



Notice of Public Meeting

COUNTY BOARD AGENDA

Committee:	County Board of Supervisors
Date:	Monday, June 22, 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/22710245227410?p=3LU3ZlxZEek6U8Ai7w

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 by the County Board of Supervisors at this meeting. Please note that deviations from the order shown may occur.

BUFFALO COUNTY BOARD MEETING	
1.	Call to Order
2.	Roll Call of County Board of Supervisors
3.	Pledge of Allegiance
4.	County Clerk Verification of Open Meetings Law Compliance
5.	Approve Agenda
6.	Approve Minutes of Previous Meeting
7.	Public Comment
8.	Confirmation of Committee Chairs and Vice-Chairs
9.	Confirmation of DHHS/Veterans Committee Citizen Appointment
10.	Resolution #26-06-01 A Resolution to Remove Outstanding Checks
11.	Resolution #26-06-02 A Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of the Clerk of Courts
12.	Resolution #26-06-03 A Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of the County Treasurer
13.	Resolution #26-06-04 A Resolution to Designate Public Depositories
14.	Resolution #26-06-05 A Resolution to Amend Personnel Policy 108 – Travel, Meals, and Lodging
15.	Resolution #26-06-06 A Resolution to Adopt Personnel Policy 514 – Safety Equipment/Uniforms
16.	Resolution #26-06-07 A Resolution to Amend Personnel Policy 601 – Workplace Safety
17.	Resolution #26-06-08 A Resolution Updating and Renaming Policy 109 – County Vehicle and Fleet Operations
18.	Resolution #26-06-09 A Resolution Adopting Policy 405 – Artificial Intelligence Acceptable Use
19.	Resolution #26-06-10 A Resolution to Amend the Buffalo County Board Rules of Government
20.	Ordinance #26-06-01 An Ordinance to Impose a Fee on Worthless Payments
21.	Ordinance #26-06-02 An Ordinance to Amend the Official “Buffalo County Zoning District Map” – Town of Mondovi
22.	Committee Chair Reports
23.	County Board Chair Report
24.	County Administrator Report
25.	Correspondence
26.	Future Agenda Items
27.	Next Meeting Date and Time: August 24, 2026, at 7:00 P.M.
28.	Adjournment

Date: June 19, 2026

Dennis Bork, Chair

By: Lisa Schmitt, County Clerk



Notice of Public Meeting

COUNTY BOARD AGENDA

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. on Monday – Thursdays and after 12:00 p.m. on Fridays. *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 MAY SESSION
Monday, May 18, 2026, at 4:30 P.M.

The Board met. Mr. Bork in the Chair.

Call to Order: Meeting called to order at 4:32 p.m.

Roll Call of Buffalo County Board of Supervisors: Roll call was taken and all members were present.

Others present in person at the meeting: Mr. Lee Engfer, Ms. Lisa Schmitt, Mr. Cale Severson, Ms. Jamie Bjerke, Mr. Derek Olson, Mr. Frank Mertes, and Ms. Laura Pettersen. Joining online were Ms. Tina Anibas, Mr. Mike O'Connor, and Brommerich News.

Pledge of Allegiance: The Pledge of Allegiance was recited.

County Clerk Verification of Open Meetings Law Compliance: Ms. Schmitt verified that proper notice of the meeting was given in compliance with Wisconsin Open Meetings Law at least 24 hours prior to this meeting.

Approve Agenda: Mr. Weiss made a motion to approve the agenda, seconded by Mr. Bruegger. Carried.

Approve Minutes of Previous Meeting: Mr. Stanton made a motion to approve the minutes of the previous meeting, seconded by Mr. Taylor. Carried.

Public Comment: Ms. Bjerke, Mr. Olson, and Mr. Mertes spoke regarding the County Road OO proposed project. Mr. O'Connor stated that he supports the data center ordinance amendment.

Library Presentation: Ms. Pettersen, the Alma Public Library Director, gave a presentation on the Alma and Mondovi libraries.

Confirmation of Committee Assignments: There was discussion about the Land Management and UW-Extension/Ag and Extension Education committees and Fair Board appointments. Committee of the Board can amend the Rules of Government to determine how the Fair Board member is appointed. A motion was made by Mr. Ruff to approve the current committee assignments and have both Mr. Steve Nelson and Mr. Stanton assigned to the Fair Board until Committee of the Board meets to amend the Rules of Government, seconded by Mr. Bruegger. Carried.

Ordinance #26-05-01 An Ordinance to Amend "Buffalo County Subdivision Ordinance": Mr. Cale Severson explained that the previous subdivision ordinance language is outdated and needed to be brought up to date. This ordinance was approved by the Land Management Committee. Mr. Michaels made a motion to approve the Subdivision Ordinance amendments presented, seconded by Mr. Taylor. Carried.

Ordinance #26-05-02 An Ordinance to Amend Ordinance #18-07-01 “Buffalo County Zoning Ordinance”: Mr. Severson stated that the data center definitions have already been approved and added to the Zoning Ordinance. This ordinance is to clarify and add additional language and was approved by the Land Management Committee. Mr. Steve Nelson made a motion to approve the Zoning Ordinance amendment as presented, seconded by Mr. Stanton. Mr. Bruegger spoke asking for even stronger restrictions to data centers in the future. Carried.

Committee Chair Reports: Mr. Bork gave an update on the Workforce Development Board. Mr. Weiss reported that the Land Management Committee has been invited to the Town of Nelson board meeting. The Town of Nelson is the last township left to do re-monumentation.

County Board Chair Report: None

County Administrator Report: Mr. Engfer reported as follows:

- The WCA district meeting is June 18th in Warrens. Any supervisors interested in attending are welcome.
- The employee health insurance group has been meeting, and a survey will be going out to employees.
- A chiller unit quit working. It has been fixed to run temporarily and there will be bids for the replacement parts.
- The speed limit in the city limits of Buffalo City on County Road OO was reduced from 35 to 25 and the signs are on order.
- A lease was signed with the USDA in February. They have recently broken ground for a new facility, but the county has not received any notice that they are leaving.
- There haven't been any official applicants for the District 14 vacancy, but there may be one interested person.

Correspondence: Mr. Engfer reported that there has been one piece of correspondence received which will be followed up with the home committee.

Future Agenda Items: Mr. Stanton mentioned that we need to work on ways for the county to generate revenue from the data centers.

Next Meeting Date and Time: The next meeting will be Monday, June 22, 2026, at 7:00 p.m.

Adjournment: Meeting adjourned at 5:47 p.m.

Respectfully Submitted,

Lisa Schmitt
County Clerk



Buffalo County Resolution

Drafted By:

Tina Anibas

Presented Month/Year:

May 2026

Involved Committees:

Finance

County Department:

County Treasurer

Fiscal Impact: NO

Resolution # _____

A Resolution to remove outstanding checks

Whereas, the following checks remain outstanding; and

Whereas, these checks have been outstanding for over one year.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Finance/HR hereby grants authorization for the following outstanding checks to be cancelled and credited to the Buffalo County:

Check Number	Date	Amount
204479	06/19/2024	21.28
204624	7/10/2024	96.50
204781	7/31/2024	41.50
205570	10/30/2024	109.20
205800	11/27/2024	141.03
206791	04/02/2025	22.86



Buffalo County Resolution

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

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson

Finance Committee:

Dennis Bork

Max Weiss

Brian Michaels

William Bruegger

Carol McDonough

Legal- Fiscal- Administrative Approvals:

Legal Note:

Fiscal Impact:

Dennis Bork, Finance Comm. Chair

Lee Engfer, Administrative Coordinator



Buffalo County Resolution

Drafted By:

Lee Engfer

County Department:

Administration

Presented Month/Year:

May 2026

Involved Committees:

Finance

RESOLUTION # _____

A Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of the Clerk of Courts

WHEREAS, the Office of the Clerk of Courts is a constitutional county office charged with statutory duties under Wisconsin Statutes § 59.40, including maintaining court records, receiving payments, and administering court-related financial transactions;

WHEREAS, the efficient operation of the Clerk of Courts office occasionally requires the ability to make small, immediate cash disbursements or provide change in situations where standard purchasing or accounts-payable procedures are impractical; and

WHEREAS, Wisconsin counties are authorized to control county finances and establish internal financial procedures, including petty cash funds, by action of the County Board pursuant to Wisconsin Statutes § 59.52 and long-standing county financial management practices;

WHEREAS, county best practices require that petty cash funds be formally authorized by resolution, set at a fixed amount, used only for legitimate county purposes, and subject to internal controls and audit oversight, as reflected in policies adopted by numerous Wisconsin counties;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Buffalo County, Wisconsin, that:

1. Authorization of Fund

A petty cash fund for the Office of the Clerk of Courts is hereby established in the amount of \$50.00.

2. Purpose and Use

The petty cash fund shall be used solely for:

- Making change for court-related transactions, and/or



Buffalo County Resolution

- Reimbursement of minor, non-recurring county business expenses when payment through normal purchasing or accounts-payable procedures is not practical. All expenditures must serve a legitimate county purpose.

3. Custodianship

The Clerk of Courts, or a designee approved in accordance with county financial policy, shall be the custodian of the petty cash fund and shall be responsible for safeguarding and properly accounting for the fund.

4. Internal Controls and Limits

- Petty cash shall not be used for payroll, travel advances, personal expenses, or purchases that should be processed through normal purchasing procedures.
- Receipts shall be required for all disbursements, and the total cash on hand plus receipts shall at all times equal the authorized fund amount.

5. Replenishment and Oversight

The petty cash fund shall be replenished through the County Clerk, Finance Department, or County Treasurer in accordance with county financial policies and shall be subject to audit and review as required by county and state law.

