 23, 2026
Time:	7:00 P.M.
Location:	3 rd Floor County Board Room, 407 S. 2 nd Street, Alma, WI 54610
Remote Access:	https://teams.microsoft.com/meet/28517101786967?p=zHrmaXW8QgMKIL3CjW

This 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 reviewed, discussed and acted upon at this meeting, but deviations from the order shown may occur:

BUFFALO COUNTY BOARD MEETING		
1.	Review/Discussion/Action	Call to Order
2.	Review/Discussion/Action	Roll Call of Members
3.	Review/Discussion/Action	Pledge of Allegiance
4.	Review/Discussion/Action	Public Comments Regarding Posted Agenda Items
5.	Review/Discussion/Action	Previous Meeting Minutes
6.	Review/Discussion/Action	Ordinance #26-03-01 An Ordinance Relating to Public Nuisance Properties
7.	Review/Discussion/Action	Ordinance #26-03-02 An Ordinance to Amend the Official “Buffalo County Zoning District Map” – Town of Milton
8.	Review/Discussion/Action	Ordinance # 26-03-03 An Ordinance to Amend Ordinance #18-07-01 “Buffalo County Zoning Ordinance”
9.	Review/Discussion/Action	Ordinance #26-03-04 An Ordinance to Amend Ordinance #07-08-01 “Buffalo County Manure Storage Ordinance”
10.	Review/Discussion/Action	Ordinance #26-03-05 An Ordinance to Amend Ordinance #19-01-01 “Buffalo County Uniform Addressing Ordinance
11.	Review/Discussion/Action	Ordinance #26-03-06 An Ordinance to Amend Ordinance #24-03-03 “Buffalo County Solar Ordinance”
12.	Review/Discussion/Action	Ordinance #26-03-07 An Ordinance to Adopt New Rules of Government
13.	Review/Discussion/Action	Resolution # 26-03-01 A Resolution Recognizing and Honoring the Retirement of Rick Helwig
14.	Review/ Discussion/ Action	Resolution #26-03-02 A Resolution Requesting WCA Lobby for Greater Local Control for WI Counties
15.	Review/Discussion/Action	Resolution #26-03-03 A Resolution to Establish the Total Annual Compensation for Certain Elected Officials of Buffalo County for the 2027 through the 2030 Terms of Office
16.	Review/ Discussion/ Action	Confirmation of Highway Department Commissioner
17.	Review/ Discussion/ Action	Recognizing and Honoring the Years of Service of Mary Anne McMillan Urell
18.	Review/ Discussion/ Action	Recognizing and Honoring the Years of Service of John Hadley
19.	Review/Discussion	Chairperson’s Report
20.	Review/Discussion	Committee Chair Reports
21.	Review/Discussion	County Administrator Report
22.	Review/Discussion	Public Comments Unrelated to Agenda Items
23.	Review/Discussion/Action	Next Meeting Date and Time: April 21, 2026, at 9:00 AM
24.	Review/Discussion/Action	Adjournment

Date: March 20, 2026

Dennis Bork, Chair

By: Lisa Schmitt, 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 4:00 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.*

BUFFALO COUNTY BOARD OF SUPERVISORS JANUARY SESSION
Monday, January 26, 2026, at 7:00 P.M.

The Board met. Mr. Bork in the Chair.

Meeting called to order at 7:07 p.m.

Roll call was taken and all the members were present. Others present at the meeting: Mr. Lee Engfer, Ms. Lisa Schmitt, and Mr. Tom Webb with Congressman Derek Van Orden's Office. Others who joined online were Ms. Julie Vollmer, Ms. Leslie Sendelbach, Ms. Tina Anibas, Mr. Gil Adams, and Brommerich News.

The Pledge of Allegiance was said.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action Regarding Previous Meeting Minutes: Mr. Stanton made a motion to approve the minutes of the previous meeting, seconded by Mr. Taylor. Carried.

Review/Discussion/Action Regarding Ordinance #26-01-01 An Ordinance to Become Self-Organized: Mr. Engfer explained that Wisconsin Counties Association (WCA) has been requesting that counties become self-organized for some time. For Buffalo County to be compliant in how we do business, we need to adopt this ordinance. A copy of the signed ordinance once passed will be sent to the Secretary of State for filing and acceptance.

Ms. McMillan Urell spoke asking for changes to the General Provisions paragraph (1)(b) as follows: Strike the second sentence reading 'Method for filling vacancies on the county board', which is a duplicate of the first sentence and to have the last sentence, which currently reads 'The appointment is subject to confirmation by the county board', changed for clarity to read 'If there are multiple candidates, all candidates shall be heard by the entire county board with recommendation for confirmation, with appointment being made by the County Board Chairperson' as discussed at the recent Committee of the Board meeting. Ms. McMillan Urell made a motion to have the duplicated sentence stricken and the last sentence amended to read 'If there are multiple candidates, all candidates shall be heard by the entire county board with recommendation for confirmation, with appointment being made by the County Board Chairperson', seconded by Mr. Ruff. Carried.

Review/Discussion/Action Regarding Resolution #26-01-01 A Resolution for Agreement of Legal Services: Mr. Engfer reported that in September of 2025, Kostner, Koslo, & Brovold, of Arcadia, Wisconsin, were designated as Corporation Counsel for 2026. A contract needs to be finalized and is attached to this resolution for approval. Ms. McMillan Urell made a motion to approve the Corporation Counsel contract resolution as presented, seconded by Mr. Michaels. Discussion was held regarding the hourly rate. Carried.

Review/Discussion/Action Regarding Resolution #26-01-02 A Resolution for Approval of Chief Elected Officials Consortium Agreement of the Western Wisconsin Workforce Development Area: Chair Bork explained that the consortium involves eight counties.

There hasn't been a new contract since 2015 so a new consortium contract is needed, and the by-laws need to be restructured. Wisconsin Counties Association has reviewed the contract. Questions were answered by Chair Bork and Mr. Engfer. The county's liability for prior disallowed costs, which are currently being investigated, doesn't go away even if we wouldn't agree to the new contract. Mr. Ruff made a motion to approve the consortium agreement as presented, seconded by Mr. Stanton. Mr. Hadley was opposed. Carried.

Chairperson's Report: None.

Committee Chair Reports: None.

