

**SAUK COUNTY BOARD OF SUPERVISORS
MEETING NOTICE/AGENDA**

COMMITTEE: SAUK COUNTY BOARD OF SUPERVISORS
DATE: TUESDAY, AUGUST 18, 2020
TIME: 6:00 PM
PLACE: ROOM 326, WEST SQUARE BUILDING, 505 BROADWAY, BARABOO, WI

This meeting is open to the public. However, in light of the COVID-19 pandemic, members of the public may wish to watch the meeting on streaming video which can be found on the County's webpage at http://sauk.granicus.com/ViewPublisher.php?view_id=2. No one should attend the meeting if they are experiencing COVID- or flu-like symptoms, have a fever, sore throat or recently experienced a loss of taste or smell. Masks are encouraged but not required. Social distancing of 6 feet is required.

REGULAR MEETING: SAUK COUNTY BOARD OF SUPERVISORS

- 1) Call to Order and Certify Compliance with Open Meeting Law.
- 2) Roll Call.
- 3) Invocation and Pledge of Allegiance.
- 4) Adopt Agenda.
- 5) Adopt Minutes of previous meeting.
- 6) General Consent Agenda Items.

EXECUTIVE & LEGISLATIVE COMMITTEE:

Resolution 103-2020 Resolution Honoring Donna Stehling. (Page 4)

EXTENSION EDUCATION, ARTS & CULTURE COMMITTEE:

Resolution 104-2020 Resolution Commending Phyllis Both For 16 Years Of Faithful Service To The People Of Sauk County. (Page 5)

- 7) Scheduled Appearances.
 - a. Cheryl Frye, 2020 Census Partnership Specialist, re: 2020 Census.
- 8) Public Comment – 3 minute limit: Registration form located on the table in gallery of County Board Room 326 – turn in to the County Board Vice Chair.
- 9) Communications. (*All communications are attached to Granicus*)
 - a. 07/22/2020 e-mail from Tom Frieberg & Lisa Evans, to Supervisors, Spencer, Scanlon and Schell, re: Mandatory mask/face covering legislation.
 - b. 07/22/2020 e-mail from Doug Mering, re: Mask Mandate in Favor.
 - c. 07/23/2020 e-mail from Janette Heidtke, re: Mask requirement.
 - d. 08/03/2020 resignation letter from Supr. Stehling.
 - e. 08/05/2020 letter from Atty. Robert J. Jackson, re: Goldleaf Development, LLC Notice of Liability.

10) Appointments.

APPOINTMENT OF HUMAN RESOURCES DIRECTOR:

Kasey Hodges

SAUK COUNTY BOARD OF SUPERVISORS, SUPERVISORY DISTRICT #30:

Bill Stehling, filling unexpired term of Donna Stehling
Term expires 04/18/2022

BOARD OF HEALTH:

Ross Curry, filling unexpired term of Donna Stehling

Term concurrent with Sauk County Board of Supervisors, expiring 04/20/2020

Dr. Melanie Burkhalter, New Appointment, Citizen Member

3 – Year Term – 08/18/2020 – 08/15/2023

AGING & DISABILITY RESOURCE CENTER & VETERAN'S SERVICE OFFICE COMMITTEE:

Bill Stehling, filling unexpired term of Ross Curry

Term concurrent with Sauk County Board of Supervisors, expiring 04/20/2020

AGING & DISABILITY RESOURCE CENTER REGIONAL COMMITTEE (EAGLE COUNTRY ADRC Regional Committee (Eagle Country ADRC))

Bill Stehling, filling unexpired term of Ross Curry

Term concurrent with Sauk County Board of Supervisors, expiring 04/20/2020

11) Bills.

11) Claims.

12) Elections.

13) Proclamations.

14) Reports – informational, no action required.

a. Rebecca C. Evert, Sauk County Clerk – Rezoning petitions filed with the office of the Sauk County Clerk as a requirement of Wisconsin State Statutes 59.69(5)(e):

- **Petition 20-2020**, Applicant: Kyle & Christine Elliott; Project Location: Town of Franklin; Current Zoning: Exclusive Agriculture; Proposed Zoning: Agriculture. (Pages 6-9)

b. Tim McCumber, County Board Chair:

- Special Board meeting on 09/01/2020 @ 6:00 P.M., re: training on Open Records/Communication.

c. Kerry Beghin, Finance Director:

- Second Quarter 2020 Financial Report. (Pages 10-17)
- Report question and answer period. (Not to exceed 10 minutes).

