



Notice of Public Meeting

AGENDA

Committee: Buffalo County Board of Supervisors – Committee of the Board
Date: Wednesday, September 7, 2022
Time: 8:30 a.m.
Location: 3rd Floor County Board Room
Remote Access: [Click here to join the meeting](#)

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

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Job Descriptions for County Clerk's Office, Register of Deed's Office, and Treasurer's Office
6. Review/Discussion/Action ~ Rules of Government
 - a. *Committee Chair Per Diem*
 - b. *Create Land Management Committee*
 - c. *Remove Zoning Committee and Land Conservation/Ag Extension Committee*
 - d. *Executive Committee Amendment*
 - e. *UW Extension Home Committee*
 - f. *Other Updates*
7. Review/Discussion/Action ~ Election of Member to Serve on Executive Committee
8. Review/Discussion/Action ~ ARPA Funds
9. Review/Discussion/Action ~ CAPX2020 Funds
10. Chairperson's Report
11. Administrative Coordinator's Report
12. Public Comment Unrelated to Agenda Items
13. Review/Discussion/Action ~ Next Date and Time
14. Adjournment.

Date: September 1, 2022

Dennis Bork, Chair

By: Roxann Halverson, County Clerk

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

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

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

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

Buffalo County Minutes

Committee: Committee of the Board

Meeting Date: Monday, February 21, 2022

Chair Dennis Bork called the meeting to order at 8:30 a.m.

Members Present: Mr. Dennis Bork, Mr. Larry Grisen, Ms. Mary Anne McMillan Urell, Mr. Dwight Ruff, and Mr. Mike Taylor. Mr. Max Weiss joined the meeting at 8:44 a.m. Mr. Don Hillert was absent.

Others Present for All or Portions of the Meeting: Mr. Ryan VanDeWalle, Ms. Roxann Halverson, Mr. Lee Engfer, Mr. Steve Nelson, Ms. Carol McDonough, Mr. Logan Olson, Mr. Matthew Prieur, and Sheriff Mike Schmidtknecht. Ms. Carol Burmeister, Mr. David Danzinger, Mr. David Brommerich, Ms. Brenda Berning, Ms. Lisa Schuh, Ms. Tina Anibas, Mr. Marvin Rieck, and Mr. Mike Owecke appeared via Teams.

Minutes of the Previous Meeting: Ms. Mary Anne McMillan Urell made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Allocation of funds from the American Rescue Plan Funding (ARPA): A discussion was held on compensation for employees resulting from COVID efforts. The Committee of the Board originally set a max of \$55,000.00 to be allocated to employee compensation. The Finance Committee reviewed the additional expense of payroll taxes and voted in favor of \$60,000.00 cap. Since this time, it was discovered that two employees were promised compensation that were not in the original figures. Committee members discussed a different tiered system so that all employees receive compensation or not paying any compensation. Employees that no longer work for Buffalo County will not be eligible for this pay. Ms. McMillan Urell made a motion to set Tier 1 at \$1,500.00 or \$71.43 per month for employees that were not employed with Buffalo County the full 21 months, Tier 2 will be set at \$750.00 or \$35.71 per month for employees not employed with Buffalo County the full 21 months, and Tier 3 will be \$100.00 or \$4.76 per month for employees not employed with Buffalo County the full 21 months, seconded by Mr. Ruff. A roll call vote was taken. All in favor. Carried.

The Western Buffalo County Ambulance Service requested \$11,885.00 of ARPA funds to help with equipment purchases and training of new EMR staff. A discussion was held on helping them obtain grants rather than using ARPA funds. Mr. Ruff made a motion to table this item, seconded by Ms. McMillan Urell. Carried.

A resolution will need to be drafted and presented to County Board in March for the employee compensation, Highway signs, financial system, and radio towers.

Review/Discussion/Action regarding Administrative Coordinator Goals: Mr. VanDeWalle explained some items he has seen so far that need attention. The financial system is the number one item that needs to be addressed. Once a new system is up and running it will save money and staff time. He would also like to work on more cross training of staff so in the event someone leaves employment there is not a gap of the work being

completed while someone new learns the job. He would like to see written details of job duties so that someone could step in and follow those instructions to get the work completed. He will also be continuing to work on communication between himself and employees and Supervisors and retention of employees.

The Committee Members discussed integrating Land Conservation, Zoning and GIS. They would like more cross training in departments and sharing resources with other counties.

Mr. VanDeWalle discussed a recent Administrator's meeting he attended. At the meeting combining resources with other counties was discussed as a way to help counties save money, as well as a reduction in hours the courthouse is open.

The Committee May Go into Closed Session to Discuss Employee Performance: Ms. McMillan Urell was not sure closed session was needed at this time as she would like more time to discuss some issues with the department. She would also like HR to look at a hiring policy and establishing who is on an interview committee.

Mr. Weiss made a motion to go into closed session, seconded by Mr. Ruff. Mr. Bork-yes, Mr. Weiss-yes, Mr. Ruff-yes, Ms. McMillan Urell-yes, Mr. Grisen-yes, and Mr. Taylor-yes. Carried.

Mr. Taylor made a motion to return to open session, seconded by Mr. Weiss. Mr. Ruff-yes, Mr. Grisen-yes, Mr. Weiss-yes, Mr. Bork-yes, Mr. Taylor-yes, and Ms. McMillan Urell -yes. Carried.

Chair Report: Chair Bork has reached out to area counties to discuss combining resources. He is meeting with Pepin County soon and Jackson County has returned his call, but nothing is set up yet.

Administrative Coordinator Report: Mr. VanDeWalle has been reviewing invoices as they come in and reaching out to vendors to better determine if the services are needed or are being obtained by another vendor. He does see some savings with legal counsel and will be looking into this more.

Public Comment: None.