Administrative Coordinator Report: Mr. Engfer reported as follows:

- A public information meeting will be held on January 29th in Mondovi to discuss the 2027 Highway 37 project which will include a complete shutdown of a portion of the highway. A meeting last week of local officials discussed the detour route and trying to eliminate the impact on local businesses and special events.
- A public involvement meeting will be held on February 11th at C-FC Schools to discuss the County Road OO project.
- Monday of last week was an all-staff training day.
- The RFP for a new auditor is posted, and all department heads have been notified to get basic information ready for an audit.
- A table-top exercise will be held tomorrow at the courthouse with various DHHS agencies and multiple counties.
- Mr. Steve Wall, Emergency Management Director, has certification testing this week.
- The Artificial Intelligence Summit that was attended by some employees at no charge now costs between \$50-\$100 per person to attend.
- A neighboring county has been hit by a ransomware attack, and we are working with our IT company to make sure we are as protected as we possibly can be.

Public Comments Unrelated to Agenda Items: None.

Next Meeting Date and Time: The next meeting will be March 23, 2026, at 7:00 P.M.

The Committee May Enter into Closed Session Pursuant to WI Stats. 19.85(1)(c):

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Mr. Hadley made a motion to enter closed session at 8:01 p.m., seconded by Ms. McDonough. Roll call vote – Mr. Weiss – yes, Mr. Nathan Nelson – yes, Mr. Hadley – yes, Mr. Stanton – yes, Mr. Steve Nelson – yes, Ms. McDonough – yes, Mr. Bruegger – yes,

Mr. Lindstrom – yes, Mr. Bork – yes, Ms. McMillan Urell – yes, Mr. Ruff – yes, Mr. Michaels – yes, Mr. Taylor – yes, Mr. Sendelbach – yes. Carried.

The Committee May Enter into Open Session: Ms. McMillan Urell made a motion to return to open session, seconded by Mr. Bruegger. Roll call vote – Ms. McDonough – yes, Mr. Lindstrom – yes, Mr. Ruff – yes, Mr. Weiss – yes, Mr. Bruegger – yes, Mr. Stanton – yes, Ms. McMillan Urell – yes, Mr. Steven Nelson – yes, Mr. Nathan Nelson – yes, Mr. Bork – yes, Mr. Michaels – yes, Mr. Sendelbach – yes, Mr. Hadley – yes, Mr. Taylor – yes. Carried.

Meeting adjourned at 9:12 p.m.

Respectfully Submitted,

Lisa Schmitt
County Clerk



Buffalo County Resolution

Drafted By: Sheriff Mike Osmond

County Department: Law
Enforcement/Emergency Mgt.

Presented Month/Year:

March 2026

Involved Committees:

Law Enforcement/Emergency Mgt.
Finance

Fiscal Impact: YES / NO

ORDINANCE #26-03-01

AN ORDINANCE RELATING TO PUBLIC NUISANCE PROPERTIES

The Board of Supervisors of Buffalo County hereby ordains as follows:

A. Definitions

The following definitions apply through the entirety of this ordinance.

No person shall reside at, maintain, lease, own, rent or otherwise occupy any residence, business, dwelling or other building where any of the following nuisances are allowed to occur:

1. Such “nuisance property” has generated three or more calls for law enforcement service for nuisance activities on separate days in one month, or six or more calls in a twelve-month period. “Nuisance activities” are defined as any of the following activities, behaviors or conduct whenever engaged in by property owners, operators, tenants, occupants or persons associated with a property, whether or not a citation or arrest was made for the violation:
 - a. An act of harassment, as defined in § 947.013, Wis. Stats, as may be amended or renumbered.
 - b. Battery, substantial battery or aggravated battery, as defined in § 940.60, Wis. Stats, as may be amended or renumbered.
 - c. Indecent conduct, as defined in § 944.20(1), Wis. Stats, as may be amended or renumbered.
 - d. Prostitution or keeping a place of prostitution, as defined in § 944.30 and § 944.34, Wis. Stats, as may be amended or renumbered.
 - e. Possession, manufacture or delivery of a controlled substance or related offenses, as defined in Ch. 961, Wis. Stats, as may be amended or renumbered.



Buffalo County Resolution

- f. Gambling or other offenses, as defined in § 945.02, Wis. Stats, as may be amended or renumbered.
 - g. Illegal discharge of a firearm, as defined in § 941.20, Wis. Stats, as may be amended or renumbered.
 - h. Any other offense that substantially annoys, injures or endangers the comfort health, repose and safety of the public.
 - i. Any other offense that greatly offends the public morals or decency.
 - j. Any other offense against public peace and orderly conduct as defined in this Code of Ordinances.
2. Notwithstanding Chapter 125 of the Wisconsin Statutes, as may be amended or renumbered, allowing a property or place to be used for the purpose of facilitating the consumption of alcohol beverages by underage persons.
3. "Person" means any individual, firm, corporation, limited liability company, society, institution, public body or any other entity.
4. "Sheriff" means the Buffalo County Sheriff and his/her designees.

B. General Provisions

1. Title. This ordinance shall be referred to as the "Buffalo County Public Nuisance Ordinance."
2. Effective Date. This ordinance shall be effective upon passage and publication.
3. Administration. This ordinance shall be administered by the Buffalo County Sheriff.
4. Interpretation. The provisions of this ordinance shall be interpreted to be minimum requirements and shall be liberally construed in favor of Buffalo County and shall not be deemed a limitation or repeal of any power granted by the Wisconsin Statutes.

C. Enforcement

1. Notice. Whenever the Sheriff determines that there is a nuisance property as described in Subsection A of this Ordinance, the Sheriff may notify the property owner in writing. The notice shall contain the street address or legal description sufficient to identify the property, a description of the nuisance activities that have occurred at the property, a statement indicating that the potential forfeiture costs if remedial action not taken, and a notice as to the appeal rights of the owner. The notice shall be delivered via certified mail or personal service.



Buffalo County Resolution

2. Abatement plan. Any property owner receiving notice pursuant to this Subsection C shall meet with the Sheriff within 10 days of receipt of such notice. The parties shall review the problems occurring at the property. Within 20 days of this meeting, the property owner shall submit to the Sheriff a written abatement plan to end the nuisance activity on the property. The plan shall also specify the name, address, and telephone number of a person living within 60 miles of the property who can be contacted in the event of further police, fire, or inspection contact.
3. Additional nuisance activity. Whenever the Sheriff determines that additional nuisance activity has occurred at a premises for which notice has been issued pursuant to Subsection B, that this nuisance activity has occurred not less than 30 days after notice has been issued, and that reasonable efforts have not been made to abate the nuisance activity, the Sheriff may issue a forfeiture citation.
4. The District Attorney's office shall be authorized to prosecute any violations of this ordinance.
5. Each violation of a provision of this Ordinance shall be subject to a forfeiture not to exceed \$1,000 plus statutory costs. Each day during which the violation(s) continues shall be considered a separate offense.
6. Cash deposits, costs and assessments shall be paid to the Buffalo County Clerk of Circuit Court. The Clerk shall issue receipts for said payments.
7. The term "statutory costs" in this Ordinance includes but is not limited to the penalty assessment, jail assessment and crime laboratories and drug enforcement assessments.