6. Effective Date

This resolution shall take effect upon passage.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Finance Committee:

Dennis Bork, Chair

William Bruegger

Brian Michaels

Carol McDonough

Max Weiss



Buffalo County Resolution

Drafted By:

Lee Engfer

County Department:

Administration

Presented Month/Year:

May 2026

Involved Committees:

Finance

RESOLUTION # _____

A Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of the County Treasurer

WHEREAS, the Office of the Treasurer is a constitutional county office charged with statutory duties under Wisconsin Statutes § 59.25, including being responsible for the receipt, custody, and disbursement of county funds;

WHEREAS, the Treasurer's Office routinely handles cash transactions and may require a small amount of readily available cash to make change or handle minor, immediate expenditures when standard purchasing procedures are impractical; and

WHEREAS, Wisconsin counties are authorized to control county finances and establish internal financial procedures, including petty cash funds, by action of the County Board pursuant to Wisconsin Statutes § 59.52 and long-standing county financial management practices;

WHEREAS, county best practices require that petty cash funds be formally authorized by resolution, set at a fixed amount, used only for legitimate county purposes, and subject to internal controls and audit oversight, as reflected in policies adopted by numerous Wisconsin counties;

NOW, THEREFORE, BE IT RESOLVED by the County Board of Supervisors of Buffalo County, Wisconsin, that:

1. Authorization of Fund

A petty cash fund for the Office of the Treasurer is hereby established in the amount of \$300.00.



Buffalo County Resolution

2. Purpose and Use

The petty cash fund shall be used solely for:

Making change for cash transactions conducted by the Treasurer's Office; and/or

Reimbursement of minor, non-recurring county business expenses when payment through normal purchasing or accounts-payable procedures is not practical.

All expenditures must serve a legitimate county purpose.

Custodianship

The Treasurer, or a designee approved in accordance with county financial policy, shall be the custodian of the petty cash fund and shall be responsible for safeguarding and properly accounting for the fund.

3. Internal Controls and Limits

- Petty cash shall not be used for payroll, travel advances, personal expenses, or purchases that should be processed through normal purchasing procedures.
- Receipts shall be required for all disbursements, and the total cash on hand plus receipts shall at all times equal the authorized fund amount.

4. Replenishment and Oversight

The petty cash fund shall be replenished through the County Clerk or Finance Department in accordance with county financial policies and shall be subject to audit and review as required by county and state law.

5. Effective Date

This resolution shall take effect upon passage.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Finance Committee:

Dennis Bork, Chair

William Bruegger

Brian Michaels

Carol McDonough

Max Weiss



Buffalo County Resolution

Drafted By:

Tina Anibas

Presented Month/Year:

June 2026

County Department:

Treasurer

Fiscal Impact: NO

Involved Committee:

Finance/Human Resources

RESOLUTION

A RESOLUTION TO DESIGNATE PUBLIC DEPOSITORIES

WHEREAS, Section 34.05, Wis. Stats., requires boards of public depositories to designate one or more financial institutions as public depositories, and

WHEREAS, The County Treasurer wishes to update the list of eligible public depositories for Buffalo County,

NOW THEREFORE BE IT RESOLVED, That the following financial institutions shall be the officially designated depositories for Buffalo County:

Alliance Bank

Waumandee Bank

State of Wisconsin-Local Government Investment Pool

WISC PMA

CCF Bank

Together with all branch offices of the above financial institution located within Wisconsin.



Buffalo County Resolution

Dennis Bork, County Board Chairperson

ATTEST:

Lisa Schmitt, County Clerk

Finance/Human Resources Committee:

Dennis Bork

Max Weiss

William Bruegger, Sr.

Carol McDonough

Brian Michaels

Legal-Fiscal-Administrative Approvals:

Legal Note:

Fiscal Impact:

Dennis Bork, Finance-HR Comm. Chair

Date

Lee Engfer, County Administrator

Date



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
May 2026

Involved Committees:
Finance / Human Resources

RESOLUTION #26-06-_____

A RESOLUTION TO AMEND PERSONNEL POLICY 108 – TRAVEL, MEALS, AND LODGING

WHEREAS, Buffalo County maintains an Employee Handbook that outlines personnel policies governing employee travel, meal reimbursement, and lodging expenses; and

WHEREAS, it is the responsibility of the County to ensure that employment policies remain current, clearly defined, and consistently applied; and

WHEREAS, the Finance / Human Resources Committee has reviewed Policy 108 – Travel, Meals, and Lodging and recommends updates to reflect organizational title changes by replacing references to the Administrative Coordinator with County Administrator; and

WHEREAS, the Committee further recommends clarifying that meal expenses are not eligible for reimbursement when meals are provided as part of training, conferences, or other work-related travel events; and

WHEREAS, the Committee also recommends updating the policy to require use of County fleet vehicles when available for work-related travel and to limit mileage reimbursement to instances when a fleet vehicle is not reasonably available; and

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 108 – “Travel, Meals, and Lodging” of the Buffalo County Employee Handbook as set forth in Appendix A; and

BE IT FURTHER RESOLVED, that the revised policy shall take effect upon adoption of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22nd day of June, 2026.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Finance / Human Resources Committee:

Dennis Bork

William Bruegger

Carol McDonough

Brian Michaels

Max Weiss



Buffalo County Resolution

Exhibit A:

POLICY 108 - TRAVEL, MEALS, AND LODGING

Purpose: To establish a uniform system for determining county responsibility for expenses incurred by employees while performing official county business.

Policy:

- Business activities, trips and travel are inclusive to Buffalo County employees.
- No family, friends or others will be allowed to accompany employees during county sponsored activities including travel to/from: trainings, meetings, seminars, conventions, etc.
- Special consideration may be granted upon approval from the Department Manager and the County ~~Administrator~~ ~~Administrative Coordinator~~ or Buffalo County Board Chair. Exceptions may be allowed for other government employees to encourage collaboration with other agencies or counties to reduce overall expenses to the County.
- Department Managers will determine departmental travel and training needs and authorize expenditure. Department Manager shall notify the County ~~Administrator~~ ~~Administrative Coordinator~~ if the employee's travel and training is beyond the adjoining states to Wisconsin.

Lodging:

- When overnight lodging is necessary to carry out the business of the County, the cost of such lodging will be paid by the County utilizing the maximum "State Rate" for Wisconsin or if traveling outside of the State of Wisconsin, the rate established by their state.
- Prior approval is required by the Department Manager.
- Lodging expenses will be eligible based on distance away from "home" or the County Courthouse. The destination should be a minimum distance of 50 miles (one way).
- Additional evening stay with approval by the Department Manager may be authorized if the commute time home is greater than three (3) hours and anticipated "home arrival" should be after 9:00 PM or scheduled end of conference is after 6:00 PM. Hospitality activities are not included.
- Sales tax exemption status should always be claimed.

Meal Reimbursement:

- Employees are expected to utilize meeting meals and hotel breakfasts as provided, **if meals are provided the County will not fund a supplemental meal.**
- The meal per diem reimbursement will equal the General Service Administration (GSA) rates and will be adjusted annually as needed with any rate changes being effective January 1st following any increase GSA makes. Current rates are available from Administration or the Employee Self-Service Portal.
- The maximum gratuity allowed will be based on 15% of the meal and is part of the maximum allowable reimbursement rate.
- **There shall be no reimbursement for alcoholic beverages.**
- Employees are eligible for reimbursement for "morning" or "evening" meals when traveling outside of Buffalo County and occurring outside two hours of their normal work shift, (i.e., for a normal day shift – leaving home before 6:00 AM or arriving home after 6:30 PM.)
- Lunch meals will be reimbursed when in route outside of the County as they would normally occur during a scheduled shift period leaving the courthouse before 10:00 AM and returning to the courthouse after 2:30 PM.

Buffalo County Resolution

- Elapsed time between reimbursable meals should not be less than four (4) hours.
- **Department Managers** **The County Administrator** may grant exceptions on a case-by-case basis and expenses are within **the respective** department budget.

Mileage Reimbursement:

- The County shall reimburse an employee for necessary and reasonable travel for use of personal vehicle(s) for work purposes, **only if a county fleet vehicle or Department/ Office vehicle is not available. Use of the county fleet vehicles is encouraged whenever possible.**
- Mileage reimbursement will be paid at the current standard mileage rate as set by the IRS.
- When the workday begins or ends at a location other than Alma, only differential mileage will be paid.
- Proof of vehicle insurance is required to be on file in the County Administration Office to receive the current established mileage reimbursement rate.
- The alternative mileage reimbursement rate is \$0.26 per mile when proof of insurance is not on file.
- Vehicle mileage is not reimbursable for entertainment purposes.
- **To receive mileage reimbursement, mileage shall be detailed on a STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO form which is available from County Administration and be signed by the employee and approved by the Department Manager or designee. Alternatively, this can be logged onto** an employee's timesheet in the time tracking system with the required information including starting and ending points, total miles, and business purpose of trip.

Receipts:

- **Itemized** receipts are required for reimbursement and allocation of expenses as defined by the Internal Revenue Service (IRS). Valid receipts will normally include the following:
 - Name of Store/Restaurant/Hotel, etc. (handwritten if not machine generated)
 - Date of Purchase
 - Description of Purchase
 - Total Cost
 - Purchasers signed name
- Failure to provide valid receipts may affect reimbursement amount or the use of account issued credit card.
- **To receive meal or lodging reimbursement, allowable expenses shall be detailed on a STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO form which is available from County Administration and be signed by the employee and approved by the Department Manager or designee. Alternatively, this can be logged onto** an employee's timesheet in the time tracking system with the required information.