15) Unfinished Business.

16) New Business.

EXECUTIVE & LEGISLATIVE COMMITTEE:

Possible Resolution 105-2020 Approving Amendment To Chapter 35 Of The County Ordinance.

Proposed Changes To Rules Of The Board. (Pages 18-30)

Possible Resolution 106-2020 Authorizing Contract With Outside Legal Counsel For Wis. Stat. Ch. 51, Wis. Stat. Ch. 54 And Wis. Stat. Ch. 55 Cases. (Pages 31-32)

Possible Resolution 107-2020 Authorizing A Five Year License Agreement With Northland Business Systems For A Hosted Transcription System. (Pages 33-34)

LAND RESOURCES AND ENVIRONMENT COMMITTEE:

Ordinance 5-2020 An Ordinance Approving An Amendment To Chapter 24 Non-Metallic Mining Reclamation Ordinance. (Pages 35-36)

Ordinance 6-2020 An Ordinance Approving A Map Amendment (Rezoning) Of Lands In The Town Of Greenfield From A Single Family To A Resource Conservancy Filed Upon Quinn Hause, Property Owner. (Page 37)

PROPERTY COMMITTEE:

Resolution 108-2020 Authorizing To Contract With Stanley Convergent Security Solutions Inc. For The Replacement Of Door Controls System At The Sauk County Law Enforcement Center. (Pages 38-39)

17) Referrals.

18) New Agenda items (no discussion). Submit in writing or by e-mail new business items to the Administrative Coordinator as soon as possible for Rule III.A. referral.

19) Adjournment.

Respectfully,



Tim McCumber
County Board Chair

County Board Members, County staff & the public – Provide the County Clerk a copy of:

1. Informational handouts distributed to Board Members
2. Original letters and communications presented to the Board.

County Board Members:

Stop by the Office of the County Clerk prior to each Board Meeting to sign original resolutions and ordinances.

Any person who has a qualifying disability that requires the meeting or materials at the meetings to be in an accessible location or format should contact Sauk County at 608-355-3269, or TTY at 608-355-3490, between the hours of 8:00 AM and 4:30 PM, Monday through Friday, exclusive of legal holidays, at least 48 hours in advance of the meeting so that reasonable arrangements can be made to accommodate each request.

www.co.sauk.wi.us

Agenda mail date via United States Postal Service: August 13, 2020.

Agenda Preparation: Tim McCumber, County Board Chair, jointly with the County Clerk and the Administrative Coordinator.

s:/admin/Co Bd Agendas/2020/ctybdagendaAUGUST2020

RESOLUTION NO. 103 - 2020

RESOLUTION HONORING DONNA STEHLING

Background: It is the custom of the Sauk County Board of Supervisors to recognize individuals who have served the people of Sauk County with distinction. Donna Stehling has faithfully served as a member of the Sauk County Board of Supervisors since April 2008; and has tendered her resignation as a member of the Sauk County Board of Supervisors on August 3, 2020.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its appreciation and commends Donna Stehling for over 12 years of faithful service to the people of Sauk County; and

BE IT FURTHER RESOLVED, that the Chair of the Sauk County Board of Supervisors is hereby directed to present to Donna Stehling an appropriate certificate of commendation as a token of our esteem.

For consideration by the Sauk County Board of Supervisors on August 18, 2020.

Respectfully submitted,

EXECUTIVE & LEGISLATIVE COMMITTEE:

Tim McCumber, Chair

Brandon Lohr, Vice-Chair

Wally Czuprynko

Valerie McAuliffe

Marty Krueger

Fiscal & MIS note: no impact



RESOLUTION NO. 104 - 2020

RESOLUTION COMMENDING PHYLLIS BOTH FOR 16 YEARS OF FAITHFUL
SERVICE TO THE PEOPLE OF SAUK COUNTY

Background: *It is the custom of the Sauk County Board of Supervisors to recognize individuals who have served the people of Sauk County with distinction. Phyllis Both has faithfully served as Horticulture Educator for Extension Sauk County since June 2, 2004 with over 16 years of devotion to Sauk County and the Sauk County Master Gardeners. Phyllis Both's passion to teach, lead and serve contributed greatly to the beautification of Sauk County. Phyllis Both passed away on June 25, 2020.*

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted


NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors hereby expresses its sincere appreciation and admiration for Phyllis Both for over 16 years of faithful service to the people of Sauk County; and

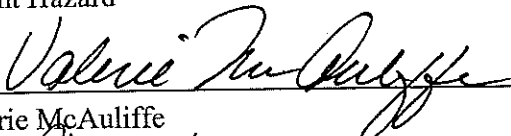
BE IT FURTHER RESOLVED, that the Sauk County Board of Supervisors does hereby present to Phyllis Both's family a certificate and commendation to express our highest esteem for her significant contributions to our community.