Adjournment: Mr. Weiss made a motion to adjourn at 11:01 a.m., seconded by Mr. Ruff. Carried.

Respectfully Submitted:

Roxann Halverson
Buffalo County Clerk



POSITION DESCRIPTION

Department: County Clerk

Position Title: Chief Deputy County Clerk

Pay Classification: K

Exemption Status: Hourly – Non Exempt

Direct Supervisor: County Clerk

Date: ~~July 24, 2013~~ June 2022

Purpose of Position:

This is a highly responsible position to which to the Buffalo County Clerk shall appoint one or more deputies, who shall hold office at the Clerk's pleasure. The employee is appointed by the County Clerk under statutory authority, as stated in Wisconsin Statute 59.23 and serves under oath to perform the duties of the County Clerk in the absence of the County Clerk.

This position is required to perform varied and challenging tasks as assigned by the Buffalo County Clerk. The person in the position of Chief Deputy County Clerk will assist with planning and coordinating the department's functions of providing administrative services and related matters as required by Wisconsin Statutes 59.23 to the County Board of Supervisors and to the general public. Statutes or circumstances may require the completion of tasks within strict time constraints. Additional non-statutory responsibilities are also an expectation of this position. They must know all aspects in the running of the County Clerk's Office, be very detailed oriented and well organized.

Essential Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Elections:

- Performs as Chief Election Deputy. Prepares election supplies for all county, state, federal, municipal, and school elections. Proofs and prepares ballots prior to ordering. Assists in compiling the number of ballots to order for each election. Assists in maintenance and distribution of voting equipment and voting equipment supplies. Works closely with all municipal clerks for distribution of election supplies prior to each election and the return of election results after each election. Must adhere to all laws and regulations for election security.
- Provides Statewide Voter Registration System Services to ~~24~~ 20 Municipalities

(WisVote). Use the WisVote program to enter voter registration forms, candidate information, correct address errors, process Geocode address verification, track absentee ballots (requests, mailing, and returns), update voter records (moved or deceased), print poll books and, enter poll book information after each election.

- Must maintain a strong working relationship with Municipal Clerks.
- Must supervise 23 municipal clerks during the election process and assist with needs they may have. Must train municipal clerks and election workers on new election laws and changes to procedures.
- Serves on Board of Canvass, certifies election results and properly stores election materials for retention and re-utilization.
- Responsible for destruction of election materials based on state and federal guidelines for retention periods.
- Prepares and publishes all election notices.
- Prepares election reports, posts the results to the website on election night and reports the results to the WI Election Commission GAB following the County Board of Canvass.
- Obtains and files Oath of Office forms for all county officials, deputies, and county board supervisors.
- Prepares invoices and records payments of yearly administrative fee charged to municipalities for election data entry. Prepares invoices and records payments of election costs that are charged to the municipalities for election supplies.
- Must be able to work extended hours during times of elections, with a requirement of working on election night until all results are in and the reporting requirements are completed.

Marriage Licenses:

- Responsible for the review and acceptance of all documents provided by a couple for obtaining a marriage license and the issuance of the marriage license pursuant to WI State Statutes. Complete application and license with the approved documents in the online state program. Witness the couple signing the documents under oath.

Marriage License Applications

- ~~Domestic Partnership Agreement Applications~~
- ~~Termination of Domestic Partnership Agreement Applications~~

DNR:

- Responsible for the sale of DNR licenses and registration renewals as agent of the DNR (hunting & fishing, ATV/UTV and boat registration renewal).
- Manages and prepares daily and weekly DMV & DNR reports. Reconciles income with Treasurer's Office.
- ~~DMV Title Transfers & sticker renewals as agent of the State~~
- ~~ATV, UTV, Snowmobile, Boat Registration as agent of the DNR~~

Dog Licenses:

- Organizes, manages and keeps accurate records of the distribution of dog tags to local municipalities and reconciles annual reports filed with Department of Agriculture.
- Organizes, manages and keeps accurate records of dog license tags and kennel licenses sold through this office and report those sales annually to the Department of Agriculture.
- Responsible for collecting late fees on dog licenses and kennel licenses after April 1st.

- Assists municipalities with dog license brochures and letters to send to individuals who have not applied for dog licenses or kennel licenses.
- Processes dog damage claims.

County Board and Committee:

- Responsible for compiling, posting, filing and distributing all packets, agendas and minutes for the Buffalo County Board and Committees. Uploads each packet to the County Board Supervisor's tablets, to the county website, and emails to each County Board Supervisor and Administrative Coordinator.
- Responsible for monitoring and updating website as needed.
- Acts as recording secretary for County Board and other committees in absence of County Clerk.
- Assists in the preparation and distribution of County Directory. This contains information regarding county, town, village and city officials and contact information.
- Responsible for the preparation and distribution of County Proceedings book.
- Maintains Ordinance and Resolution files and posts them on the county website for public view.

General Office Duties:

- Responsible for the acceptance/filing of claims against the County in the absence of the County Clerk. Copies and distributes the notice of claim against the County to Corporation Counsel and the Administration Office.
- Responsible for the acceptance, review and filing of Timber Cutting/Intent to Harvest Notices. Must also distribute copies to the Buffalo County Treasurer (to ensure taxes are paid) and to the DNR Forester. If taxes are not paid the Chief Deputy must contact the owner and logger to ensure those taxes are paid prior to any cutting of timber.
- Responsible for distribution and display of Buffalo County tourism information and tourism information from other counties.