County Issued Credit Cards:

- Some departments have authorized county issued credit cards. Department Managers with county issued credit cards will develop department policies to allow for proper allocation and approval of expenses.
- Department Managers needing an emergency expenditure requiring the use of a county issued credit card shall work with the County **Administrator**~~Administrative Coordinator~~ or his/her designee.

POLICY 108 - TRAVEL, MEALS, AND LODGING

Purpose: To establish a uniform system for determining county responsibility for expenses incurred by employees while performing official county business.

Policy:

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- No family, friends or others will be allowed to accompany employees during county sponsored activities including travel to/from: trainings, meetings, seminars, conventions, etc.
- Special consideration may be granted upon approval from the Department Manager and the County Administrator ~~Administrative Coordinator~~ or Buffalo County Board Chair. Exceptions may be allowed for other government employees to encourage collaboration with other agencies or counties to reduce overall expenses to the County.
- Department Managers will determine departmental travel and training needs and authorize expenditure. Department Manager shall notify the County Administrator ~~Administrative Coordinator~~ if the employee's travel and training is beyond the adjoining states to Wisconsin.

Lodging:

- When overnight lodging is necessary to carry out the business of the County, the cost of such lodging will be paid by the County utilizing the maximum "State Rate" for Wisconsin or if traveling outside of the State of Wisconsin, the rate established by their state.
- Prior approval is required by the Department Manager.
- Lodging expenses will be eligible based on distance away from "home" or the County Courthouse. The destination should be a minimum distance of 50 miles (one way).
- Additional evening stay with approval by the Department Manager may be authorized if the commute time home is greater than three (3) hours and anticipated "home arrival" should be after 9:00 PM or scheduled end of conference is after 6:00 PM. Hospitality activities are not included.
- Sales tax exemption status should always be claimed.

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- The maximum gratuity allowed will be based on 15% of the meal and is part of the maximum allowable reimbursement rate.
- There shall be no reimbursement for alcoholic beverages.
- Employees are eligible for reimbursement for "morning" or "evening" meals when traveling outside of Buffalo County and occurring outside two hours of their normal work shift, (i.e., for a normal day shift – leaving home before 6:00 AM or arriving home after 6:30 PM.)
- Lunch meals will be reimbursed when in route outside of the County as they would normally occur during a scheduled shift period leaving the courthouse before 10:00 AM and returning to the courthouse after 2:30 PM.

- Elapsed time between reimbursable meals should not be less than four (4) hours.
- ~~Department Managers~~ The County Administrator may grant exceptions on a case-by-case basis and expenses are within the respective department budget.

Mileage Reimbursement:

- The County shall reimburse an employee for necessary and reasonable travel for use of personal vehicle(s) for work purposes, only if a county fleet vehicle or Department/ Office vehicle is not available. ~~Use of the county fleet vehicles is encouraged whenever possible.~~
- Mileage reimbursement will be paid at the current standard mileage rate as set by the IRS.
- When the workday begins or ends at a location other than Alma, only differential mileage will be paid.
- Proof of vehicle insurance is required to be on file in the County Administration Office to receive the current established mileage reimbursement rate.
- The alternative mileage reimbursement rate is \$0.26 per mile when proof of insurance is not on file.
- Vehicle mileage is not reimbursable for entertainment purposes.
- To receive mileage reimbursement, mileage shall be detailed on ~~a STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO form which is available from County Administration and be signed by the employee and approved by the Department Manager or designee. Alternatively, this can be logged onto~~ an employee's timesheet in the time tracking system with the required information including starting and ending points, total miles, and business purpose of trip.

Receipts:

- Itemized receipts are required for reimbursement and allocation of expenses as defined by the Internal Revenue Service (IRS). Valid receipts will normally include the following:
 Name of Store/Restaurant/Hotel, etc. (handwritten if not machine generated)
 Date of Purchase
 Description of Purchase
 Total Cost
 Purchasers signed name
- Failure to provide valid receipts may affect reimbursement amount or the use of account issued credit card.
- To receive meal or lodging reimbursement, allowable expenses shall be detailed on ~~a STATEMENT OF EXPENSES INCURRED FOR THE COUNTY OF BUFFALO form which is available from County Administration and be signed by the employee and approved by the Department Manager or designee. Alternatively, this can be logged onto~~ an employee's timesheet in the time tracking system with the required information.

County Issued Credit Cards:

- Some departments have authorized county issued credit cards. Department Managers with county issued credit cards will develop department policies to allow for proper allocation and approval of expenses.
- Department Managers needing an emergency expenditure requiring the use of a county issued credit card shall work with the County Administrator ~~Administrative Coordinator~~ or his/her designee.

Policy 108 - Effective May 31, 2015; Revised October 1, 2024



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
May 2026

Involved Committees:
Finance / Human Resources

RESOLUTION #26-06-_____

A RESOLUTION TO ADOPT PERSONNEL POLICY 514 – SAFETY EQUIPMENT / UNIFORMS

WHEREAS, Buffalo County maintains an Employee Handbook that outlines personnel policies governing employee safety, equipment, and uniforms; and

WHEREAS, it is the responsibility of the County to ensure that employment policies remain current, clearly defined, equitable, and aligned with generally accepted public sector employment practices; and

WHEREAS, the Finance / Human Resources Committee recommends adoption of a new Policy 514 – Safety Equipment / Uniforms to consolidate safety equipment requirements that were previously included in Policy 601 – Workplace Safety; and

WHEREAS, the newly created Policy 514 includes provisions addressing protective footwear requirements for Highway Department employees, consistent with safety practices commonly implemented by counties and other similar employers; and

WHEREAS, the policy provides for reimbursement of required protective footwear, supporting employee safety while ensuring the requirement is implemented in an equitable and reasonable manner; and

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby adopts Policy 514 – “Safety Equipment / Uniforms” as part of the Buffalo County Employee Handbook, as set forth in Appendix A; and

BE IT FURTHER RESOLVED, that Policy 514 shall take effect upon adoption of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22nd day of June, 2026.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Finance / Human Resources Committee:

Dennis Bork

William Bruegger

Carol McDonough

Brian Michaels

Max Weiss



Buffalo County Resolution

Exhibit A:

POLICY 514 – SAFETY EQUIPMENT / UNIFORMS

Purpose: To ensure employees are provided and wear safety equipment that provides the necessary protection required of the job to which they are assigned.

Scope: This policy applies to County employees whose job descriptions require the use of safety equipment or specialized footwear.

Policy:

- The County shall furnish or provide reimbursement for required safety equipment necessary for employees to safely perform their assigned duties, as approved by the Department Manager.
- Employees are required to wear and properly use all safety equipment required for their position.
- Employees must comply with all applicable safety laws, codes, regulations, and departmental safety requirements.

Safety Glasses:

- Employees who are in a position or performing job duties that may involve tasks where the employee's eyes are exposed to potential injury from foreign objects must wear safety glasses.
- The County will provide non-prescription safety glasses and side shields as required.
- The County shall pay up to \$100 toward the purchase of prescription safety glasses with permanently attached, non-removable side safety shields every two (2) years.
- Any cost exceeding \$100 shall be the responsibility of the employee.
- Employees must utilize the County's preferred provider for prescription safety glasses.

Protective Footwear:

- Employees whose job descriptions require protective footwear shall wear safety-toe boots that meet applicable OSHA standards (29 C.F.R. § 1910.136).
- Highway employees protective footwear shall be a minimum 5" boot height. Specifically, the footwear must meet current ASTM standards with minimum ratings of I/75 and C/75.
- The decision whether to include the wearing of protective footwear as a requirement of a particular position's job description shall be determined by the Department Head and approved by the County Administrator.
- The County shall reimburse eligible employees up to \$150 per twelve (12)-month period toward the purchase of required safety-toe boots. Reimbursement shall not be provided more than once within any rolling twelve (12)-month period.
- Newly hired employees may purchase required safety footwear at the start of employment. Reimbursement for such purchase shall be available after the employee has successfully completed three (3) months of employment. Reimbursement shall not be provided more than once within any rolling twelve (12)-month period.
- Seasonal Limited Term Employees are not eligible for the reimbursement.
- Any cost exceeding \$150 shall be the responsibility of the employee.
- To receive reimbursement, employees must complete the Protective Footwear Reimbursement Form, which may be requested from the Highway Office. Proof of purchase clearly identifying the footwear must be attached. Receipts must be dated within the twelve (12) months immediately



Buffalo County Resolution

preceding the reimbursement request. Reimbursement shall be made upon submission of proof of purchase in accordance with County reimbursement procedures.

- Protective footwear purchased with County reimbursement shall remain the property of the employee, but must be maintained in safe, serviceable condition and worn when required during working hours.

Uniforms and Additional Equipment:

- Departments may establish additional uniform or safety equipment requirements necessary for employee safety, identification, or operational needs, subject to approval by the County Administrator or designee.

Not part of policy:

*Protective footwear will be added to the following job descriptions:

Highway Commissioner, Patrol Superintendent, County Operations Supervisor, Shop Foreman, Mechanic, Highway Foreman, Signman, Heavy Equipment Operator, Hwy Mtce Worker/Equip Op

POLICY 514 – SAFETY EQUIPMENT / UNIFORMS

Purpose: To ensure employees are provided and wear safety equipment that provides the necessary protection required of the job to which they are assigned.

Scope: This policy applies to County employees whose job descriptions require the use of safety equipment or specialized footwear.

Policy:

- The County shall furnish or provide reimbursement for required safety equipment necessary for employees to safely perform their assigned duties, as approved by the Department Manager.
- Employees are required to wear and properly use all safety equipment required for their position.
- Employees must comply with all applicable safety laws, codes, regulations, and departmental safety requirements.