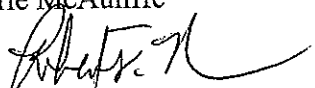
For consideration by the Sauk County Board of Supervisors on August 18, 2020.

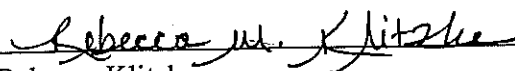
Respectfully submitted,

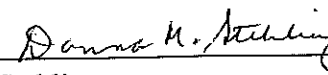
EXTENSION EDUCATION, ARTS & CULTURE COMMITTEE:


Bryant Hazard


Valerie McAuliffe


Rob Nelson


Rebecca Klitzke


Donna Stehling

Fiscal & MIS: No impact





Land Resources & Environment
Department
505 Broadway, Ste. 248
Baraboo, Wisconsin 53913
Phone: (608) 355-3245
Fax: (608) 355-3292
www.co.sauk.wi.us

Application Accepted:
Accepted By: _____
Petition Number: CUP-RZ-20-2020
Current Zoning: EA
Proposed Zoning: AG
Committee Hearing Date: Aug 25, 2020
County Board Date: Sept 15, 2020
Supervisor District #: 22

Zoning Map Amendment (Rezone) Application

General Information

Property Owner Name: Kyle and Christine Elliott Home Phone: 608-127-2281
Mailing Address: E4898 Cty Rd GG Loganville WI 53943 Cell Phone: 608-415-8516 C
E-mail Address: kyleandchriselliott@gmail.com 608-415-8995 K

Agent/Applicant Name: _____ Home Phone: _____
Mailing Address: _____ Cell Phone: _____
E-mail Address: _____

Site Information

Site Address: E4898 Cty Rd GG Loganville WI 53943
Parcel ID: 1074-0689-00000
Property Description: SW 1/4 SW 1/4 Section 07, T 10 N, R 02 W, Current Zoning: EA
Town of: Franklin
Overlay District: ☒ Shoreland ☐ Floodplain ☐ Airport
Current Use: _____

Existing Structures/Improvements: _____

Proposed Zoning

Proposed Ordinance Section	Proposed Zoning/Use Description
<u>7.027(1)</u>	<u>Ag - landscape center/retail</u>

Describe specifically the nature of the request (be sure to list all proposed uses of the property). What do you plan to do? Please attach additional sheets, if necessary.

Greenhouses to sell annuals, perennials and vegetables.

CU 19/2 Elliott & SD

General Application Requirements

Applications will not be accepted until the applicant has met with department staff to review the application and determine if all the necessary information has been provided. All information from the checklist must be provided to the Department to be considered a complete application. Only complete applications submitted by the deadline will be noticed for a specific hearing date/time.

- ☐ Completed Zoning Map Amendment Application Form.
- ☐ \$500 application fee (non-refundable), payable to Sauk County LRE.
- ☐ A scaled map of the proposed rezone area (if the property is not vacant the location of buildings, driveways, etc. must be shown).
- ☐ Legal description of the area to be rezoned (CSM, Metes & Bounds description)
- ☐ Any other information as required by the zoning administrator to explain the request.

Zoning Map Amendment Standards

Explain how the proposed rezone is consistent with the overall purpose and intent of the zoning ordinance.

The current zoning ordinance says greenhouses need to be general ag not exclusive ag.

If rezoning out of an Exclusive Agriculture Zoning District explain how the land is better suited for a use not allowed in the Exclusive Agriculture Zoning District and how the rezoning will not substantially impair or limit future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

Our structures are temporary and are built in line with current or previous structures. We are growing vegetables and flowers in the fields. The fields can easily be replanted with traditional ag products.

Certification

I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission for the staff of the Sauk County Land Resources & Environment Department to enter my property for the purpose of collecting information to be used as part of the public hearing process. I understand that the rezone fee is a non-refundable, regardless if the rezone is approved or denied. I understand that the fee for this application is only for the rezone request and if permits are required for the project that those will require separate application(s) and/or fee(s). I understand that partial or incomplete applications will be returned to the applicant resulting in the application being removed from the hearing agenda and the submittal deadlines will restart. I further agree to withdraw this application if substantive false or incorrect information has been included.