D. Authority

This Ordinance is adopted pursuant to the authority granted by Chapters 59 and 823 of the Wisconsin Statutes, as may be amended from time to time.

E. Severability and Repeal

1. Severability - Each section, paragraph, sentence, clause, word and provision of this Ordinance is severable, and if any provisions shall be held unconstitutional or



Buffalo County Resolution

invalid for any reason, such decisions shall not affect the remainder of this ordinance nor any part thereof other than that affected by such a decision.

2. Repeal - All other ordinances or parts of ordinances of Buffalo County inconsistent or conflicting with this ordinance to the extent of the inconsistency only, are hereby repealed.

This ordinance shall take effect upon passage and publication as required by Section 59.09, Wisconsin Statutes.

Adopted by the Buffalo County Board of Supervisors this 23rd day of March 2026.

Dennis Bork, County Board Chairperson

ATTEST:

Lisa Schmitt, County Clerk

Law Enforcement/Emergency Management Committee:

Michael Taylor

Carol McDonough

John Hadley

Nathan Nelson

Robert Sendelbach

Finance Committee

Dennis Bork

Max Weiss



Buffalo County Resolution

Steve Nelson

William Bruegger

Brian Michaels



Buffalo County Ordinance

Drafted By: C Severson
Month/Year: January, 2026
Committee: Land Management Com.

Department: Land Management
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Amend the Official “Buffalo County Zoning District Map” – Town of Milton

Whereas, a petition for a map amendment/rezone of a parcel of land located in Section 36, Town of Milton, Agriculture/Natural Resource Transition - 5 to Residential was received from S & J properties and;

Whereas, official notice has been published in the Buffalo County News on January 15th and January 22, 2026, and placed the same and application documents on file in the Land Management Department and the Office of the County Clerk for two weeks prior to February 6th, 2025, and;

Whereas, the Town Board, Town of Milton was notified of the proposed rezone and land use change and the requisite Towns Acknowledgment Form was delivered to the Department of Land Management stating that the proposed rezone was acted on by the Town Board with the Town Board Chair signing the form indicating support of the rezone petition, and;

Whereas, a public hearing was held by the Buffalo County Land Management Committee at the Buffalo County Courthouse on February 6th, at 8:00 AM for the purpose of gathering public testimony regarding the proposed map amendment/rezone, and;

Now Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby adopts and ordains as follows: That the Buffalo County Zoning District Map, Town of Milton; parcel #022-00518-0000, said parcel of land containing 25.17 acres more or less, shall be rezoned from Agriculture/Natural Resource Transition - 5 to Residential Zoning.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2025.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Buffalo County Ordinance

Land Management Committee:



Max Weiss



Robert Sendelbach

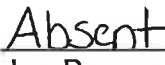


William Bruegger, Sr.

Gary Stanton



Chris Lindstrom



Absent
Joe Bragger



Buffalo County Ordinance

Drafted By: Cale Severson
Month/Year: March 2026
Committee: Land Mgt. Comm.

Department: Zoning
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Amend Ordinance # _____ "Buffalo County Zoning Ordinance"

Whereas, the Buffalo County Land Management Committee has reviewed suggested changes to the ordinance as shown on the attachment labeled as Exhibit A, and;

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby adopts and ordains the Buffalo County Zoning Ordinance amendments as outlined in the attached Exhibit A.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2026.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Land Management Committee:



Max Weiss



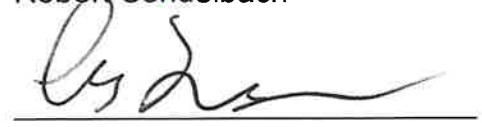
Gary Stanton



William Bruegger



Robert Sendelbach



Chris Lindstrom



Joe Bragger

Buffalo County Ordinance

Drafted By: Cale Severson
Month/Year: March 2026
Committee: Land Mgt. Comm.

Department: Zoning
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Amend Ordinance # _____ "Buffalo County Manure Storage Ordinance"

Whereas, the Buffalo County Land Management Committee has reviewed suggested changes to the ordinance as shown on the attachment labeled as Exhibit B, and;

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby adopts and ordains the Buffalo County Manure Storage Ordinance amendments as outlined in the attached Exhibit B.

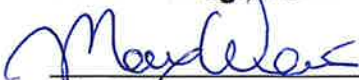
Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2025.

ATTEST:

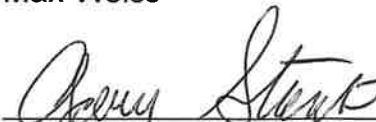
Buffalo County Clerk

Buffalo County Chairperson

Land Management Committee:



Max Weiss



Gary Stanton



William Bruegger



Robert Sendelbach



Chris Lindstrom



Joe Bragger



Buffalo County Ordinance

Drafted By: Cale Severson
Month/Year: March 2026
Committee: Land Mgt. Comm.

Department: Zoning
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Amend Ordinance # _____ "Buffalo County Uniform Addressing Ordinance"

Whereas, the Buffalo County Land Management Committee has reviewed suggested changes to the ordinance as shown on the attachment labeled as Exhibit A, and;

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby adopts and ordains the Buffalo County Uniform Addressing Ordinance amendments as outlined in the attached Exhibit C.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2026.

ATTEST:

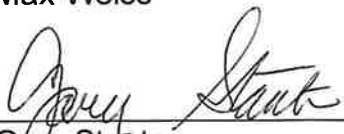
Buffalo County Clerk

Buffalo County Chairperson

Land Management Committee:



Max Weiss



Gary Stanton



William Bruegger



Robert Sendelbach



Chris Lindstrom



Joe Bragger



Buffalo County Ordinance

Drafted By: Cale Severson
Month/Year: March 2026
Committee: Land Mgt. Comm.