~~• Sale of Plat Books~~

- Responsible for ordering and distribution of office/computer supply inventory. Performs price checks to ensure the best possible price is being obtained by the county. Tracking of supplies taken from inventory or needing to be ordered.
- Responsible for creation of business cards and business envelopes for various departments in the courthouse.
- Compiles information for open records requests. Must be able to discern between confidential records and those records available for public inspection.
- Assists in the Large Assembly Application/Permit process.
- Assists with Apportionment of County Taxes.
- Responsible for daily cash accounting and reconciliation.
- ~~• Assists public with information regarding county, town, village or city information~~
- Assist with inquiries or complaints from public and make appropriate referrals to the correct departments.
- Answers telephones, takes messages, handles routine inquiries and provides technical information regarding the services offered by this office and other offices within the courthouse.
- Responsible for repair and maintenance of the postage meter and ordering of all supplies. Trains other county staff on the use of the postage meter and assists with issues they may have.

- Responsible for maintenance of the county copiers/printers. Responsible for ordering printing supplies, obtaining monthly meter readings, and submitting of reports.
- Manages and keeps accurate files of all County Contracts/Leases.
- Maintains retention of records as required by Statute/Ordinance.
- Assists with Tax Deed process from acquiring the property to selling the property.
- Prepares and distributes monthly invoices for copies, postage, and office supplies.
- ~~Daily reconciliation of County Clerk Petty Cash Drawer~~
- Assists with preparation of annual report.
- Assists with budget preparation.
- Assists with updates to website department pages, posting employment opportunities, and other updates as needed.
- Organizes and prepares snowmobile grants. Prepares and tracks expenses in DNR online program. Reconciles account and reimbursement with the Financial Advisor in the Administration Office.
- Maintains and reconcile accounts for Wildlife Damage, Wildlife Bounty, and Deer Donations. Reconciles account and reimbursement with the Financial Advisor in the Administration Office.
- Performs other duties as assigned by the County Clerk.

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

- Associates Degree in Office Administration/Management and/or ~~four (4)~~ three (3) to five (5) years office experience.
- Equivalent combination of education and experience which provides necessary knowledge, skills and abilities may be considered.
- Must obtain certification from WEC for WisVote services within 6 months of hire date.
- Must maintain a minimum of six (6) hours of continuing election administration education/certification each year.

Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, ~~fax machine~~, calculator, photocopier, and printer. ~~and TV/VCR.~~
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

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

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

Employee's Signature

Supervisor's Signature

Date

Date

Home Committee Approval:

HR Committee Approval:

BUFFALO COUNTY

POSITION DESCRIPTION

Department: Register of Deeds
Position Title: Chief Deputy Register of Deeds
Pay Rate: Hourly – Exempt-Non-Exempt

Classification K

Direct Supervisor: Register of Deeds

Date: ~~January 2018~~ September, 2022

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Purpose of Position:

~~This position is appointed by the Register of Deeds, and shall work under the Register's direction. This position is comparable to a supervisory position, and responsibilities include but are not limited to interpreting state statutes related to the Register of Deeds duties, recording documents and financial aspects of the register of Deeds office, in addition to full responsibility and duties of the Registrar during the Registrar's absence.~~

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Wisconsin Statute 59.53 and 69; this position is appointed by the Register of Deeds and shall hold office at the register's pleasure. The Deputy shall aid the register in the performance of the register's duties under the register's direction, and in case of the register's vacancy or absence or inability to perform the duties of the register's office the deputy shall perform those duties until the vacancy is filled or during the continuance of the absence or inability.

Prepares and maintains records for the Register of Deeds office by performing advanced and complex variety of time sensitive real estate and vital record transactions, clerical, financial and administrative functions.

Essential Duties:

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

- ~~Coordinates own work, and work independently. Assures operational policies, goals, and objectives, and office procedures are carried out according to federal, state and county laws, ordinances, and resolutions, rules and regulations.~~
- Ability to interpret statutes, policies, regulations, laws, and procedures.

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- Assist in developing long and short-range planning and needs assessment for the improvement of the office.
- Ensure confidentiality of all records as required by law.
- Review all documents presented for recording and records documents that meet standard document requirements, assures all real estate transfer returns are validated and accounted for.
- Accept, process, and issue Birth, Death, Marriage, Divorce and Military Discharge records following statutory requirements.
- Responsible for the collection of payments, and accurate financial record keeping.
- Prepare daily deposits, month end balancing and assists with year end financial reports
- Administer monthly billing, review and monitor timely payments for on-line account users
- Provide information for public requests; online, in person, and by phone
- Perform Notarial Acts as stated in Wisconsin Statutes
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Enforce state and local rules for public research and handling of records
- Provide education, assistance and technical support to genealogists, realtors, attorneys, title searchers, surveyors, appraisers and the general public using office and computer index system
- Contact Corporation Counsel for advice in regard to Register of Deeds business as necessary
- Update Register of Deeds website as needed
- Always presents self in a professional and courteous manner
- Attend meetings and trainings as required and scheduled
- Must keep current with statutory changes and procedures related to Register of Deeds
- Any other duties required by Wisconsin State Statutes or as directed by the Register of Deeds

- ~~Reviews all documents presented for recording; calculate filing fees and transfer tax fees and determines if the transfer return is submitted with the proper transfer tax exemption.~~
- ~~Preps documents; applied barcode, transaction number and document ID to document, and scans document into AVID recording software. Accurately adds document type, enters WIDOR transfer fee or transfer fee exemption number, receipts tender and calculated fees, accepts or rejects documents for recording.~~
- ~~Processes documents; accurately enters grantor and grantee indexing, consideration, document date, parcel numbers, related document numbers, and legal description as presented on document. Reviews scanned images~~

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for clarity and completeness. Adds internal or external notes as appropriate. Accepts or rejects document for recording.