Applicant/Agent:

Date:

Property Owner Signature:

Date:

Zoning Map Amendment Procedures and Requirements

At the public hearing, the applicant may appear in person or through an agent or an attorney of their choice. The applicant/agent/attorney may present testimony, evidence and arguments in support of the application. All site plans, pictures, etc. become the property of the Land Resources & Environment Department, will remain in the file, and will be public record.

What is a Zoning Map Amendment?

The purpose of a zoning map amendment is to alter, enlarge, or reduce a geographic extent of any zoning district, or to enact a new zoning designation for any particular parcel or real property. A change in zoning allows for different land uses and in some instances, different densities of development. The Land Resources & Environment Committee will recommend approval or disapproval of a rezone to the Sauk County Board of Supervisors in accordance with the standards and criteria set by the zoning ordinance.

Standards and Criteria

In reviewing a Zoning Map Amendment request, the LRE Committee must follow four standards:

- a) The proposed map amendment is consistent with the overall purpose and intent of the zoning ordinance.
- b) The proposed map amendment is consistent with the Sauk County Comprehensive Plan and the Farmland Preservation Plan, if applicable.
- c) Factors have changed from the time of initial ordinance adoption that warrant the map change, or an error, inconsistency, or technical problem administering the zoning ordinance as currently depicted has been observed.
- d) In rezoning land out of any exclusive agriculture district, the agency shall find all of the following, after a public hearing:
 1. The land is better suited for a use not allowed in the exclusive agriculture district.
 2. The rezoning is consistent with the Sauk County Comprehensive Plan.
 3. The rezoning is substantially consistent with the Sauk County Farmland Preservation Plan.
 4. The rezoning will not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use.

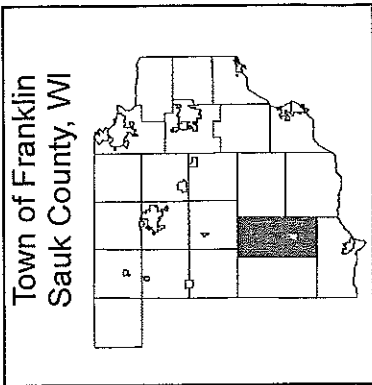
Note: Pursuant to Wis. Stat § 91.48(1) A political subdivision (Sauk County) with a certified farmland preservation zoning ordinance may not rezone land out of a farmland preservation zoning district (Exclusive Agriculture) without having the rezoning certified under Wis. Stat § 91.36 and provided that the standards (a) through (d) above are met.

Process

1. Contact the LRE Department to schedule a meeting to review your potential request.
2. Complete the Zoning Map Amendment Application and provide all the supplemental items to the LRE Department by the filing deadline.
3. Review such application with the appropriate staff member to determine completeness.
4. If the application is complete, LRE staff will publish notice of your request for a zoning map amendment in the County's official newspaper noting the location and time of the required public hearing before the LRE Committee. Neighbors, town officials, and affected state agencies will be notified as well.
5. If the Town chooses to review the zoning map amendment request at the Town Planning Commission and Town Board level, you will need to attend such meetings to provide information regarding the request. Please request that copies of minutes/proceedings outlining the Town's recommendation be provided to the LRE Department for the file.
6. A public hearing will be held before the LRE Committee. Either the property owner or designated agent will need to be present at the hearing to provide testimony regarding the request. The LRE Committee must make a decision based only on the evidence that is submitted to it at the time of the hearing. Failure to provide representation may result in denial or postponement of your request.
7. The LRE Committee and Sauk County Board of Supervisors may approve, disapprove, or modify and approve the zoning map amendment request.

Please Note: If a zoning map amendment application is disapproved by the LRE Committee and no appeal is filed, no new zoning map amendment application can be re-submitted for a period of 365 days from the date of the LRE Committee's decision, except on grounds of new evidence or proof of changes of factors found valid by the LRE Committee.