Safety Glasses:

- Employees who are in a position or performing job duties that may involve tasks where the employee's eyes are exposed to potential injury from foreign objects must wear safety glasses.
- The County will provide non-prescription safety glasses and side shields as required.
- The County shall pay up to \$100 toward the purchase of prescription safety glasses with permanently attached, non-removable side safety shields every two (2) years.
- Any cost exceeding \$100 shall be the responsibility of the employee.
- Employees must utilize the County's preferred provider for prescription safety glasses.

Protective Footwear:

- Employees whose job descriptions require protective footwear shall wear safety-toe boots that meet applicable OSHA standards (29 C.F.R. § 1910.136).
- Highway employees protective footwear shall be a minimum 5" boot height. Specifically, the footwear must meet current ASTM standards with minimum ratings of I/75 and C/75.
- The decision whether to include the wearing of protective footwear as a requirement of a particular position's job description shall be determined by the Department Head and approved by the County Administrator.
- The County shall reimburse eligible employees up to \$150 per twelve (12)-month period toward the purchase of required safety-toe boots. Reimbursement shall not be provided more than once within any rolling twelve (12)-month period.
- Newly hired employees may purchase required safety footwear at the start of employment. Reimbursement for such purchase shall be available after the employee has successfully completed three (3) months of employment. Reimbursement shall not be provided more than once within any rolling twelve (12)-month period.
- Seasonal Limited Term Employees are not eligible for the reimbursement.
- Any cost exceeding \$150 shall be the responsibility of the employee.
- To receive reimbursement, employees must complete the Protective Footwear Reimbursement Form, which may be requested from the Highway Office. Proof of

purchase clearly identifying the footwear must be attached. Receipts must be dated within the twelve (12) months immediately preceding the reimbursement request. Reimbursement shall be made upon submission of proof of purchase in accordance with County reimbursement procedures.

- Protective footwear purchased with County reimbursement shall remain the property of the employee, but must be maintained in safe, serviceable condition and worn when required during working hours.

Uniforms and Additional Equipment:

- Departments may establish additional uniform or safety equipment requirements necessary for employee safety, identification, or operational needs, subject to approval by the County Administrator or designee.

*Footwear will be added to the following job descriptions:

Highway Commissioner, Patrol Superintendent, County Operations Supervisor, Shop Foreman, Mechanic, Highway Foreman, Signman, Heavy Equipment Operator, Hwy Mtce Worker/Equip Op



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
May 2026

Involved Committees:
Finance / Human Resources

RESOLUTION #26-06-_____

A RESOLUTION TO AMEND PERSONNEL POLICY 601 – WORKPLACE SAFETY

WHEREAS, Buffalo County maintains an Employee Handbook that outlines personnel policies, including a policy related to workplace safety; and

WHEREAS, it is the responsibility of the County to ensure that employment policies remain current, clearly defined, equitable, and appropriately organized; and

WHEREAS, the Finance / Human Resources Committee has reviewed the Policy 601 - Workplace Safety policy and recommends revisions to remove policy language related to safety equipment and relocate language to a newly created Policy 514 – Safety Equipment / Uniforms for improved clarity and organization; and

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 601 – “Workplace Safety” of the Buffalo County Employee Handbook by removing the safety equipment provisions as set forth in Appendix A; and

BE IT FURTHER RESOLVED, that the revised policy shall take effect upon adoption of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the 22nd day of June, 2026.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Finance / Human Resources Committee:

Dennis Bork

William Bruegger

Carol McDonough

Brian Michaels

Max Weiss



Buffalo County Resolution

Exhibit A:

POLICY 601 - WORKPLACE SAFETY

Purpose: To provide a safe work environment for employees.

Policy:

- Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to a supervisor or Department Manager.
- Should a hazardous situation exist at the workplace, safety concerns always take precedence over continuing operations.
- Any employee who identifies ways to increase workplace safety should make these recommendations known to their supervisor or Department Manager.
- The Department Manager shall report immediately to the County Safety Director any unsafe practice or conditions, as well as, any recommendations for improvement for workplace safety.
- The County Safety Director will work with the Buffalo County Finance Committee to address unsafe practices or conditions and consider recommendation for workplace safety improvement.
- —

Safety Equipment:

- ~~The County shall furnish proper safety devices for all work and employees shall wear and/or use all safety equipment furnished by the County as required and approved by the Department Manager.~~
- ~~Employees must observe all safety laws, codes and regulations that apply to their specific department.~~
- ~~The County shall pay up to \$100.00 (one hundred dollars) toward prescription safety glasses (with permanently attached, non-removable, side safety shields) every two (2) years, after verification of purchase.~~

Violations: Direct violations of safety policies may be subject to disciplinary action, including termination of employment.

Policy 601 – Effective May 31, 2015; Revised ~~May 21, 2024~~TBD

POLICY 601 - WORKPLACE SAFETY

Purpose: To provide a safe work environment for employees.

Policy:

- Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to a supervisor or Department Manager.
- Should a hazardous situation exist at the workplace, safety concerns always take precedence over continuing operations.
- Any employee who identifies ways to increase workplace safety should make these recommendations known to their supervisor or Department Manager.
- The Department Manager shall report immediately to the County Safety Director any unsafe practice or conditions, as well as, any recommendations for improvement for workplace safety.
- The County Safety Director will work with the Buffalo County Finance Committee to address unsafe practices or conditions and consider recommendation for workplace safety improvement.

Safety Equipment:

- ~~• The County shall furnish proper safety devices for all work and employees shall wear and/or use all safety equipment furnished by the County as required and approved by the Department Manager.~~
- ~~• Employees must observe all safety laws, codes and regulations that apply to their specific department.~~
- ~~• The County shall pay up to \$100.00 (one hundred dollars) toward prescription safety glasses (with permanently attached, non-removable, side safety shields) every two (2) years, after verification of purchase.~~

Violations: Direct violations of safety policies may be subject to disciplinary action, including termination of employment.



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
June 2026

Involved Committees:
Finance / Human Resources

RESOLUTION # 26-06-_____

A RESOLUTION UPDATING AND RENAMING POLICY 109 – COUNTY VEHICLE AND FLEET OPERATIONS

WHEREAS, Buffalo County maintains a fleet of vehicles for the purpose of conducting official County business; and

WHEREAS, the existing Fleet Policy and Equipment policy requires updating to reflect current operations, technology, and best practices in safety, liability, and fleet management; and

WHEREAS, updates were necessary to improve clarity regarding driver authorization, vehicle use, safety expectations, insurance requirements, accident reporting, monitoring systems, and overall accountability; and

WHEREAS, the revised policy modernizes procedures including vehicle reservation systems, incorporates vehicle tracking and monitoring practices, and aligns with current County operational needs; and

WHEREAS, the updated policy has been reviewed and recommended for approval by County Administration;

NOW, THEREFORE, BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby repeals and replaces the existing “Fleet Policy and Equipment” policy; and

BE IT FURTHER RESOLVED, that the policy shall be renamed:
“Policy 109 – County Vehicle and Fleet Operations”; and

BE IT FURTHER RESOLVED, that the revised policy, attached hereto as Exhibit A, establishes updated standards for:

- Authorized drivers and driver qualification requirements
- Vehicle reservation, use, and operational procedures
- Safety expectations and prohibited vehicle use
- Personal use limitations
- Accident and incident reporting



Buffalo County Resolution

-
- Vehicle care, fueling, and accountability
 - Insurance and liability requirements
 - Vehicle tracking and monitoring practices
 - Compliance and enforcement expectations

BE IT FURTHER RESOLVED, that all County departments and employees shall comply with the updated policy effective upon adoption; and

BE IT FURTHER RESOLVED, that the County Administrator or designee is authorized to implement and administer the policy and establish related procedures and forms necessary for its operation.

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

Respectfully Submitted by the Finance / Human Resources Committee:

Dennis Bork

William Bruegger

Carol McDonough

Brian Michaels

Max Weiss



Buffalo County Resolution

Exhibit A:

New Version

POLICY 109 - COUNTY VEHICLE AND FLEET OPERATIONS

Purpose:

To provide guidelines, assign responsibilities, and establish safety, liability, and operational standards for the use of County-owned vehicles.

General Policy:

- The County maintains a fleet of vehicles for business-related purposes. Use of County-owned fleet vehicles supports safe, consistent transportation for official business, reduces individual liability exposure, and helps manage overall County transportation costs.
- Whenever a County-owned fleet vehicle is available, employees must use the fleet vehicle for business travel unless prior approval is granted by the County Administrator or designee.
- Fleet vehicles will be assigned and coordinated by the County Administration Office or by departments assigned specific vehicles, in accordance with this policy.

Authorized Drivers:

- Only employees and elected officials may operate County vehicles unless otherwise specifically authorized.
- Interns, volunteers, or other non-employee individuals are not permitted to operate County vehicles unless explicitly approved by the department head and approved in accordance with County requirements, including verification of eligibility and insurance coverage.
- All operators must:
 - Possess a valid driver's license appropriate for the vehicle operated
 - Maintain an acceptable driving record as determined by the County
 - Immediately notify their supervisor of any suspension, revocation, restriction, or change to their driving privileges
- Driver Authorization:
 - Employees required to drive for County business must be authorized in advance.
 - Authorization includes:
 - Completion of the County "Authorization to Drive for County Business" form
 - Verification of driver's license status
 - Review of eligibility to operate vehicles
 - Authorization must be completed prior to operating any County vehicle or using a personal vehicle for County business.
 - Departments may establish additional vehicle use or driver authorization requirements based on operational needs. Any departmental policies must be consistent with, and may not conflict with, this policy. In the event of a conflict, this County policy shall govern. Department-specific policies shall not reduce or waive driver eligibility, safety, or insurance requirements established herein.