- ~~Audits documents processed by other office staff. Verifies grantor, grantee indexes, legal description index and scanned images for accuracy. Makes additions and corrections as appropriate.~~
- ~~Posts funds to the record. Accepts receipted amount due for the recording. Endorses checks and prints receipts as needed. Prints out rejection letters and attaches to documents. Prints address labels and returns documents to appropriate address.~~
- ~~Enters and validates transfer tax returns into the Wisconsin Department of Revenue website. Runs WIDOR report from AVID to compare with the DOR site assuring all transfer returns are validated.~~
- ~~Accepts and rejects electronically submitted documents using the same standard document requirements and procedures as paper documents.~~
- ~~Runs daily fund summary, tender options summary and transaction fee by account number reports for calculating daily deposit. Enters cash, checks and ACH amounts into excel spreadsheet and verifies total with reports to reconcile daily deposit. Void and correct transactions as needed.~~
- ~~Verifies account summary totals are correctly calculated based on transaction type.~~
- ~~Runs transaction report from State Vital Records Information System (SVRIS) and compares transaction report matches AVID vital record report.~~
- ~~Sends electronic deposit report to Treasurer's Office and takes deposit to their office, and signs for cash deposited. Records deposit into excel spreadsheet.~~
- ~~Monitors Laredo user's contracts for accurate and timely payment per contract language. Sends late notices as needed.~~
- ~~Calculates contract fees, copy fees and minute over use rates are accurately billed from Fidar's monthly billing invoice for Laredo and Tapestry use. Approves invoice and sends to Administration office for payment.~~
- ~~Processes receipts for copy fees, Birth, Death and Marriage record fees, Monarch fees, Tapestry fees, Laredo Fees, and Laredo user contract fees into proper accounts in AVID and records receipts in excel spreadsheets marking fees paid.~~
- ~~Accepts proper application, identification and tangible interest is submitted for Birth, Death, and marriage record requests.~~
- ~~Issues all birth records through State wide issuance in the SVRIS program; enters application and searches for record in statewide system, and notifies state to add record if needed. Issues record on security paper and properly calculate copy fees due and receipts for payment in SVRIS program and into AVID cash receipting program applying tender and fee to appropriate fund.~~
- ~~Processes incoming and outgoing mail.~~
- ~~Ensure confidentiality of all records as required by law.~~

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- Files DD-214 Military Discharge papers as presented by Veteran Service officer or Veteran and index into AVID and enters in shared excel spreadsheet.
- Keeps military records confidential. Issue copies only to the VSO or the Veteran, when presented with a completed State Vital Records Office approved application and proper identification.
- Performs Notarial Acts as stated in Wisconsin Statutes.
- Prepare financial reports as necessary.
- Calculates and prepares and sends monthly invoices for charge customers for copies of vital records or land record. Receipts payment in SVRIS and AVID cash receipting program applying tender and fee to appropriate fund and sends late notices if applicable.
- Calculates and projects revenues and fees from Laredo user contracts, Tapestry, Monarch and copy fees for budget planning.
- Runs Fund Summary report for year end report. Compiles statistical reports such as, electronic recording report, WIDOR report, recorded document report and vital record reports for Annual Report.
- Capable of handling cash, making change, generating receipts and other financial reports.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Provide technical support and assistance to genealogists, realtors, attorneys, title searchers, surveyors, appraisers and the general public in the use of office indexes and computer index system.
- Monitor public use of records and enforce office rules for public research.
- Assists Genealogy researchers are properly sign in using the SVRO approved genealogy request to search records form.
- Assures researchers are properly handling and viewing vital records, preserving the confidentiality requirements set for by the SVRO office and state statutes.
- Refers public users to Fidlra for technical support as needed.
- Uses Laredo, AVID, and GCS Property Assessment programs and manual tract system to aid in locating deed requests and determining ownership of property.
- Emails or mails copies of record requests as needed. Calculates proper fees and receipts payment through POINT AND PAY CREDIT CARD PAYMENT prior to sending documents.
- Attend meetings and trainings as required and scheduled.
- Reviews all statutory changes and procedures related to Register of Deeds office.
- Processes incoming and outgoing mail.
- Contacts Corporation Counsel for advice in regard to Register of Deeds business when necessary.

- ~~Edits and adds information to the Register of Deeds Website at least quarterly or as needed.~~
- ~~Verifies and adds validation of legal descriptions through ANCHOR program~~
- ~~Keeps updated addresses and contact information for our Laredo contract users.~~
- ~~Maintains contact information and email addresses for all submitters using SWIFT for returning recorded documents via email.~~
- ~~Sends FRAUD ALERT brochures to parties purchasing properties.~~
- ~~Always presents self in a professional and courteous manner and be a team player.~~
- ~~Any other duties required by Wisconsin State Statutes or directed by Register of Deeds~~

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Minimum Training, Experience, and Qualifications:

- Associates degree in Business, Accounting, ~~Land Records-Para Legal~~ or a related field with ~~3-5 years experience in Land Title Service, Banking or related field, a strong background or exposure in land record related experience, or equivalent combination of education and minimum five years office experience, supplemented by courses in real estate principles and laws desired.~~
- ~~Must pass the State Vital Records test within six months of employment.~~
- Knowledge of office practices, procedures, legal terminology, land record terminology, reading legal descriptions and office equipment.
- Must be knowledgeable in the use of computers, accounting practices, land records, legal documents, and a variety of software, including but not limited to Microsoft Office, Excel, Outlook, and imaging software.
- Ability to operate a variety of office equipment ~~and machinery~~, including but not limited to scanners, telephone, fax machine, calculator, photocopiers ~~and microfiche reader.~~
- Ability to perform mathematical calculations including addition, subtraction, multiplication, division and percentages.
- ~~Must be capable of handling cash, and make change.~~
- ~~Strong oral, written communication and problem solving skills.~~
- ~~Must have excelant customer service skills and ability to handle stressful situations.~~
- ~~Capable of handling cash, making change, generating receipts and other financial reports.~~
- ~~Must be attentive to detail and have good proof-reading skills,~~
- ~~Ability to read cursive writing is required,~~
- ~~Required to take oath of office, per statutory requirement,~~
- ~~Required to sign confidentiality and non-disclosure agreement per State Vital Records Office,~~

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Physical Requirements:

- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort from sedentary to light work typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.