Department: Zoning
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Amend Ordinance # _____ "Buffalo County Solar Ordinance"

Whereas, the Buffalo County Land Management Committee has reviewed suggested changes to the ordinance as shown on the attachment labeled as Exhibit D, and;

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby adopts and ordains the Buffalo County Solar Ordinance amendments as outlined in the attached Exhibit D.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2026.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

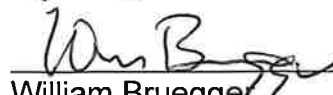
Land Management Committee:



Max Weiss



Gary Stanton



William Bruegger



Robert Sendelbach



Chris Lindstrom



Joe Bragger



Buffalo County Ordinance

Drafted By: L. Engfer
Month/Year: March 2026

Department: County Clerk
Fiscal Impact: Yes/No

Ordinance # 26-03-07

An Ordinance to Adopt the General Rules of Government

Whereas, The County Board of Supervisors recognizes the need to have guidelines and procedures to orderly and efficiently operate county business, and;

Whereas, The Committee of the Board has reviewed and recommended the County Board Rules of Government hereby attached to this ordinance as Exhibit A be adopted by the County Board of Supervisors; to be effective April 21, 2026:

Whereas, This Ordinance is enacted under authority of Chapter 59 of the Wisconsin State Statutes.

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby ordains and adopts the County Board Rules of Government attached to this Ordinance as Exhibit A which shall be effective on April 21, 2026.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this 23rd day of March, 2026.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Committee of the Board:

Dennis Bork

Max Weiss

John Hadley

Chris Lindstrom

Mary Anne McMillan Urell

Steve Nelson

Mike Taylor



COUNTY BOARD RULES OF GOVERNMENT

BUFFALO COUNTY RULES OF THE BOARD

March 23, 2026

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

The Buffalo County Board of Supervisors (referred to as the “County Board” or “Board”) recognizes and understands the importance of county government, and the programs and services it provides, to the citizens of Buffalo County. The County Board further recognizes County citizens’ rightful expectation that the financial resources provided the County through tax levy and other sources be invested in a wise and deliberate matter. Therefore, in recognition of these principles, the County Board hereby adopts the following County Board Rules (referred to as “Board Rules” or “Rules”) in order to promote orderly and efficient rules of governance for the County Board and all county-related governmental bodies.

1.02 Interpretation

These Board Rules are not intended to, and shall not, supersede any requirements or provisions in the Wisconsin Statutes. In the event of any conflict between the Wisconsin Statutes and these Board Rules, the Wisconsin Statutes shall take precedence.

SECTION 2 COUNTY BOARD ORGANIZATION¹

2.01 County Board Meetings

The two-year period of time between the organizational meetings in Section 2.01(A) hereof shall constitute a session of the County Board, and any business pending and upon which the Board has not acted prior to the close of a session can no longer be acted upon without being reintroduced.

(A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:

1. Organize and transact general business;
2. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
3. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and

4. Committee Appointment Process

Board Chair, Vice- Chair and County Administrator appoints committees, subject to Board confirmation (see Wis. Stat. § 59.13)

The Highway Committee will be appointed, using the above mentioned procedure.

The County Clerk shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and Board Vice Chair are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and County Administrator shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and Board Vice Chair.

(B) The Annual Meeting. The County Board will convene for an annual meeting for the purpose of transacting general business on a date established in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.

(C) Regular Meetings. The County Board shall meet for the purpose of transacting general business normally at 7:00 p.m. on the fourth Monday of each month except for the month of December, during which month the County Board shall meet on the second Monday of the month, the normal meeting date and time is subject to change at each Organizational Meeting. There will be no normal County Board meetings in the months of February and July.

(D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

(A) The Board Chair, in consultation with the County Clerk and the County Administrator is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).

(B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:

1. Request that the County Administrator with the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.

(C) The County Clerk, in consultation with the Board Chair or County Administrator, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, no later than 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. Any Committee or Board Member responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than seven (7) days prior to the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.02(D) may be waived, in whole or in part, by the Board Chair in their discretion.

2.03 County Email Addresses

The County shall provide every Board Member with a county email address. All Board Members shall utilize the county email address for county business and shall not conduct county business on any other email address.

2.04 Committees of the County Board and Other Boards and Commissions – Creation and Existence

(A) Standing Committees. The County Board has established the standing committees (referred to as “Standing Committees”) as designated on Appendix A to these Board Rules.² Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in

Appendix A and shall operate according to the procedures set forth in Appendix A. Not more than two members of the Health and Human Services, Highway or Law Enforcement committees may serve on the Finance/ Human Resources Committee.

(B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as “Ad Hoc Committees”) from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee’s purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee’s reporting relationship. Appendix A will be updated by May 1 in even-numbered years to reflect current Ad Hoc Committees and particulars surrounding each particular Ad Hoc Committee’s operations. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as “Committees.”

(C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as “Other Boards and Commissions”). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.

(D) Pursuant to Section 3.01 of these Rules, the Board Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals

(A) At the time of the Organizational Meeting or within one (1) week thereafter, the Board Chair, Vice- Chair and County Administrator shall appoint members of committees and communicate such appointments to all members of the County Board.

(B) At the first meeting of each Standing Committee following the Organizational Meeting, the Standing Committee shall elect a Chair and Vice Chair of each Standing Committee, which designations are subject to County Board confirmation.

(C) The Board Chair may recommend the removal of any member of any Committee at any time for any reason to the County Board and the County Board may make such removal. The Board Chair may recommend the removal of the designation as Chair or Vice Chair of any Committee at any time for any reason and the County Board may make such removal.

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

(A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the County Administrator, is responsible for the preparation of all Committee meeting agendas.

(B) The County Clerk, in consultation with the Committee Chair and County Administrator, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.

(C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.

(D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

2.07 County Board Member Compensation

(A) County Board Meetings. Board Members shall receive \$75.00 for each day's attendance at a County Board meeting. County Board Supervisors shall receive an additional \$100.00 per month while serving on the Board, the Chair and Vice Chair of the County Board will receive a separate identified compensation listed in 2.07(D).

(B) Committee Meetings. Board Members shall receive \$75.00 meeting for attending a Committee meeting. The Committee Chair shall receive \$85.00 per meeting in which they serve as the chair. Board Members are entitled to receive compensation for attending more than one meeting in a day. Per diem will not be paid for perfunctory meetings in which only a limited agenda is considered.

(C) Other Meetings. Board Members shall receive \$75.00 for attending a meeting of a body that is not a Committee only with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this Section 2.07 for attending a meeting only when attendance at

the meeting is directed or approved by the Board Chair.

(D) Board Chair and Vice Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional \$300.00 per month . If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair. The Vice Chair shall receive an additional \$150.00 per month while serving as the Vice Chair of the Board.

(E) Expense Reimbursement. Board Members shall be reimbursed for expenses in the amounts, and according to the regulations and procedures, established by the Finance/Human Resources Committee subject to confirmation by the County Board from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any meeting for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.

(F) No compensation shall be paid for attendance at any meeting held one hour or less before or one hour or less after a County Board meeting.