License Requirements and Reporting:

- All authorized drivers must maintain a valid driver's license appropriate for the vehicle operated.
- Employees must:
 - Notify their supervisor of any suspension, revocation, or restriction to their driving privileges immediately.
 - Report any changes that may affect their ability to operate a vehicle for County business
- Employees may not operate a County vehicle or drive for County business without a valid driver's license.
- Driving Record Review:



Buffalo County Resolution

- The County may review driving records periodically or as needed to ensure continued eligibility to operate vehicles.
- If concerns are identified, the County may take appropriate action, including requiring additional training, restricting driving privileges, or other personnel actions consistent with County policies.

Vehicle Reservation and Use:

- Administration fleet vehicles must be reserved through the County Outlook resource calendar system.
 - Employees will receive an automated acceptance or denial notification based on availability
 - Employees are responsible for verifying reservation details prior to use
 - Reservations should include employee name and reason for travel and should be booked for only the time and day/s it's needed.
- Reservation priority may be adjusted based on operational needs, including:
 - Distance and duration of trip
 - Number of passengers
 - Business necessity
- For fleet vehicles managed by a specific department other than Administration, employees should follow internal department procedures for reserving them.
- Employees should schedule vehicle usage as far in advance as possible. Late changes or cancellations should be avoided unless necessary.

Vehicle Check-Out and Return:

- Employees must obtain vehicle keys, fuel card, and mileage log prior to use
- Upon return, employees must:
 - Accurately complete mileage logs
 - Return keys, fuel card, and documentation
 - Submit any fuel receipts
- If returning after normal business hours, materials must be placed in the designated after-hours drop location.

Safety Expectations:

All operators must:

- Wear seatbelts at all times
- Operate vehicles in compliance with all traffic laws
- Adjust driving behavior based on weather and road conditions
- Minimize distractions while driving

Prohibited Use of County Vehicles:

The following uses are prohibited:

- Personal use without authorization
- Transporting unauthorized passengers
- Operating a vehicle while under the influence of alcohol, illegal drugs, or impairing medications
- Reckless, unsafe, or negligent driving behavior
- Smoking or vaping in County vehicles
- Use of handheld cell phones while driving, unless permitted by law or specific departmental exception
- Transporting unsecured materials or equipment

Passengers:



Buffalo County Resolution

Passengers in County vehicles must be limited to individuals conducting official County business or otherwise authorized by the County. Transporting unauthorized individuals is prohibited.

Personal Use:

- Personal use of County vehicles is prohibited unless expressly authorized by the County Administrator or designee.
- Personal use is defined as any use not directly related to official County business.
- Limited incidental use may occur when employees are engaged in authorized business travel, including brief stops for meals, fuel, or other necessary travel-related purposes, provided such use does not interfere with County business.
- County vehicles are not to be used for pleasure travel or personal errands unrelated to County business.
- Use of County vehicles in a manner that may reflect negatively on the County or its operations is prohibited.
- Approved personal use must be documented and may be subject to IRS taxable benefit reporting requirements.
- Employees using a personal vehicle for business purposes when a fleet vehicle is available may receive reduced mileage reimbursement in accordance with County policy.

Accident or Incident Reporting:

- In the event of an accident involving a County vehicle, the employee driving shall:
 - Contact law enforcement as appropriate
 - Notify your supervisor as soon as possible
 - Obtain necessary information from all parties involved
 - Complete all required County accident or incident reports
- Failure to report an accident may result in corrective action in accordance with County policy.
- In the event of a vehicle breakdown:
 - Safely secure the vehicle
 - Notify the County Administration Office or appropriate department contact as soon as possible

Vehicle Care and Responsibilities:

- Employees are responsible for:
 - Performing a basic safety check prior to use, including lights, signals, tires, and general condition
 - Returning vehicles in clean condition, free of debris and personal items
 - Ensuring vehicles are left in safe and operational condition
- Any damage, maintenance issues, or concerns must be reported promptly using the appropriate process.

Fueling:

- Fuel cards must be used for fueling County vehicles
- Fuel must be refueled to a full tank upon returning and receipts must be submitted with vehicle documentation

Insurance and Liability:

- County vehicles are insured for authorized business use only.
- Personal Vehicle Requirements:
 - Employees who use personal vehicles for County business must:
 - Maintain automobile liability insurance with minimum coverage of:
 - \$100,000 per person
 - \$300,000 per accident
 - \$100,000 property damage



Buffalo County Resolution

- Provide proof of insurance to the County, in a form approved by the County, as a condition of authorization and reimbursement
 - Failure to maintain required coverage or provide proof of insurance may result in denial of mileage reimbursement, reduced mileage reimbursement rate (\$0.26/mile) and/or loss of authorization to drive for County business.
 - Employees must be authorized to drive for County business prior to receiving mileage reimbursement.
- The County assumes no responsibility for:
 - Personal property left in vehicles
 - Unauthorized use of vehicles
 - Unauthorized passengers

Vehicle Tracking and Monitoring:

- County-owned fleet vehicles may be equipped with GPS, video recording systems, and/or other electronic monitoring devices. These systems may include outward-facing cameras that record activity outside of the vehicle.
- Vehicle monitoring systems are intended to support employee safety, reduce accidents and liability, improve operational efficiency, and protect County assets.
- The use of monitoring systems is not intended to be punitive or used solely to monitor individual employees; however, information obtained may be used when policy violations or safety concerns are identified.
- These devices are used for legitimate business purposes, including:
 - Vehicle location and recovery
 - Fleet utilization and efficiency
 - Safety monitoring
 - Protection of County property and the public
 - Maintenance and operational management
 - Vehicle diagnostics
 - Documentation of weather events, disasters, and emergency situations
- Monitoring data may be reviewed under the following circumstances:
 - Following an accident or safety-related incident
 - In response to a complaint or concern
 - For operational or maintenance review
 - Periodically or on a random basis to ensure compliance with this policy
- Access to vehicle monitoring and tracking data will be limited to authorized personnel, which may include the employee's supervisor, department head, County Administrator, Risk & Safety Director, Human Resources, and any investigator hired for an independent investigation.
- Employees must report any malfunction of the GPS tracking devices immediately to their supervisor and/or Risk and Safety Director.
- Employees should have no expectation of privacy when operating or riding in a County vehicle.
- Monitoring data may be used as part of administrative review, investigation, or personnel actions, consistent with County policies.
- The use of monitoring technology is not intended to monitor employees beyond legitimate business purposes.
- Vehicle monitoring systems are not intended to record activity inside the vehicle cab unless otherwise authorized.
- Any attempt to disable, tamper with, or interfere with a vehicle tracking device is prohibited.



Buffalo County Resolution

Note: Law enforcement vehicles used by the Sheriff's Office may be governed by separate Sheriff's Office policies regarding vehicle-mounted cameras, audio capabilities, and related monitoring systems. Such policies should align with the general intent of this policy, including those related to safety, appropriate use, and compliance.

Fines and Violations:

Any fines (monetary or otherwise) incurred by employees while operating a County vehicle due to the employee's actions are the sole responsibility of the employee, unless otherwise required by law. Such actions may result in corrective action in accordance with County policy.

Compliance and Enforcement:

Failure to comply with this policy may result in corrective action, including loss of driving privileges and discipline up to and including termination. Employees must complete all required documentation and provide requested information to maintain eligibility to operate vehicles or receive mileage reimbursement.

Policy 109 – Effective May 31, 2015; Revised June 22, 2026

=====Old version=====

POLICY 109 - FLEET POLICY AND EQUIPMENT

Purpose: To provide guidelines and assign responsibilities for the safe operation and use of vehicles owned by the County.

Policy: The County has established a fleet of vehicles (automobiles, SUVs and pickups) to be available for business related use by the employees of the County. By making use of a county owned fleet vehicle, the individual's overall risk exposure (liability) will be greatly reduced and the cost of departmental vehicle related mileage reimbursement expense should be diminished, thus leaving funds available for other departmental uses.

- Whenever a county owned fleet vehicle is available for business related purposes, employees are required to use the fleet vehicle in place of a personally owned vehicle unless prior approval is granted from department manager or designee.
- The scheduling and maintenance of the county owned fleet vehicles will be the complete responsibility of the County Administration Office or Department Manager or designee if a county vehicle is assigned to their department. Department Managers will develop policies for scheduling vehicle usage in their control.
- A fleet vehicle (for outside of Buffalo County use) can be reserved through the County Administration Office via e-mail using the County Admin Office e-mail address.
- Reservation priority will be given to business related trips for extended periods/distance traveled for meetings, training, conferences or the transport of multiple authorized passengers via e-mail using the County Admin Office e-mail address.
- All requests for reservation of a county owned fleet vehicle must contain: employee name, departure date and time, destination, and estimated return date and time.
- When multiple duplicated date and time requests are received, preference will be given to the trip(s) which will incur the most out of county mileage during a given period of time, and/or when multiple employees (or authorized passengers) will be attending the same meeting.
- Reservations are confirmed with the information being placed on an Outlook Express calendar (computerized) under Public Folders under County Car that can easily be accessed by all employees.
- The County Administration Office will not normally notify individuals of any changes made to vehicle reservations. However, it is best to periodically verify that a fleet vehicle has been reserved for you by



Buffalo County Resolution

confirming the information contained in the Outlook Express calendar in the Public Folders under County Car.