Environmental Adaptability:

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

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Employee's Signature

Supervisor's Signature

Date

Date

~~6/16/14 Finance committee~~

~~7/10/14 HR committee~~

~~7/11/14 Administration office~~

~~7/11/14 Entered on P-Drive~~

~~03/19/2018 Updated Job Description (arl)~~

~~Home Committee~~

~~HR Committee~~

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BUFFALO COUNTY

POSITION DESCRIPTION

Department:	Treasurer's Office
Position Title:	Real Property Lister / Chief Deputy Treasurer
Pay Classification:	J
Exemption Status:	Hourly – Non-Exempt
Direct Supervisor:	County Treasurer
Date:	August 2022

Purpose of Position:

As the Real Property Lister, this position would be responsible to oversee the process for maintaining accurate ownership and description information for all parcels. Also maintains tax and assessment records and creates tax bills for municipalities. Supports the County Treasurer with daily tasks including receipts and deposits of payments, maintains cash balances/ledgers, and coordinates disbursements. Per statute 59.25 the deputy position is required to take an official oath in which he/she promises to faithfully perform the duties of the office in the absence of the treasurer.

Essential Job Functions:

- Coordinates assessment process throughout the year. Maintains county assessment and real property records. Maintains surveys and assists county surveyor. Assisting and helps all employees with real property questions and concerns.
- Works with the State Department of Revenue and other government offices as needed in the administration of the various state statutes and law changes.
- Maintains and reports annual assessments and XML files to the state for all 23 townships.
- Attends annual conference / training for real property listers.
- Keeps current on changes in property tax laws for property listing and collections.
- Responsible for creating and maintaining real property ownership records and descriptions for 12 of the 23 municipalities. Proofs documents and information for accuracy, completeness, and legality of property descriptions, title or ownership of said property, and compare data to existing records for conformity. These sources include documents from the

Register of Deeds, the Department of Revenue, Natural Resources, Assessors, Surveyors and Municipalities. Communicates with drafters (lawyers and title companies) of documents to correct discrepancies as needed.

- Responsible for the preparation and maintenance of the tax parcel mapping using County Geographical Information System (GIS) software and methods. Works with Land Information office to standardize and create parcel maps. Also assists with remonumentation mapping.
- Responsible for administration of the Listing of Real Property. Works closely with clerks, treasurers, and assessors of local units of government in the processing and assembling of data for the preparation of the work rolls, assessment rolls, notices, special assessment rolls, tax rolls and tax statements.
- Report MFL transfers to the DNR and send errors as found.
- Provides all information available and requested for the use of assessors, city, village and tax district clerks and treasurers, and county offices in addition to the public.
- Enters general receipts, prepare deposits, print and disburse all payments for county.
- Receives and receipt payments of taxes.
- Receives and receipt all general finance deposits for the County.
- Reconciles bank statements for all County Accounts. Reconcile unpaid tax accounts with Finance Department.
- Performs office and clerical duties including, but not limited to: updates computer records, including records of land related transactions, enters and verifies data from various sources; prepares documents and correspondence including typing reports, letters, memos, forms; photocopies documents; files information.
- Backs up computer financial system files daily, manage off-site backups.
- Assumes all and any duties and responsibilities of County Treasurer in his/her absence.
- Other duties assigned by County Treasurer.

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

- High School Diploma or equivalent is required. An associate degree in Office Management or a related field is preferred.
- 2 to 3 years of office experience, supplemented by courses relating to real estate principles and laws, GIS mapping and/or accounting is required.
- Advanced computer skills are required.

Physical Requirements:

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry.
- Ability to operate motor vehicle, two-way radios, computer keyboard, fax machine, telephone, measuring tape, level, calculator/adding machine, transit, metal locator, computer terminal, shovel, hammer, pickax, level, tape measure, measuring wheel and drafting instruments.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, lifting, carrying, pushing, crawling, crouching, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms and sounds associated with job-related objects and materials.

Environmental Adaptability:

Ability to work under safe and variable conditions where variations or extremes in temperatures, odors, toxic agents, violence, noise, vibrations, wetness, disease and dust are minimal and pose little to no risk of injury.

Important Notes:

Office procedures are governed by Wisconsin Statute 59.25 at the direction of the County Treasurer and must be executed accordingly.

The **Chief** Deputy County Treasurer takes an oath and is expected to perform all the functions of the Treasurer in his/her absence. Included but not limited to, financial recordkeeping, reconciliation of bank statements, monthly / quarterly reporting, monthly / quarterly vouchering of payments due, maintaining investing, and bank account management, is a function of the position.

Employee reports to the County Treasurer and is cross trained with all duties throughout the office and some duties are rotated.

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

Employee's Signature

Supervisor's Signature

Date

Date

Home Committee Approval:
HR Committee Approval:

BUFFALO COUNTY

POSITION DESCRIPTION

Department:	Treasurer's Office
Position Title:	Deputy Treasurer/ Mapping Coordinator
Pay Classification:	K
Exemption Status:	Hourly – Non-Exempt
Direct Supervisor:	County Treasurer
Date:	August 2022

Purpose of Position:

This position prepares and maintains tax parcels, surveys, and remonumentation mapping. Also maintains tax and assessment records and creates tax bills for municipalities. Supports the County Treasurer with daily tasks including receipts and deposits of payments, maintains cash balances/ledgers, and coordinates disbursements. Per statute 59.25 the deputy position is required to take an official oath in which he/she promises to faithfully perform the duties of the office in the absence of the treasurer.