(G) Board Members shall complete and sign any forms required to verify attendance and expenses as established by the Finance/Human Resources Committee and confirmed by the County Board from time to time. Such forms are required to be submitted not more than two (2) days following the end of the month in which the expenses were incurred or attendance is claimed.

2.08 Meeting Minutes

(A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. The County Clerk may use a personal recording device to record any open session portion of a meeting for purposes of verifying the accuracy of the proceedings. The County Clerk shall destroy any recording not sooner than 90 days after approval of the minutes of the meeting at which the recording is taken. The County Clerk shall not record any closed session of a County Board meeting. A draft form of the minutes of meetings shall be included in the meeting packet distributed prior to County Board meetings as specified in Section 2.02(D).

(B) Committee, Other Board and Commission Meetings. The County Clerk shall confer with the Chair of any Committee to appoint a person to take and record the minutes of any meeting of the Committee. Any person so appointed shall not be a County Board Member. All draft minutes shall be filed with the County Clerk's office no later than 14 days after the meeting to which the draft minutes apply and shall be in a format approved by the County Clerk.

2.09 County Board Meeting Seating Arrangements

Except as provided herein, County Board Members shall be seated in order by district number. The Board Chair, Vice Chair, County Administrator, County Clerk and Corporation Counsel shall sit at the designated head of the room in the order established by the Board Chair. There shall be a designated area for members of the public and members of the press. The Board Chair may alter the seating arrangements to meet the needs of individual Board Members or members of the public.

2.10 Board Member Interest Forms

(A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting and related matters, the Board Rules and the Board Member Biography form.

(B) Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the County Board Chair/Vice Chair candidate answers form. In addition, such Board Members are encouraged to answer two additional questions (beyond the minimum questions on the Board Member Biography form):

- If you are elected, are there things you will try to change or do differently as County Board Chair/Vice Chair?
- How would you describe the style you will use in working with your fellow Board Members, County Committees, County Administrator and other staff?

All Board Members shall also complete a Committee/Board/Commission Preference form and a Board Member Biography form. The County Clerk will distribute these forms to all County Board Members-elect with the Welcome Letter and in advance of the Organizational Meeting.

2.11 Board Relationship with County Administrator and Department Heads

The County Board serves as the legislative body in County government. As such, the County Board's role is to enact policy. To implement the policy the County Board establishes, the County Board shall appoint a person as the County Administrator according to Wis. Stat. § 59.18(1). The County Administrator shall perform all duties and have such authority as specified in Wis. Stat. § 59.18, and in the Position Description, these Board Rules and as otherwise may be authorized and directed by the County Board from time to time. Department Heads are responsible, and shall report, to the County Administrator. County Board Members desiring information or a report from a Department Head or other County staff shall request such information or report either in the context of a County Board or Committee meeting or from the County Administrator.

2.12 Vacancies in Office of County Board Member

(A) Vacancies – How Caused. Vacancies in the office of Buffalo County Board Supervisor shall be determined according to Wis. Stat. § 17.03.

(B) Vacancies – How Filled.

The following procedure shall be utilized when there is a vacancy in the office of Buffalo County Board Supervisor:

1. Within 30 days of the seat becoming vacant, the County Clerk shall place a standard advertisement (not in the legal section) for 2 consecutive weeks in the Buffalo County Journal, containing:

- a.* A notification that there is a vacancy in Supervisory District # [•].
- b.* A website link to where a map which reasonably informs the public of the boundaries of the District is located. A physical copy of the map may be provided upon request.
- c.* That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than 30 days from the date of the last publication:
 - The applicant's name and address;
 - That the applicant is at least 18 years' old;
 - That the applicant is qualified to vote in the District in which there is a vacancy; and
 - A brief statement as to the applicant's qualifications to serve on the County Board.
- d.* A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.
- e.* The County Clerk's mailing address, fax number and e-mail address.

2. At the County Board meeting first following the date of the application deadline, the County Board will invite applicants to provide a presentation as to why they wish to serve on the County Board. At the end of the presentation(s), the Board will either (a) proceed to deliberate and vote on the applicants; or (b) direct the County Clerk to readvertise the vacancy according to the procedure in Section 2.12(B)(1). The successor appointed according to this process shall serve for the unexpired portion of the term of the vacant office.

2.13 Official Statements by Board Members

No Board Member other than the Board Chair is authorized to make any official statement or comment on behalf of the County Board. If a Board Member makes a statement or comment, the Board Member shall ensure such statement or comment contains language indicating the statement or comment reflects the personal views of the Board Member and not the views of the County Board.

2.14 Closed Session at Committee Meetings - Attendance

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Board Member may be excluded from any meeting of the Committee or Other Board and Commission provided, however, that a Committee or Other Board and Commission may exclude a Board Member that is not a member of the Committee or Other Board and Commission from a closed session portion of a meeting upon majority vote of the Committee or Other Board and Commission members present and with reasonable cause related to the topic being discussed in closed session, subject to approval by Corporation Counsel and in compliance with WI Stat. 19.89.

SECTION 3 COUNTY BOARD OFFICERS

3.01 County Board Chair

(A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.

(B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.

(C) The Board Chair shall be a member of the Finance/ Human Resources Committee, Committee of the Board and Executive Committee. The Board Chair shall be the Chair of .

(D) In the event of a vacancy in the position of Board Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.02 County Board Vice Chair

(A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.

(B) The Vice Chair shall be a member of Finance/ Human Resources Committee, Executive Committee and Committee of the Board.

(C) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 Chairs and Vice Chairs of Committees.

The Chair of a Committee shall preside at Committee meetings and otherwise serve as the spokesperson on behalf of the Committee in County Board meetings. The Committee vice chair shall assume the responsibilities of the Committee chair in the Chair's absence.

SECTION 4 RULES OF PROCEDURE

4.01 Parliamentary Authority

The latest edition of *Robert's Rules of Order, Newly Revised* ("RONR") shall govern the proceedings at all meetings of the County Board and the Committees. The County Clerk shall serve as parliamentarian for all meetings of the County Board and shall consult with the Board Chair on all questions of parliamentary procedure.

4.02 Committee of the Whole

The County Board may convene as the committee of the whole at the call of the Board Chair provided the public is provided notice of any such meeting in accordance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq. The Board Vice Chair shall be the chair of any committee of the whole.

4.03 Remote Attendance at Meetings

(A) Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and Committee meetings in-person. A Board Member authorized under these Board Rules to attend a meeting by remote communication

(telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.03(B). In the physical absence of the Board Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive and Finance Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by such policies.