SAUK COUNTY LAND RESOURCES & ENVIRONMENT



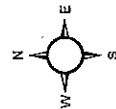
Legend

Roads

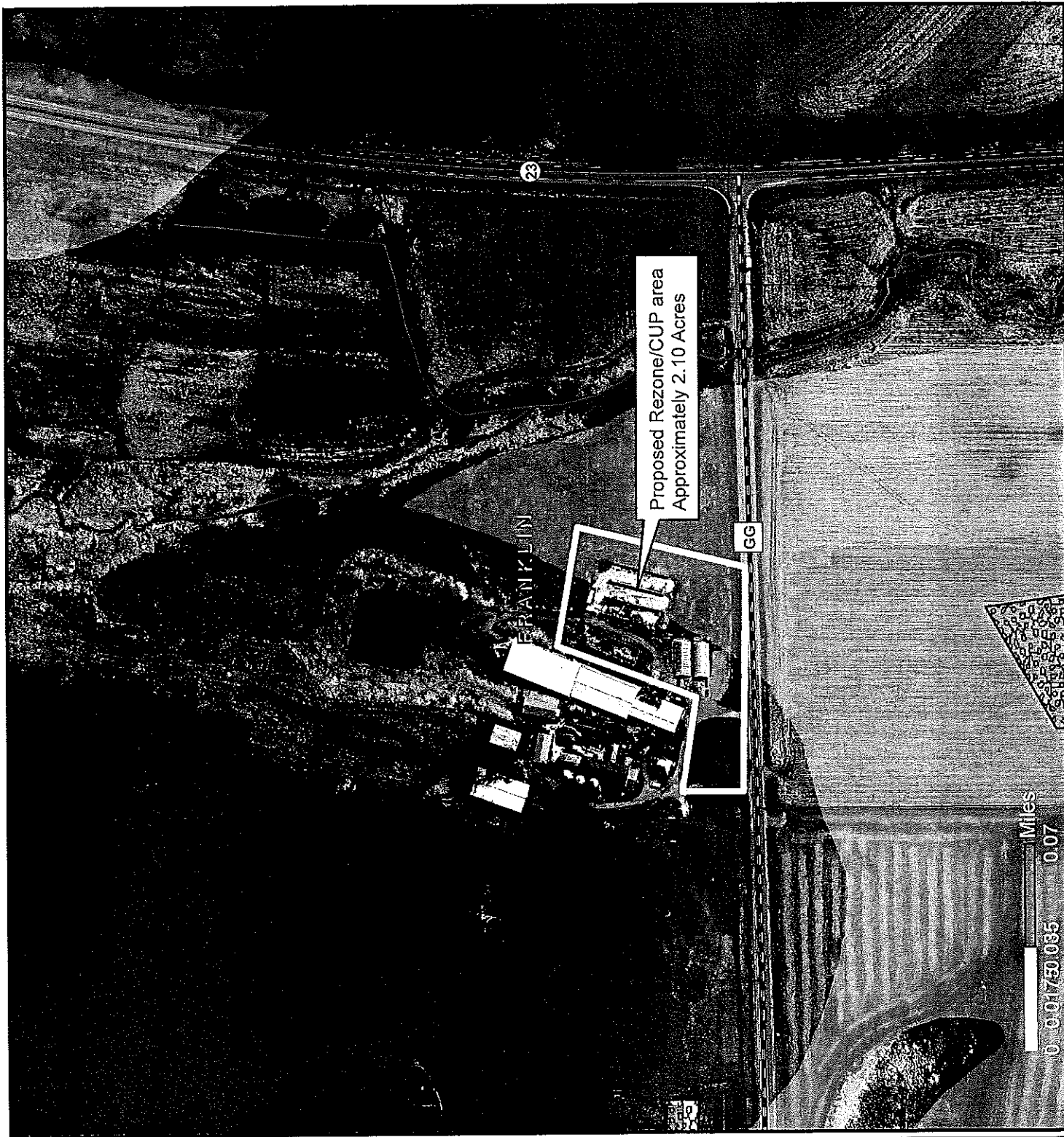
- State
- County
- Tax Parcels

Primary Conservation Areas

- Class I
- River/Stream
- Contiguous Forest



FOR INFORMATIONAL PURPOSES ONLY
Sauk County does not warrant the accuracy or completeness of the data contained in this map is limited by the method and accuracy of the collection.





Accounting Department

Kerry P. Beghin, CPA
Finance Director
505 Broadway, Baraboo, WI 53913

PHONE: 608-355-3237
FAX: 608-355-3522
E-Mail: kerry.beghin@saukcountywi.gov

To: Sauk County Board of Supervisors
Date: August 10, 2020
About: June, 2020 2nd Quarter Financial Report – 50.00% of Year

Revenues

Overall, 35.68% of annual revenues have been recognized through June. The following chart is in order of budgeted magnitude of dollars, and excludes both property taxes which are recorded 1/12th every month, and transfers between Sauk County funds which have an equal offsetting expense. Note that sales tax (discussed in more detail later) lags by one month.