Essential Job Functions:

- Responsible for the preparation and maintenance of the tax parcel mapping, survey maps, and remonumentation mapping using County Geographical Information System (GIS) software and methods. Coordinates with Land Information office and County Surveyor to assure accuracy of points.
- Responsible to coordinate with GIS on updates and mapping changes as needed.
- Attends training as new versioning comes out with mapping and assist others in the office as needed.
- Responsible for creating and maintaining real property ownership records and descriptions for 6 of the 23 municipalities. Proofs documents and information for accuracy, completeness, and legality of property descriptions, title or ownership of said property, and compare data to existing records for conformity. These sources include documents from the Register of Deeds, the Department of Revenue, Natural Resources, Assessors, Surveyors and Municipalities. Communicates with drafters (lawyers and title companies) of documents to correct discrepancies as needed.

- Responsible for administration of the Listing of Real Property. Works closely with clerks, treasurers, and assessors of local units of government in the processing and assembling of data for the preparation of the work rolls, assessment rolls, notices, special assessment rolls, tax rolls and tax statements.
- Report MFL transfers to the DNR and send errors as found.
- Provides all information available and requested for the use of assessors, city, village and tax district clerks and treasurers, and county offices in addition to the public.
- Enters general receipts, prepare deposits, print and disburse all payments for county.
- Receives and receipt payments of taxes.
- Receives and receipt all general finance deposits for the County.
- Reconciles bank statements for all County Accounts. Reconcile unpaid tax accounts with Finance Department.
- Performs office and clerical duties including, but not limited to: updates computer records, including records of land related transactions, enters and verifies data from various sources; prepares documents and correspondence including typing reports, letters, memos, forms; photocopies documents; files information.
- Backs up computer financial system files daily, manage off-site backups.
- Assumes all and any duties and responsibilities of County Treasurer in his/her absence.
- Other duties assigned by County Treasurer.

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

- High School Diploma or equivalent is required. An associate degree in Office Management or a related field is preferred.
- 2 to 3 years of office experience, supplemented by courses relating to real estate principles and laws, GIS mapping and/or accounting is required.
- Advanced computer skills are required.

Physical Requirements:

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as drawing and data entry.
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Employee's Signature

Supervisor's Signature

Date

Date

Home Committee Approval:

HR Committee Approval:

Summary of changes

Page 5, Rule 8 – Closed Session: Added: (e) The Chairperson of the committee, subcommittee, or board may exclude any member or citizen from closed session portions of meetings pursuant to Wis. Stats. 19.89.

May need better wording, but WCA advised having language in the Rules of Government that allowed exclusion of a Supervisor not on a committee to be excluded from attending a closed session. September 2022 issues Weidner v. City of Racine. An ethic violation a member supposedly committed was in a closed session to discuss the ethics violation and subsequently made an open records request for documents distributed but taken back during closed session. The judge ruled he could have the documents since he was in the closed session meeting.

Page 15, Rule 22 – Agendas. Added to (b) “in the creation of” to have clear language the Chair needs to work with the Dept. Head the creation of the agenda. And included “All agendas shall contain a virtual meeting link.” Now that we have the capabilities we should be offering virtual meetings to the public, not just on County Board meetings.

(g). Added the correct website address.

Page 15, Rule 23 – County Board Documents (a) I removed “mail, or otherwise deliver” and added “upload to County Board members’ tablets” as we do not mail packets any longer to County Board Supervisors. Also added that all documents must be in the packet, not just the resolutions.

Page 16, Rule 23 (b) clarified that it is the County Clerk that will number the resolutions and ordinances. (e) We have 3 signed originals of resolutions and ordinances.

Page 17, Rule 23, (b) Added the chain of events for the Chair, Clerk and Admin to let each other know a Supervisor called in to be excused from a meeting.

Page 19, Rule 27 – Designation of official paper. Updated this to reflect the county official newspaper.

Page 19, Rule 28 – Appointments. Corrected a typo.

Page 21, Rule 29 -Standing Committees. Removed Western Dairyland and Historical Society from standing committees. These are not county committees and were moved to special purpose or non-standing committees on page 22.

Page 22 removed Workforce Development Board as I do not think we have anyone on that committee any longer. Believe it is really called LEO Workforce Development Board.

Page 27-Duties of Standing Committees (i) removed when requested. It was discussed that someone from the committee must sit in on interviews for the respective department and the Department Head must have a committee member there when conducting interviews.

Page 28-Executive Committee- Removed elected officials from this committee. A committee that meets on a regular basis is needed to address issues in a more timely manner for these offices. They will be moved to the Finance Committee.

Page 29 Land Conservation & Ag Extension. Remove the FSA rep and put in citizen member. May want to hold off on this in light of an email from WCA that says the FSA rep is mandated by statute. Also need to look at combining Land Con., Zoning, GIS and Surveyor into one committee and putting AG Extension with another committee (Finance?).

Page 30 corrected a typo. Should be wildlife not deer.

Page 32 correct committee chair per diem to \$50 per meeting.

Page 33 remove ADRC as it is my understanding that is handled by Pepin County now.

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

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

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

RULES OF BUSINESS

RULE 1- ORGANIZATIONAL MEETING

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

RULE 2- ANNUAL MEETING

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

RULE 3- MONTHLY MEETING

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

RULE 4- SPECIAL MEETINGS

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

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

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

RULE 5-JOINT COMMITTEE MEETINGS

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

RULE 6-MEETING TIMES

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

RULE 7-OPEN MEETINGS

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

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

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

RULE 8-CLOSED SESSIONS

- (a) Wisconsin law authorizes closed sessions when necessary to protect the public interest and when holding an open session would be incompatible with the proper conduct of governmental affairs.
- (b) Every meeting must be initially convened in open session. The meeting may subsequently convene in closed session only if a closed session is permitted under Wisconsin Statutes 19.85(1) and the meeting notice provides for a closed session.
- (c) Closed sessions should be held sparingly, and a meeting should remain in open session if there is any doubt about whether a closed session is permitted. All discussion during closed session must be limited to the business specified in the meeting notice for the closed session.
- (d) Discussions held, information presented or obtained, and actions taken during closed sessions are deemed to be confidential information and must not be disclosed without the proper legal authorization. Punitive action may be taken for improper disclosure.
- (e) The Chairperson of the committee, subcommittee, or board may exclude any member or citizen from closed session portions of meetings pursuant to Wis. Stats. 19.89.