(B) Fully Remote Meetings. If in-person meetings are not advised or not possible due to an emergency situation, as declared by the appropriate authority under Wis. Stat. Chap. 323 or otherwise determined by the Board Chair, meetings of the County Board and Committees may be conducted via teleconference, video conference or other such methods, provided that members of the public can access the meeting in accordance with Wis. Stat. § 19.89, Wisconsin's Open Meetings Law.

4.04 Order of Business

(A) County Board Meetings.

The order of business for all meetings of the County Board shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. County Clerk Verification of Open Meetings Law Compliance
5. Approve Agenda
6. Approve Minutes of Previous Meeting(s)
7. Public Comment (Max. of 3 min person)
8. Special Orders of Business/Recognitions
9. Public Hearings
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Reports
 - a. Committee Chair Reports
 - b. County Board Chair Report
 - c. County Administrator's Report
13. Correspondence
14. Future Agenda Items
15. Closed Session (if any)
16. Adjourn

The order of business may be changed by the Board Chair or by majority vote of

the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(B) Committee Meetings.

The order of business for all meetings of Committees shall be as follows:

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approve Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Comment
7. Public Hearing
8. Reports
9. Contract Approvals
10. Resolutions
11. Ordinances and Ordinance Amendments
12. Correspondence
13. Future Agenda Items
14. Closed Session (if any)
15. Adjourn

The order of business may be changed by the committee or other board and commission chair or by majority vote of the committee or other board and commission. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

(C) Approval of Minutes. There is no requirement that minutes of a previous meeting be read unless requested by a majority of the County Board or Committee.

(D) Consideration of Resolutions. There is no requirement that resolutions introduced at a meeting be read unless requested by the Board Chair or a majority of the County Board provided such resolution(s) is made available to the Board or Committee members prior to the meeting.

4.05 Personal Electronic Devices

(A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting. This Section 4.05(A) does not preclude the recording of open session portions of any meeting by any person.

(B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee. This Section 4.05(B) does not preclude the recording of open session portions of any meeting by any person.

4.06 Recognition, Debate and Voting at County Board Meetings

(A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking and shall do so by raising a hand. The Board Chair is responsible for determining recognition.

(B) Debate. Each Board Member shall be entitled to speak twice for a total of not to exceed 5 minutes per instance on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.

(C) Voting. Unless roll call or secret ballot voting is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall conduct a voice vote by asking for those in favor and those opposed. When conducting roll call votes, the County Clerk may call the roll in numeric order according to supervisory district and each succeeding roll call vote at the same meeting shall start with the next succeeding name that completed the last preceding roll call vote. Secret ballots are authorized only when electing officers of the governmental body. See WI Stat. 19.88(2).

(D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.

(E) With the exception of subsection (D), this Section 4.06 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, *Procedure in Small Boards*.

4.07 Public Decorum and Comment

(A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.

(B) Rules for Public Comment. The following rules apply to all periods of public comment at County Board and Committee meetings:

1. Any person who wishes to address the County Board during the “Public Comment” portion of the agenda must provide their name and address prior to beginning comment.
2. A commenter may not speak longer than three (3) minutes and may only speak once per meeting.
3. All comments must be germane to an item on the meeting agenda.
4. Comments should be directed to the Board as a whole and not addressed to individual Board Members.
5. A commenter should refrain from asking questions of the Board or any individual Board Member.
6. Commenters should be courteous in their language, avoid personalized remarks and refrain from comments that are rude, obscene, profane, personally attacking, and which demonstrate a lack of respect for others.
7. The Board Chair reserves the right to terminate an individual’s public comments if these rules are violated. As well, the Board Chair has the authority to rule speakers out of order and may call a short recess in disorderly situations.
8. Any person wishing to speak for public comment must sign in, using the provided sign in sheet which will include the person’s name spelled out legibly and signature.

(C) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a Committee may cede time during discussion of a pending question to a member of the public. This Section 4.07(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee consistent with the meeting agenda or practice of the County Board or Committee.

(D) Board Member Participation at Committee Meetings of Which They Are Not a Member. [Subject to Section 2.14], Board Members are allowed to attend any meeting of a Committee. A Board Member may not speak at a Committee meeting except during public comment or upon permission of the Chair of the Committee.

4.08 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same or next succeeding meeting. When the County Board is equally divided on any question before it, the question shall be considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same or next succeeding meeting.

4.09 Resolutions – Form and Introduction

(A) Form of Resolutions. A Board Member may request the assistance of administration and staff, together with Corporation Counsel, in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Administrator and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:

1. A space for a fiscal note. The County Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.
2. A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
3. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.

(B) Introduction of Resolutions. A Resolution may be proposed by a Committee.

1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.09(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.
2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Administrator as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.

(C) The County Board will consider a Resolution commemorating the retirement of a County employee only if the employee is fully vested in the Wisconsin Retirement System at the time of retirement.

4.10 Suspension of and Amendment to Rules

(A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.

(B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members-elect provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

ADDITIONAL RULES TO CONSIDER

2.15 Board Member Rules of Conduct

(A) Each Board Member shall:

1. Uphold the Oath of Office and faithfully and impartially discharge the duties of a Board Member to the best of their ability;
2. Act in the best interests of Buffalo County government at all times;
3. Refrain from conduct which a reasonable person would deem unethical, offensive or otherwise contrary to community values;
4. Be responsive to the needs of the community;
5. Represent the interest of constituents by attending and participating in meetings, adequately prepare for meetings and observe the rules of decorum and these Board Rules at meetings; and
6. Conduct Buffalo County government business in a manner consistent with law and refrain from discussions surrounding Buffalo County business outside the appropriate meetings and channels of communication.

(B) Board Member Conduct at Meetings. In addition to the rules of decorum in RONR, Board Members shall, at all meetings of the County Board or a Committee, conduct themselves and dress in a professional and respectful manner. Board Member comments should be directed to the County Board Chair or Committee Chair and not to any individual Board Member, County employee or member of the public. All comments must be respectful, courteous, appropriate and germane to the topic under discussion. Any inappropriate conduct will be recognized and addressed by the County Board Chair or Committee Chair. The County Board Chair at a County Board meeting or the Committee Chair at a Committee meeting shall have the power to direct a Board Member's removal from a meeting.

(C) Board Member Conduct Outside Meetings. In addition to the provisions of Section 2.15(A), Board Members shall adhere to the following.

1. Board Members shall at all times exhibit professional and courteous behavior when interacting with the County Administrator and County employees. Under no circumstance shall it be acceptable for a Board Member to berate, belittle or shout at the County Administrator or a County employee whether in a meeting or outside a meeting.
2. Board Members shall refrain from requesting that a County

employee perform a task or function without first obtaining the appropriate authorization. Matters relating to official County business should be addressed through the Administrator or the appropriate Committee, Other Board or Commission.