- Please schedule your vehicle usage as far in advance as possible. Reservation alterations (bumping) will not normally be allowed within three (3) working days of the scheduled departure date.
- Please be certain to make your vehicle reservations on a timely basis. Please note that fleet vehicles for use solely within Buffalo County are available on a first come, first serve basis and cannot normally be reserved. These in-county vehicles are not normally available for out of county usage.
- It is the responsibility of each employee to maintain all Buffalo County vehicles and equipment in a well-kept manner and to perform a safety check of the vehicle. At a minimum, the employee should do a visual check of lights, brake lights and signal checks, horn and tires prior to leaving.
- Prior to your departure, please obtain the fleet vehicle keys, fuel card and mileage log from the County Administration Office.
- Please fill the fleet vehicle with fuel, before returning keys, if the tank is less than one-half full.
- Upon your return, please assure the vehicle mileage log sheet is accurately completed; take the vehicle keys, fuel card and all documents (including any fuel receipts) to the County Administration Office.
- If returning a fleet vehicle after normal business hours, please deposit the mileage log sheet clipboard, keys, fuel card and all documents (including any fuel receipts) in the overnight box located in the entryway of the Sheriff's Department entrance.
- Please inform the County Administration Office personnel of any problem(s) you encounter with a fleet vehicle, to allow for corrective action to be taken/appropriate maintenance to be completed. Forms are provided on the clipboard to document issues related to the vehicle.

General Vehicle Usage Policy Guidelines:

- These are not meant to be all inclusive, but rather cover several of the more common questions.
- The fleet vehicles are not to be used for personal use without express permission of the County Administrative Coordinator, County Board Chair or Department Manager. Any personal mileages may be taxable under IRS regulations and must be noted on the mileage log.
- For overall safety purposes, there will be no food consumed in the fleet vehicles by the driver while the vehicle is in motion. No beverage may be consumed in the fleet vehicle if it causes the driver to be inattentive.
- In addition, whenever usage of a cell phone is required by the driver, the vehicle must be safely stopped and adequately parked, except Law Enforcement. Violations of this provision are subject to disciplinary action and legal prosecution.
- If you do not intend to make use of a fleet vehicle for a county business related trip, you must inform your Department Manager or designee, in writing or by department policy, in advance of your trip, of the specific reason you wish to be exempted from the use of a fleet vehicle.
- The appropriate Department Manager or designee will review the request and determine if the request for exemption is to be allowed, based on the merits of the request, and inform the employee of their decision.
- In the event an employee does not request an exemption, in advance, regarding the use of a fleet vehicle, or the request for exemption is denied by the Department Manager or designee, and the employee uses a personal vehicle for a business related trip (when a county fleet vehicle is available for use), individual mileage reimbursement will be limited to the rate per mile applied when the appropriate vehicle insurance coverage information is not on file – currently \$ 0.26 per mile.
- If the use of a personal vehicle is specifically authorized for a combination business and personal use trip, an employee will be reimbursed the prevailing mileage rate for the mileage incurred on one (1) way only (to the actual location of the business function).



Buffalo County Resolution

- The fleet vehicles will be assigned in a consistent predetermined manner by the County Administration Office or department policy if the vehicle is under the control of the department.
- Requests for use of a specific fleet vehicle cannot normally be honored. However, exceptions may be granted as appropriate.
- Please address all questions to your Department Manager. Your Department Manager will then correspond with the County Administration Office.
- There will no doubt be situations or questions that arise which are not covered in this document.
- Each such unique situation or question will be addressed by the County Administration Office as they are encountered.
- At the conclusion of each use, all debris and equipment must be removed from the vehicle.
- The Buffalo County Employee Safety Handbook details the overall policy. This policy will be enforced by random checks performed by the County Administration Office or designee, your governing "Standing" Committee of the County Board of Supervisors or the County Board Chair.
- Do not drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages or any illegal drugs are not permitted in county vehicles at any time.

Fines Incurred by Employees:

- Any fines (monetary or otherwise) incurred by employees while performing official county business, due to the employee's actions, are the sole responsibility of the employee, with the exception of Wisconsin Statute 895 (State and political subdivisions thereof to pay judgments taken against officers).
- Where applicable, such actions may result in disciplinary action.

Policy 109 – Effective May 31, 2015; Revised January 23, 2017



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
June 2026

Involved Committees:
Finance / Human Resources

RESOLUTION # 26-06-____

A RESOLUTION ADOPTING POLICY 405 – ARTIFICIAL INTELLIGENCE ACCEPTABLE USE

WHEREAS, Buffalo County recognizes that Generative Artificial Intelligence (AI) technologies are increasingly used in the workplace and have the potential to improve efficiency, enhance service delivery, and support employee productivity; and

WHEREAS, the use of AI tools presents potential risks related to data security, confidentiality, accuracy, and compliance with applicable laws, including Wisconsin Public Records Law; and

WHEREAS, Buffalo County desires to establish clear guidelines for the responsible, ethical, and secure use of AI by employees, contractors, and other individuals performing work on behalf of the County; and

WHEREAS, Buffalo County Human Resources has developed Policy 405 – Artificial Intelligence Acceptable Use to address appropriate use, prohibited activities, approval requirements, and employee responsibilities related to AI use;

NOW, THEREFORE, BE IT RESOLVED by the Buffalo County Board of Supervisors that:

1. Policy 405 – Artificial Intelligence Acceptable Use Policy, attached hereto as Exhibit A, is hereby adopted and incorporated into the Buffalo County Employee Handbook.
2. All County employees, interns, contractors, and other individuals performing work on behalf of Buffalo County shall comply with the provisions of Policy 405.
3. The County Administrator and Human Resources are authorized to implement, administer, and enforce this policy and to provide training and guidance as necessary.
4. This policy shall become effective immediately upon adoption.
5. Buffalo County reserves the right to amend or revise this policy as necessary to address legal, technological, or operational changes.

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

County Clerk



Buffalo County Resolution

ATTEST:

County Board Chairperson

Respectfully Submitted by the Finance / Human Resources Committee:

Dennis Bork

William Bruegger

Carol McDonough

Brian Michaels

Max Weiss



Buffalo County Resolution

Exhibit A:

POLICY 405 – ARTIFICIAL INTELLIGENCE ACCEPTABLE USE

Purpose:

Buffalo County recognizes that Generative Artificial Intelligence (AI) has significant potential to provide benefits in our work to serve our community more efficiently and effectively. This policy provides for the responsible and ethical use of Generative AI by Buffalo County staff while also protecting confidential, sensitive, and personally identifiable information (PII), and maintaining compliance with all County policies and applicable laws.

Scope:

This policy applies to all Buffalo County employees, interns, contracted staff, and third parties performing work on behalf of Buffalo County and it provides the framework for assessing appropriate use of Generative AI. The policy complements other existing Buffalo County policies—including confidentiality and security policies—and any applicable policies or restrictions imposed by funding sources, such as private or public grants, or by external regulatory entities—including various Wisconsin governmental agencies (e.g., Department of Children & Families, Department of Health Services, etc.,).

This policy applies to the use of Generative AI tools that are standalone in nature (e.g., Microsoft Copilot chat) or embedded within other systems or software tools (e.g., Microsoft Copilot or Google Gemini within Google Chrome browser).

Definitions:

- Active use of AI - defined as interactive, iterative, or conversational engagement with an AI tool beyond a single prompt.
- Artificial intelligence system or AI system - software that performs tasks typically requiring human intelligence, such as learning, reasoning, prediction, decision-making, or content generation.
- Closed AI system - an AI system in which input and data are used only within a private or internal environment and are not shared or reused to train a public model.
- Open AI system - AI system where the input provided by all users is used to train the AI model. Input data from all users is not private and may be revealed to other users.
- Embedded AI Tools - AI tools embedded in existing software tools approved and used by the county.
- Generative Artificial Intelligence (GenAI)/AI - is a tool that creates new content, such as text, images, audio, or code, based on user input and trained data (e.g., ChatGPT, Copilot, Microsoft 365 Copilot, Gemini).
- Non-public data - any information that, if disclosed, could violate the privacy of individuals, government regulations, or statutes.
- Confidential/Sensitive Information – is non-public data the County is obligated to protect by law, regulation, or organizational policy (e.g., PII/PHI/CJIS/PCI, attorney-client privileged materials, non-public HR data, non-public operational/financial information).
 - PII is “Personally Identifiable Information”
 - PHI is “Protected Health Information” (e.g., HIPAA)
 - CJIS is “Criminal Justice Information Services”
 - PCI is “Payment Card Information”
- Passive use of a generative AI tool embedded within an internet browser - means using a web browser’s built-in generative AI features only for single, one-directional search queries, similar to traditional internet searching. It does not include conversational, iterative, or back-and-forth interactions with the embedded AI. Any use that involves follow-up questions, refinement of responses, or extended dialogue constitutes “active use” and therefore requires approval as set forth in this policy.



Buffalo County Resolution

- Personal information - information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular person or household.
- Public Information - content suitable for public release (published policies, website copy, press releases, public datasets).