RULE 9 -RULES OF PRACTICE

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

RULE 10-CHAIRPERSON

- (a) Election: At the organizational meeting, the County Board shall elect one of its members to serve as Chairperson for a term of (2) years or until such time as a newly elected County Board may be in session or until such time as a successor Chairperson shall be duly elected. The Chairperson shall be elected by a simple majority vote ballot. If multiple members are nominated, the Chairperson shall be elected by a simple majority paper ballot.

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

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

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

RULE 11-VICE -CHAIRPERSON

- (a) Immediately following election of the Chairperson, the County Board shall elect one of its members to serve as Vice-Chairperson by a simple majority vote ballot after nominations from the floor to serve for a two (2) year term, or until such time as a successor shall be duly elected and qualified, who shall act during the absence of the Chairperson.
- (b) The Vice Chair shall serve on the Committee of the Board, Executive Committee, and Vice-Chairperson with voting rights on the Finance Committee and shall be an ex-officio (non-voting) member of all other county established committees. In the absence of a quorum at committee meetings and the Chairperson is unable to attend, the County Board Vice Chairperson's attendance and vote may be counted to achieve a quorum.
- (c) The Vice-Chairperson is responsible to present matters on behalf of the Finance Committee for action required by the County Board and report activities of importance.
- (d) Permanently Vacate: In event of death or resignation of the County Board Vice-Chairperson, a new Vice-Chairperson would be elected by simple majority vote of the County Board at the next meeting.

RULE 12-ORDER OF BUSINESS

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

RULE 13-DETERMINATION OF QUESTIONS

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

RULE 14 -QUORUM AND UNINTENDED QUORUM

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

RULE 15 -STATE OF MOTION

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

RULE 16 -DEBATE

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

RULE 17 -TERMINATION OF DEBATE

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

RULE 18 -MOTIONS ALLOWED

- (a) When a question is under debate, no motion shall be received except:

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

RULE 19-VOTES

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

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

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

RULE 20-REFERAL TO COMMITTEE

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

RULE 21-PUBLIC INPUT

- (a) The purpose of public input is to provide nonmembers with an opportunity to present information to a governmental body. It is not intended to provide for interactive debate or for the cross-examination of citizens or members.
- (b) The chairperson presiding at a meeting may request that a nonmember who wishes to speak provide the nonmember's name, address, telephone number, and topic prior to the start of public input. The individual is permitted to speak to the agenda once per meeting unless granted permission.

- (c) The chairperson presiding at the meeting shall grant permission and recognize the nonmember to address the members. Members of the committee must yield the floor to a nonmember. Once recognized, the nonmember may speak without interruption, except for procedural matters. A nonmember who is called to order by the person presiding must immediately cease speaking.
- (d) A nonmember will normally be allowed three (3) minutes for public input. However, the person presiding may establish a shorter time limit. Additional time will not normally be granted, but the person presiding has the discretion to do so.
- (e) The chairperson presiding may limit the number of persons who speak on an issue and may call a nonmember to order if the nonmember's statements are not germane or are unduly repetitive.
- (f) A person who wishes to ask a question during public input must direct his or her question to the Chairperson. A person who directs a question to anyone other than the Chairperson may be ruled out of order. When the person has concluded his or her comments, the Chairperson may present the question to the board, refer the question to a committee or take such other action as the chairperson deems appropriate. No one may be compelled to answer a question that is asked during public input.
- (g) The chairperson presiding may take whatever action necessary to maintain an appropriate level of decorum and order at all times. The chairperson presiding will not permit public input to become a running debate or to serve as a platform for personal attacks, and the Chairperson presiding may rule any citizen or member out of order if that person's comments or conduct is inappropriate.
- (h) The members of a governmental body may, during the period of public comment, discuss any matter raised by the public.
- (i) A nonmember may be denied permission to speak by a majority vote of the members present.
- (j) The chairperson presiding may call upon a department manager or designee to speak on any agenda item that is related to the department and is properly before the meeting.
- (k) Corporation Counsel may provide advice relating to any matter that is properly before the meeting at any time during discussion or debate at the request of any member.
- (l) Any written communication addressed to the County Board shall identify the source or author, and a copy shall be provided to the County Clerk. The County Clerk shall note during the County Board meeting any correspondence received or provide a copy of the correspondence which complies with this rule.

RULE 22-MEETINGS, AGENDAS AND DOCUMENTS

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

RULE 23-COUNTY BOARD DOCUMENTS AND MAILINGS

- (a) The County Clerk's Office shall prepare, email, and ~~mail, or otherwise deliver,~~ **upload to County Board members' tablets** an itemized agenda along with copies of all ordinances,

resolutions, nominations, and **other document pertaining** to matters to be considered at any meeting of the County Board/**Committee**.

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

RULE 24- COUNTY BOARD ATTENDANCE

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

To be excused for County Board meetings, the County Board Chairperson shall be contacted. If the Chairperson is unreachable, a message should be left, and appropriate

notification must be given to the Buffalo County Clerk's Office. If you are unable to reach the Chairperson or County Clerk, the Administrative Coordinator's Office should be notified.

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

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

correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting. If a remote participant is disconnected from the meeting, the minutes must note that fact and the time of which the disconnection occurred.