(D) As elected representatives, Board members receive complaints from constituents, including County employees and the general public. Board members shall refer complaints and/or concerns regarding the management and operation of County government to the appropriate step within the chain of command (Department Head and/or County Administrator). Outside of the chain of command, Board members shall refrain from reviewing or discussing the merits of such complaints or concerns until the matter has been submitted to the chain of command and reported by that authority to the Board or Committee.

SECTION 5 ENFORCEMENT

5.01 Procedure for Enforcement

(A) If the Board Rules are violated during a meeting of a Board, Committee, Other Board or Commission, the Board Chair or other presiding officer of the meeting shall have all powers under the Board Rules to immediately bring a Board Member's conduct into conformity with the Board Rules. If appropriate, the Board Chair or other presiding officer of the meeting may report a violation of the Board Rules to law enforcement for purposes of taking appropriate action, which may include (without limitation) removal of the offending Board Member from a meeting and/or issuing a citation for disorderly conduct. In addition, the Board Chair or other presiding officer of the meeting shall refer the matter to the Executive Committee to determine what, if any, further sanction is warranted. The Board Member who is alleged to have violated the Board Rules shall be provided an opportunity to address the Executive Committee prior to disposition. The Board Chair or Vice-Chair shall make a report to the County Board as soon as practicable and provide a recommendation as to the appropriate sanction, if any. The County Board shall make the final determination on the appropriate sanction, if any.

(B) The Board may, in its discretion, impose one or more of the following sanctions:

1. Private reprimand;
2. Censure without a formal Resolution of the County Board;
3. Censure with a formal Resolution of the County Board;
4. Removal from position of Committee Chair;
5. Removal from Committee; and
6. Referral to Executive Committee to determine if cause exists to remove the

Board Member from office.

If the Board refers the matter to the Executive Committee to determine if cause (defined as inefficiency, neglect of duty, official misconduct or malfeasance in office) exists to remove the Board Member from office, the Executive Committee is authorized to appoint agents to (a) conduct any further and other investigation as may be necessary; (b) prepare verified

charges seeking the Board Member's removal from office; and (c) prosecute the Board Member's removal from office. Any such proceedings shall comply with Wis. Stats. Chap. 17.

(C) In addition to the enforcement procedures established in this Section 5.01, and without limiting any of those provisions, the Board Chair or the County Administrator may refer any violation of the Board Rules to the Executive Committee.

Appendix A

Standing Committees:

Executive Committee: Three members, the Board Chair, the Vice- Chair and one member elected by the Committee of the Board. The County Board Chairperson shall serve as the Chair of the Committee. The County Board Vice Chair shall serve as the Vice-Chair of the committee.

Law Enforcement/ Emergency Management Committee: Five members.

DHHS/ VSO Committee: Nine members consisting of five county board members and four members of the public consisting of someone representing the medical field, a veteran, special needs and someone who is receiving services or has a family member receiving services.

Highway/ Maintenance Committee: Five members, three members shall serve on the Recycling Committee.

Finance/ Human Resources Committee: Five members

Land Management Committee: Five members and one member of the public representing the agricultural community, one County Board member shall be on the Fair Board, three county board members shall serve on the Land Information Council.

Committee of the Board: At least 6 members of the county board, being the chairs of each committees listed : Law Enforcement Committee, DHHS/ VSO Committee, Highway/ County Maintenance. Committee, Land Management Committee, Finance/ Human Resources Committee and Economic Development Committee. The County Board Chairperson shall serve as the Chair of the Committee. The County Board Vice Chair shall serve as the Vice Chair of the committee.

Economic Development: Four County Board members plus one member of the public

All of the 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 and Vice Chair.

Sub- Committees:

Western Dairyland: Two members, One from the DHHS/ VSO Committee and one member of the board.

Historical: One County Board member.

Land Information Council: Three County Board members from the Land Management Committee and four others to include GIS, Chief Deputy Sheriff's Office, Treasurer, Surveyor.

Winding Rivers Library: One County Board and One citizen.

Mississippi River Regional Planning Commission: One County Board member, one citizen.

Highway Safety: Five or more citizen members from the following areas: Highway Department representative, Sheriff or designee, Public Health, Emergency Management, School Districts Representative, Medical Representative, Population Representative, WI DOT and WI State Patrol.

Local Emergency Planning Committee: Five or more members to include: Board Chair or designee, Emergency Management, Public Health, GIS, County Administrator/ PIO, Sheriff or designee, Human Services Director, Land Management Director, WI DNR, County Highway Commissioner, County EMS, Media, Red Cross, Dairyland Power, County Elected Official, and Fountain City Fire Department.

Fair: One County Board of the Land Management Committee.

Criminal Justice Collaborating Council: One County Board member from the Law Enforcement/ Emergency Management Committee.

Recycling: Fourteen members, including three County Board members and eleven municipal site representatives.

Solid Waste: Recycling Director

UW Extension: Three County Board members (Two board members from the Land Management Committee, one of which is the Fair Association representative and one member may be a large member).

Flyway Trail: County Administrator or designee.

Zoning Board of Adjustment: Up to four members plus 2 alternates (the four regular and two alternate members cannot be members of the County Board.) Appointments are confirmed by the County Board.

Veterans Commission- 3 citizen members.

LEO Workforce Development Board- Board Chair or designee being a County Board member



Buffalo County Resolution

Drafted By:

Ana Rolbiecki

Presented Month/Year:

February 2026

County Department:

Administration

Involved Committees:

Human Resources

RESOLUTION # _____

A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF RICK HELWIG

WHEREAS, Mr. Rick Helwig will retire from his employment with Buffalo County on February 26th, 2026, and;

WHEREAS, Mr. Helwig has faithfully served the residents of Buffalo County as a full-time employee since February 1999, serving as a Heavy Equipment Operator with the Buffalo County Highway Department, and;

WHEREAS, the members of this Body wish to recognize and honor Mr. Helwig for his 27 years of service and extend best wishes in his retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thanks and commend Mr. Helwig for his service to the residents of Buffalo County and honors him with this well-deserved recognition.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2026.