Guiding Principles:

- The intent of this policy is to provide general guidance on the use of AI as a tool while ensuring it continues to meet legal and ethical obligations. The use of AI should never compromise core values or introduce undue risk to the organization. Rather, the use of AI should be focused on improving business efficiencies and enhancing our ability to fulfill our mission.
- This policy is not intended to address every use of AI. There are certain functions that bear more consideration and potential risks. If an employee has concerns related to a potential use of AI, the employee should consult with their supervisor.
- The following high-level principles apply when considering using an AI system:
 - *Security & Privacy First.* Do not expose confidential or regulated data in AI tools unless (1) expressly authorized by your Department Head and the County Administrator and (2) you are using an approved, closed AI tool. Consider the information you are putting into AI the same way you would approach information you disclose in a public records request where redactions would be needed to maintain confidentiality and/or compliance with laws or county ordinances.
 - *Transparency and Public Records Compliance.* Information entered into AI systems may be subject to Wisconsin Public Records Law (Wis. Stat. §§ 19.21–19.39). AI-generated content and outputs used for County business are considered County records and must comply with applicable records retention and disclosure requirements.
 - *AI is NOT a substitute for Expertise and Human Review is Required.* AI is assistive—not authoritative. All AI output must be reviewed by the human author for accuracy, bias, completeness, and tone prior to use or release. The AI generated work product is best viewed as the starting point, not the ending point for a project. The user will be responsible for the work product, and the user should ensure that they have sufficient knowledge to ensure the quality of output. Employees are responsible for all AI-assisted work product and must ensure accuracy, completeness, and compliance with County policy prior to use or distribution. AI-generated content may not be used for County business unless it has been independently verified for accuracy. The following strategies are critical in ensuring quality work product:
 - Ask AI to cite sources used in generating its response.
 - Develop a procedure to verify the outputs from generative AI tools, including review of source material (e.g., the sources cited in its response)
 - Develop a procedure to ensure that copyrighted, or otherwise protected work (e.g., images), are not improperly used and that work product is properly attributed (e.g., citations to quotations)
 - Remember, AI tools can generate incorrect and/or fictional information. Directing AI not to guess may help, but the tool may still speculate or hallucinate. Always double-check AI outputs (i.e., the results).
 - *Department Layering.* Departments may impose additional training, approvals, and stricter rules for high-risk use. Departmental rules complement this policy. Employees must ensure that they are aware of the various authorities that may relate to their use of AI tools.

Prohibited Uses & Areas of Risk:

- *No sensitive, confidential, or regulated data (e.g., PII/PHI/CJIS/PCI/privileged or non-public HR data) may be entered into AI tools, absent an expressed written approval to do so by the supervising Department Head and the County Administrator.*



Buffalo County Resolution

- *No use of personal AI accounts for County business.* Employees may not use personal AI accounts or tools for County business.
- *No use contrary to other regulatory body guidance.* Employees that perform work that is governed by other regulatory bodies or agencies, such as the Wisconsin Department of Children & Families or the Wisconsin Department of Administration, must refrain from using AI in any circumstance that would be contrary to such regulatory body guidance.
- *No unethical or unlawful use.* This includes content that is misleading, harassing, discriminatory, or otherwise violates County policy or core values, or applicable law. Employees should avoid using AI in situations that pose ethical, operational, or other serious risks. If, through the course of using AI, you think its outputs may have inadvertently strayed into one of these areas, stop where you are and notify your supervisor.
- *Be wary of potentially copyrighted material.* Generative AI tools may rely upon material that is copyright protected, such as branded images, slogans, photos, or other trademarked content. Further dissemination of such information can expose the county to liability.

Permitted Uses and Approved Generative AI Tools:

- Buffalo County recognizes Microsoft 365 Copilot as a secure AI tool for internal use. Microsoft 365 Copilot (M365) has been evaluated and is available for use in connection with our current IT license program consistent with the acceptable uses provided in the policy. The public version of Copilot is not approved for active use. Employees may use M365 Copilot for tasks consistent with this policy, such as drafting internal content, generating educational resources, and supporting administrative workflows, provided that:
 - All outputs are reviewed by a qualified staff member before dissemination.
 - Use complies with Buffalo County's privacy, security, and ethical standards.
- Use of other Generative AI tools, except the passive use of generative AI embedded in an internet browser, require the approval of both the Department Head and the County Administrator. "Passive use" means using a web browser's built-in generative AI features only for single, one-directional search queries, similar to traditional internet searching. It does not include conversational, iterative, or back-and-forth interactions with the embedded AI. Any use that involves follow-up questions, refinement of responses, or extended dialogue constitutes active use and therefore requires approval as outlined in this section.

Obligation to Report Non-Compliance & Violation Response:

- Buffalo County employees aware of any conduct that may violate this policy have a responsibility to report it. Individuals are encouraged to make reports through normal reporting relationships beginning with their immediate supervisor or as otherwise provided under Buffalo County employee conduct policies.
- The County will investigate and respond to all reports of violations of this policy. Violations may result in the loss of access, or prohibition of use, to these tools and disciplinary action up to and including termination.

Required Training and Acknowledgement:

All personnel must complete Buffalo County's AI Awareness and Responsible Use training and all ongoing training and education as assigned. Supervisors are responsible for ensuring staff understand and comply with this policy.

POLICY 405 – ARTIFICIAL INTELLIGENCE ACCEPTABLE USE

Purpose:

Buffalo County recognizes that Generative Artificial Intelligence (AI) has significant potential to provide benefits in our work to serve our community more efficiently and effectively. This policy provides for the responsible and ethical use of Generative AI by Buffalo County staff while also protecting confidential, sensitive, and personally identifiable information (PII), and maintaining compliance with all County policies and applicable laws.

Scope:

This policy applies to all Buffalo County employees, interns, contracted staff, and third parties performing work on behalf of Buffalo County and it provides the framework for assessing appropriate use of Generative AI. The policy complements other existing Buffalo County policies—including confidentiality and security policies—and any applicable policies or restrictions imposed by funding sources, such as private or public grants, or by external regulatory entities—including various Wisconsin governmental agencies (e.g., Department of Children & Families, Department of Health Services, etc.).

This policy applies to the use of Generative AI tools that are standalone in nature (e.g., Microsoft Copilot chat) or embedded within other systems or software tools (e.g., Microsoft Copilot or Google Gemini within Google Chrome browser).

Definitions:

- Active use of AI - defined as interactive, iterative, or conversational engagement with an AI tool beyond a single prompt.
- Artificial intelligence system or AI system - software that performs tasks typically requiring human intelligence, such as learning, reasoning, prediction, decision-making, or content generation.
- Closed AI system - an AI system in which input and data are used only within a private or internal environment and are not shared or reused to train a public model.
- Open AI system - AI system where the input provided by all users is used to train the AI model. Input data from all users is not private and may be revealed to other users.
- Embedded AI Tools - AI tools embedded in existing software tools approved and used by the county.
- Generative Artificial Intelligence (GenAI)/AI - is a tool that creates new content, such as text, images, audio, or code, based on user input and trained data (e.g., ChatGPT, Copilot, Microsoft 365 Copilot, Gemini).
- Non-public data - any information that, if disclosed, could violate the privacy of individuals, government regulations, or statutes.
- Confidential/Sensitive Information – is non-public data the County is obligated to protect by law, regulation, or organizational policy (e.g., PII/PHI/CJIS/PCI, attorney-client privileged materials, non-public HR data, non-public operational/financial information).
 - PII is “Personally Identifiable Information”
 - PHI is “Protected Health Information” (e.g., HIPAA)
 - CJIS is “Criminal Justice Information Services”
 - PCI is “Payment Card Information”

- Passive use of a generative AI tool embedded within an internet browser - means using a web browser's built-in generative AI features only for single, one-directional search queries, similar to traditional internet searching. It does not include conversational, iterative, or back-and-forth interactions with the embedded AI. Any use that involves follow-up questions, refinement of responses, or extended dialogue constitutes "active use" and therefore requires approval as set forth in this policy.
- Personal information - information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular person or household.
- Public Information - content suitable for public release (published policies, website copy, press releases, public datasets).

Guiding Principles:

- The intent of this policy is to provide general guidance on the use of AI as a tool while ensuring it continues to meet legal and ethical obligations. The use of AI should never compromise core values or introduce undue risk to the organization. Rather, the use of AI should be focused on improving business efficiencies and enhancing our ability to fulfill our mission.
- This policy is not intended to address every use of AI. There are certain functions that bear more consideration and potential risks. If an employee has concerns related to a potential use of AI, the employee should consult with their supervisor.
- The following high-level principles apply when considering using an AI system:
 - *Security & Privacy First.* Do not expose confidential or regulated data in AI tools unless (1) expressly authorized by your Department Head and the County Administrator and (2) you are using an approved, closed AI tool. Consider the information you are putting into AI the same way you would approach information you disclose in a public records request where redactions would be needed to maintain confidentiality and/or compliance with laws or county ordinances.
 - *Transparency and Public Records Compliance.* Information entered into AI systems may be subject to Wisconsin Public Records Law (Wis. Stat. §§ 19.21–19.39). AI-generated content and outputs used for County business are considered County records and must comply with applicable records retention and disclosure requirements.
 - *AI is NOT a substitute for Expertise and Human Review is Required.* AI is assistive—not authoritative. All AI output must be reviewed by the human author for accuracy, bias, completeness, and tone prior to use or release. The AI generated work product is best viewed as the starting point, not the ending point for a project. The user will be responsible for the work product, and the user should ensure that they have sufficient knowledge to ensure the quality of output. Employees are responsible for all AI-assisted work product and must ensure accuracy, completeness, and compliance with County policy prior to use or distribution. AI-generated content may not be used for County business unless it has been independently verified for accuracy. The following strategies are critical in ensuring quality work product:
 - Ask AI to cite sources used in generating its response.

- Develop a procedure to verify the outputs from generative AI tools, including review of source material (e.g., the sources cited in its response)
- Develop a procedure to ensure that copyrighted, or otherwise protected work (e.g., images), are not improperly used and that work product is properly attributed (e.g., citations to quotations)
- Remember, AI tools can generate incorrect and/or fictional information. Directing AI not to guess may help, but the tool may still speculate or hallucinate. Always double-check AI outputs (i.e., the results).
- *Department Layering.* Departments may impose additional training, approvals, and stricter rules for high-risk use. Departmental rules complement this policy. Employees must ensure that they are aware of the various authorities that may relate to their use of AI tools.