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

RULE 25-ACTION ON LEGAL CLAIMS

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

RULE 26- REPORTS

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

RULE 27-DESIGNATION OF OFFICIAL PAPER

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

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

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

(Up to 2 members shall serve on the Aging and Disability Resource Center (ADRC) Advisory Board)

- 5. Highway Committee 5 members (Elected)
(3 Members of the Committee shall serve on the Recycling Committee)
- 6. Human Resources Committee 5 members
- 7. Land Conservation & Ag & Extension Committee 6 members
(5 County Board Members/1 FSA Representative)
- 8. Land Use Committee 5 County Board members
(3 County Board Members shall also serve on Land Information Council Committee. Citizen members may be appointed as needed or required by State Statutes.)
- 9. Law & Emergency Response Committee 5 members

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

~~10. Historical Society Committee 1 member~~

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

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

Department of Health and Human Services Veterans Services Committee, unless someone else is designated)

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

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

RULE 30-SPECIAL AND APPOINTED COMMITTEES

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

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

RULE 31-AMENDMENT TO OR SUSPENSION OF RULES

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

RULE 32-DRESS CODE & BOARD CONDUCT

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

RULE 33-EFFECTIVE DATE AND REPEAL OF PRIOR RULES

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

RULE 34-REVIEW OF RULES

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

CODE OF ETHICS

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

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

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

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

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

Members of the County Board shall receive mandatory ethics training.

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

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

which would tend to impair one's independence of judgment or action in the performance of official duties.

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

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

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

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

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

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

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

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

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

DUTIES OF THE STANDING COMMITTEES

Duties shall include but are not limited to the following:

- (a) Policy making
- (b) Design Sub-Committee(s) as needed. Sub-Committees may include other members or stakeholders from the community

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

Standing Committee are as follows:

COMMITTEE OF THE BOARD

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

- Shall recommend additions or revisions to the ordinances of the County and the Rules of the Board
- Act upon matters as may be referred to it by the County Board
- Assist the County Board in setting priorities for the programs and services provided by County government and the funding levels for programs and services
- Assist the County Board in developing a strategic plan

EXECUTIVE COMMITTEE

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

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

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

FINANCE COMMITTEE

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

- Authority to invest unused County funds and to arrange for the safekeeping of securities, their sale, reinvestment or redemption as they may deem property pursuant to Chapter 66.04(2), Wis. Stats.
- Preparation of the annual budget for the County for recommendation to the County Board
- Oversee financial matters, including but not limited to purchasing, property and liability insurance and general claims
- Oversight Committee for the constitutional offices, excluding the Sheriff.
- Oversee fiscal staff in the administration office
- Oversee building matters, to include new construction projects

- Oversee Economic Development, including but not limited to broadband, revolving loan fund and the Mississippi River Regional Planning Representative to recommend options to the County Board that encourages economic development that will have an impact on the county's future economic health and competitiveness. Sub-committees may be appointed to include citizen members.
- Oversee the Information Technology Vendor Contract including but not limited to coordination of computer related equipment purchases, software and hardware purchases
- Oversee grant applications
- Serves as the Risk Management Committee for the County
- Act upon matters referred to it by the County Board
- Carry out the duties of the land sales and related matters.

LAND USE COMMITTEE:

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

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

LAND CONSERVATION AND AG & EXTENSION COMMITTEE:

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

- Oversee and enter into agreements with, or furnish financial, technical, planning, or other assistance to any agency, governmental or otherwise, or any landowner or land user within the incorporated or unincorporated parts of the county, in carrying out resource conservation operations and works of improvements for flood prevention or for the

conservation department, utilization and protection of soil and water resources within the county.

- General supervision responsibility of the Land Conservation Department.
- General supervision of the County UW Extension Office and develops and evaluates programs conducted by those offices.
- Interacts with the County Fair Association Board. Appoint 1 member to serve.
- Oversee deer abatement and **deer wildlife damage** claims.
- Recommend appointments to Circuit Court Judge to serve on the Drainage Board.
- Act upon matters referred to the County Board.
- Work with County Land Conservationist and UW- Extension Area Supervisor to coordinate agenda items to be addressed.

HUMAN RESOURCES COMMITTEE

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

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

HIGHWAY COMMITTEE

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

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

HEALTH AND HUMAN SERVICES AND VETERANS SERVICES COMMITTEE

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

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

LAW, EMERGENCY AND RESPONSE COMMITTEE

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

- General supervision responsibilities of the law enforcement department, including the jail and facilities and E-911 services pursuant to Wisconsin State Statutes in conjunction with the Buffalo County Sheriff.
- General supervision of the Office of Emergency Management pursuant to Wisconsin State Statutes.

- Represent Buffalo County with one member serving on the Local Emergency Planning Commission.
- Represent Buffalo County with one member serving on the Community Justice Coordinating Council.
- Oversight Committee for the Coroner and the Circuit Court Office
- Act upon matters referred to it by the County Board.

COMPENSATION

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

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

- (g) Attendance at meetings or conferences (other than regular County board or standing committees) shall specifically require prior authorization by the Board Chairperson, or designee, or the appropriate standing committee chairperson. Each Supervisor or official must have original receipts for all expenses, including lodging, in order to be reimbursed.
- (h) Attendance of any member at the Wisconsin Counties Association Annual Convention shall be approved by the County Board Chairperson.
- (i) Citizens that are appointed to Buffalo County Standing Committees (currently Land Use Committee, ~~Aging & Disability Resource Center (ADRC)~~ and Health and Human Services Board Committees) shall receive vehicle mileage reimbursement to and from their home, any authorized out-of-pocket expenses, and the same per diem as County Board Supervisor members.
- (j) Citizens appointed to the Board of Adjustment are entitled to vehicle mileage reimbursement to and from their home, \$50.00 meeting per diem and any authorized out-of-pocket expenses.
- (k) Citizens that are appointed or elected to other committees or boards are entitled to vehicle mileage reimbursement to and from their home, \$40.00 meeting per diem, and any authorized out-of-pocket expenses.