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

<u>Legal- Fiscal- Administrative Approvals:</u>
<u>Legal Note:</u> None
<u>Fiscal Impact:</u> None
Thomas Bilski, Corporation Counsel Date
Dennis Bork, Finance Comm. Chair Date
Lee Engfer, Administrative Coordinator Date



Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

March 2026

County Department:

Administration

Involved Committees:

County Board

RESOLUTION #26-03-04

A RESOLUTION REQUESTING WISCONSIN COUNTIES ASSOCIATION LOBBY STATE LEGISLATURE AND GOVERNOR ON LEGISLATION FOR GREATER LOCAL CONTROL FOR WISCONSIN COUNTIES

WHEREAS, local governments in Wisconsin are closest to the people they serve and are best positioned to understand and address the unique needs, priorities, and challenges of their communities; and,

WHEREAS, public meetings and hearings held by local units of government allow for significantly more opportunity for public input than meetings and hearings held by the Public Service Commission in Madison; and,

WHEREAS, preserving local control is essential to maintaining accountability, transparency, and public trust in government, as well as ensuring that decisions reflect local values and conditions; and,

WHEREAS, statewide, one size fits all regulations do not always appropriately address the issues and needs of every Wisconsin community; and,

WHEREAS, a series of mandates and other agency actions have continuously shifted powers from the local to the state level; and,

WHEREAS, the geographic, environmental, and demographic diversity across Wisconsin counties necessitates localized approaches to governance that reflect each county's unique characteristics; and,

WHEREAS, state legislators have been making attempts to return local control to cities, villages and towns over large-scale wind and solar projects in several bills; and,

WHEREAS, such attempts should also be applied to counties and county boards who are democratically elected bodies that directly represent the interests and values of their constituents; and,



Buffalo County Resolution

WHEREAS, significant negative impacts on environmental habitats, public health, road infrastructure, and property values and taxes due to large-scale wind and solar projects in those areas where they exist are well established and documented; and,

NOW THEREFORE BE IT RESOLVED that the Buffalo County Board of Supervisors hereby requests the Wisconsin Counties Association consider this issue and/or adopt this resolution and lobby the Wisconsin State Legislature and Governor to support any and all efforts and legislation that would give local elected bodies greater control in regulating large scale wind and solar projects to in the best interest of their communities; and,

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Wisconsin Towns Association, all local and state legislators who represent citizens across Buffalo County, the Governor, and all county boards in Wisconsin for consideration, support, and action.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 23rd day of March, 2026.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Drafted By:

Lee Engfer

County Department:

Administration

Presented Month/Year:

March 2026

Involved Committees:

Human Resources, Finance

RESOLUTION # _____

A RESOLUTION TO ESTABLISH THE TOTAL ANNUAL COMPENSATION FOR CERTAIN ELECTED OFFICIALS OF BUFFALO COUNTY FOR THE 2027 THROUGH 2030 TERMS OF OFFICE

WHEREAS, pursuant to Wisconsin Statute §59.22(1)(a), the County Board must establish the total annual compensation for elected county officials before the earliest time for filing nomination papers for said offices;

WHEREAS, the Human Resources Committee and the Buffalo County Board of Supervisors desire to set the total annual compensation for county elected officials, separate and distinct from fringe benefits, which may be increased or decreased during an officer's term in accordance with applicable law; and,

WHEREAS, as part of Buffalo County's fringe benefit program, elected officials shall participate in the Wisconsin Retirement System (WRS) in accordance with Wisconsin law; and,

WHEREAS, county elected officials may elect to participate in the Buffalo County health insurance program under the same terms and conditions as those applied to non-represented managerial employees who are not law enforcement managerial employees or employees described under Wis. Stat. §111.70(1)(mm)2; and,

NOW, THEREFORE, BE IT RESOLVED that the Buffalo County Board of Supervisors hereby establishes the following total annual compensation for the listed elected county officials, effective on the first day of each term of office beginning after adoption of this resolution and applicable for the 2027–2030 terms, as required by Wis. Stat. §59.22(1):

	2027	2028	2029	2030
Clerk of Court	\$83,383.00	\$86,301.00	\$89,322.00	\$92,448.00
Coroner	\$8,500.00	\$8,798.00	\$9,104.00	\$9,424.00
Sheriff	\$110,510.00	\$114,378.00	\$118,381.00	\$122,525.00

BE IT FURTHER RESOLVED, that the officials listed herein shall participate in the Wisconsin Retirement System (WRS) in accordance with state law, and that Buffalo County shall pay only



Buffalo County Resolution

the employer share of required WRS contributions, acknowledging that contribution rates may change as mandated under Wisconsin law; and,

BE IT FURTHER RESOLVED, that the aforementioned elected officials may participate in the county health insurance program subject to the same terms, conditions, and future modifications applicable to non-represented managerial employees who are not law enforcement managerial employees or those described in Wis. Stat. §111.70(1)(mm)2.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2026.

Lisa Schmitt
County Clerk

ATTEST:

Dennis Bork
County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Steven Nelson, Chair

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

Finance Committee

Dennis Bork, Chair

William Bruegger

Brian Michaels

Steven Nelson

Max Weiss

*February 2026 Financial Report**Tina Anibas, Buffalo County Treasurer*

Investment Notes				
1/14/2026	From General to WISC PMA \$1,000,000			
1/16/2026	From WISC PMA to General \$150,000			
1/21/2026	From General to WISC PMA \$700,000			
1/30/2026	From WISC PMA to General \$150,000			
	GENERAL CASH			\$7,606,632.52
	WAUMANDEE CDARS/CDS			\$1,000,000.00
	TOTAL GENERAL FUNDS			\$8,606,632.52
	CAPX CDARS			\$675,000.00
	TAX DEED			\$8,595.65
	LAND RECORDS			\$227,188.24
	VEHICLE REPLACEMENT			\$59,493.04
	HEALTH INSURANCE			\$81,183.58
	DEBT SERVICE			\$199,127.68
	RECYCLING			\$142,003.93
	ORTHO/LIDAR			\$60,643.57
	OPIOID FUNDS			\$212,957.97
	COMMUNITY BLOCK GRANT FUNDS			\$26,760.42
	LAND INFO GRANTS			\$15,617.64
	2021 AMERICAN RESCUE FUNDS			\$274,103.76
	2024 NOTE FUNDS			\$702,903.95
	TOTAL OTHER FUNDS			\$2,685,579.43
	SALES TAX 2025 YEAR TO DATE	JAN-OCT		\$1,027,424.94
	YEAR TO DATE INTEREST			\$17,629.97
	TOTAL RECEIPTS			\$3,292,159.56
	TOTAL DISTRIBUTED			\$4,110,506.14
	UNPAID TAX REPORT PAYABLE			
	2023-2024 Delinquent			\$248,478.38
	2025 Delinquent			\$1,006,068.70
	2025 Postponed			\$5,204,144.20
	TOTAL OUTSTANDING TAXES			\$6,458,691.28