Prohibited Uses & Areas of Risk:

- *No sensitive, confidential, or regulated data* (e.g., PII/PHI/CJIS/PCI/privileged or non-public HR data) may be entered into AI tools, absent an expressed written approval to do so by the supervising Department Head and the County Administrator.
- *No use of personal AI accounts for County business.* Employees may not use personal AI accounts or tools for County business.
- *No use contrary to other regulatory body guidance.* Employees that perform work that is governed by other regulatory bodies or agencies, such as the Wisconsin Department of Children & Families or the Wisconsin Department of Administration, must refrain from using AI in any circumstance that would be contrary to such regulatory body guidance.
- *No unethical or unlawful use.* This includes content that is misleading, harassing, discriminatory, or otherwise violates County policy or core values, or applicable law. Employees should avoid using AI in situations that pose ethical, operational, or other serious risks. If, through the course of using AI, you think its outputs may have inadvertently strayed into one of these areas, stop where you are and notify your supervisor.
- *Be wary of potentially copyrighted material.* Generative AI tools may rely upon material that is copyright protected, such as branded images, slogans, photos, or other trademarked content. Further dissemination of such information can expose the county to liability.

Permitted Uses and Approved Generative AI Tools:

- Buffalo County recognizes Microsoft 365 Copilot (M365) as a secure AI tool for internal use and approved for active use consistent with this policy. Copilot has been evaluated and is available under the County's current IT licensing program. The public version of Copilot is not approved for active use. Employees may use M365 Copilot for tasks consistent with this policy, such as drafting internal content, generating educational resources, and supporting administrative workflows, provided that:
 - All outputs are reviewed by a qualified staff member before dissemination.
 - Use complies with Buffalo County's privacy, security, and ethical standards.
- Use of other Generative AI tools, except the passive use of generative AI embedded in an internet browser, require the approval of both the Department Head and the County Administrator. "Passive use" means using a web browser's built-in generative AI features only for single, one-directional search queries, similar to traditional internet searching. It does not include conversational, iterative, or back-and-forth interactions with the

embedded AI. Any use that involves follow-up questions, refinement of responses, or extended dialogue constitutes active use and therefore requires approval as outlined in this section.

Obligation to Report Non-Compliance & Violation Response:

- Buffalo County employees aware of any conduct that may violate this policy have a responsibility to report it. Individuals are encouraged to make reports through normal reporting relationships beginning with their immediate supervisor or as otherwise provided under Buffalo County employee conduct policies.
- The County will investigate and respond to all reports of violations of this policy. Violations may result in the loss of access, or prohibition of use, to these tools and disciplinary action up to and including termination.

Required Training and Acknowledgement:

All personnel must complete Buffalo County's **AI Awareness and Responsible Use** training and all ongoing training and education as assigned. Supervisors are responsible for ensuring staff understand and comply with this policy.

Policy 405 – Effective June 23, 2026



COUNTY BOARD RULES OF GOVERNMENT

[Exhibit A to Ordinance #26-03-07](#)

Updated: March 23, 2026

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 ORGANIZATION

2.01 County Board Meetings

The two-year period 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

The Board Chair, Vice- Chair and County Administrator appoint 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 News, 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.

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.

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 3	COUNTY BOARD OFFICERS
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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 the Committee of the Board and Executive Committees.

(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.

3.04 Members of the Public appointed to Committees

- (A) Voting Rights:** Citizen members appointed to Standing Committees have an Advisory vote, with the exception of the DHHS/VSO and Land Management Committees in which the vote would be Binding as those citizen members are required by state statute. Citizen members appointed to Sub Committees have a Binding Vote. Citizen members shall not vote for Chair or Vice Chair of a Standing Committee with the exemption of DHHS/VSO and Land Management committees.
- (B) Compensation:** Citizen members appointed to any committee shall receive \$75.00 for each day's attendance at a committee meeting and 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 member utilizes his or her personal vehicle for the travel.

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 minutes per 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. Next Meeting Date and Time
16. Closed Session (if any)
17. 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. Next Meeting Date and Time
15. Closed Session (if any)
16. 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 for 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 sign-in sheet provided 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 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. 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.

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.

COUNTY BOARD RULES OF GOVERNMENT

Appendix A

STANDING COMMITTEES:

Executive Committee: Three members consisting of 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.

Health and Human Services/Veterans Committee (DHHS/VSO): 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, and~~ Three County Board members shall serve on the Land Information Council.

Committee of the Board: At least six members of the County Board, being the chairs of each committee 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 and the County Board Vice Chair shall serve as the vice chair of the committee.

Economic Development: Four County Board members, plus one member from the public.

All 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 from the County Board.

Historical: One County Board member.

Land Information Council: Three County Board members from the Land Management Committee and five other members to include GIS, Chief Deputy Sheriff's Office, Treasurer, Surveyor, and Register of Deeds.

Winding Rivers Library: One County Board member and one citizen member.

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

Highway Safety: Five or more citizens 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 a local fire department.

Fair: One County Board member from the Land Management UW-Extension 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 and one Board member of which is the Fair Association representative. and one member may be an at-large County Board member).

Flyway Trail: County Administrator or designee.

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

Veterans Commission: Three citizen members.

LEO Workforce Development Board: County Board Chair or designee being a County Board member.

ADRC Committee: One member of the DHHS/VSO Committee

Woodland Commission: Chair of the DHHS/VSO Committee



Buffalo County Ordinance

Drafted By: Lisa Schmitt

Presented Month/Year:

May 2026

Involved Committees:

Finance/HR Committee

County Department:

Administration

Fiscal Impact: YES / NO

ORDINANCE #26-06-_____

AN ORDINANCE TO IMPOSE A FEE ON WORTHLESS PAYMENTS

WHEREAS, Section 59.54(24), Wis. Stats., allows the County Board to enact and enforce an ordinance setting a fee to be charged to any person who issues a worthless payment to a county office or agency; and

WHEREAS, the County Board of Supervisors recognizes the need to have a policy regarding charging a fee for any worthless payments issued to a county office or agency; and

WHEREAS, the County Board of Supervisors has established a Thirty-Five Dollar (\$35) fee as the appropriate fee to be charged; and

NOW, THEREFORE, BE IT ORDAINED by the Buffalo County Board of Supervisors as follows:

Any person who tenders a worthless payment to any Buffalo County department or agency shall be liable to Buffalo County for the amount for which the payment was tendered and an additional fee of Thirty-Five Dollars (\$35).

For purposes of this ordinance 'worthless payment' has the meaning given in applicable Wisconsin law.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this 22nd day of June 2026.

Dennis Bork, County Board Chairperson



Buffalo County Ordinance

ATTEST:

Lisa Schmitt, County Clerk

Finance and Human Resources Committee:

Dennis Bork

Max Weiss

William Bruegger

Carol McDonough

Brian Michaels

Legal-Fiscal-Administrative Approvals:

Legal Note:

Fiscal Impact:

Karina O'Brien, Corporation Counsel

Date

Dennis Bork, Finance-HR Comm. Chair

Date

Lee Engfer, County Administrator

Date



Buffalo County Ordinance

Drafted By: A. Dunlevy
Month/Year: June 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 Mondovi

Whereas, a petition for a map amendment/rezone of a parcel of land located in Section 4, Town of Mondovi, from ANR 20 to Industrial was received from Kyle Fagerland and;

Whereas, official notice has been published in the Buffalo County News on May 21st and May 28th, 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 June 5th, 2026, and;

Whereas, the Town Board, Town of Mondovi 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 June 5th, 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 Mondovi; parcel # To be Determined from parent parcel 026-00081-0000, said parcel of land containing 1.15 acres more or less, shall be rezoned from ANR 20 to Industrial Zoning.

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



Buffalo County Ordinance

Land Management Committee:

Max Weiss

William Bruegger Sr.

Gary Stanton

Robert Sendelbach

Chris Lindstrom

Joe Bragger

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

Investment Notes				
5/13/2026	From LGIP to Alliance \$900,000			
5/20/2026	From WISC PMA to General \$750,000			
5/27/2026	From WISC PMA to Alliance \$5,720,120.81			
5/13/2026	Closed LGIP Health and Comm Block moved to Alliance			
6/2/2026	Closed out Trust Point and moved final balance to Alliance / Market Adjustment on Interest			
	GENERAL CASH			\$9,017,496.93
	WAUMANDEE CDARS/CDS			\$1,000,000.00
	TOTAL GENERAL FUNDS			\$10,017,496.93
	CAPX CDARS			\$675,000.00
	TAX DEED			\$8,699.90
	LAND RECORDS			\$238,413.21
	VEHICLE REPLACEMENT			\$46,643.48
	HEALTH INSURANCE			\$79,590.30
	DEBT SERVICE			\$201,536.12
	RECYCLING			\$94,270.07
	ORTHO/LIDAR			\$72,068.24
	OPIOID FUNDS			\$220,874.68
	COMMUNITY BLOCK GRANT FUNDS			\$27,033.46
	2021 AMERICAN RESCUE FUNDS			\$277,371.09
	2024 NOTE FUNDS			\$711,218.97
	TOTAL OTHER FUNDS			\$2,652,719.52
	SALES TAX 2026 YEAR TO DATE	Jan-Feb		\$214,053.09
	YEAR TO DATE INTEREST			\$62,024.62
	TOTAL RECEIPTS			\$2,202,778.93
	TOTAL DISTRIBUTED			\$2,303,666.64
	UNPAID TAX REPORT PAYABLE			
	2023-2024 Delinquent			\$175,921.41
	2025 Delinquent			\$417,403.88
	2025 Postponed			\$5,026,573.14
	TOTAL OUTSTANDING TAXES			\$5,619,898.43