Revenues	Budget	Actual	Favorable / (Unfavorable)	% of Budget
Grants & Aids	25,336,367	7,020,925	(18,315,442)	27.71%
Sales Tax	9,889,000	3,123,739	(6,765,261)	31.59%
User Fees	9,831,548	4,214,866	(5,616,682)	42.87%
Intergovernmental Charges	8,697,372	4,080,692	(4,616,680)	46.92%
Interest	901,045	519,810	(381,235)	57.69%
Licenses & Permits	876,836	368,651	(508,186)	42.04%
Other Taxes	685,195	293,928	(391,267)	42.90%
Fines, Forfeitures & Penalties	489,500	244,545	(244,955)	49.96%
Rent	471,374	394,514	(76,860)	83.69%
Miscellaneous	288,034	238,281	(49,753)	82.73%
Donations	120,650	46,844	(73,806)	38.83%
Total	57,586,921	20,546,795	(37,040,126)	35.68%

- Many of Sauk County's grants and aids, the largest revenue source after property tax levy, are paid on a reimbursement basis. The County incurs the expenses, submits the paperwork to primarily the State, and reimbursement comes later. In Human Services, many Wisconsin Department of Health & Family Services payments are received in July for the first half of the year, approximately \$3.25 million. Transportation aids of \$1,556,000 are received 25% in January, 50% in July, and 25% in October. CDBG Close Federalized grant funds of \$778,800 will not be received until project(s) are completed. Shared revenue of \$750,200 is received 15% in July and 85% in November.

The impact of COVID-19 remains to be seen. Federal and state dollars will be increased in multiple areas to assist with response, purchase of protective personal equipment, and quarantine and isolation. Other areas will likely see cuts as the Federal and State governments reprioritize programs.

- User fees seem to be generally on track through the second quarter of 2020; however, 75% of the County's user fees are generated by the nursing home. With COVID-19, the Health Care Center has needed to limit admissions, so these revenues will be slowing.
- Licenses and permits largely relate to retail food licenses issued by Environmental Health. Budgeted at \$495,000, these dollars are generally received in May through June, and collections are proving lower than anticipated as businesses evaluate their viability in 2020.
- The largest portion of the Other Taxes category is interest and penalty on taxes, budgeted at \$425,000. Through June, collections in this category are \$170,000, or 40%, possibly in response to taxpayers taking advantage of this year's deferred payments.
- Rent from providers using County cell towers and fiber optics is higher than budgeted as contracts were renewed at high rates.
- Miscellaneous revenues are high due to \$79,000 of unbudgeted insurance proceeds from a chiller failure in 2019.
- Nearly \$100,000 of budgeted donations relate to congregate mealsites and home delivered meals provided by the ADRC. COVID-19 has forced closure of mealsites, and collections are at approximately 35% in this area.

Property taxes are due on January 31 and are collected by local treasurers through that date. After January 31, all collections become the responsibility of the County. By August 15, Sauk County must make full payment to all the other taxing jurisdictions without regard to what has been collected. However, due to COVID-19, Sauk County chose to take advantage of a one-time legislative change that defers payment of taxes by property owners. Outstanding taxes as of July 31, 2020 follow. This means uncollected delinquent taxes due to Sauk County equal \$10,966,100, which is \$3,092,216 more than a year ago at this time. Of this total, about 24.16% (about \$2,650,000) was originally levied to fund County operations. The remaining 75.84% was originally levied by schools and other local governments. The second installment of the 2019 levy, collected 2020, is due October 1, 2020 this year only.

Levy Year	Collection Year	County Tax Rate	County Levy	County-Wide Levy	Uncollected Taxes as of July 31, 2020	Percent of County-Wide Levy Collected
2019	2020	\$4.44	31,730,876	132,112,600	9,777,459	92.60%
2018	2019	\$4.53	31,162,356	128,506,425	595,638	99.54%
2017	2018	\$4.68	30,969,018	124,864,925	364,388	99.71%
2016	2017	\$4.72	30,351,664	122,691,581	142,956	99.88%
2015	2016	\$4.76	30,183,042	123,046,787	17,808	99.99%
2014	2015	\$4.97	29,878,110	121,004,422	14,440	99.99%
2013	2014	\$4.79	28,854,774	124,273,971	18,457	99.99%
2012	2013	\$4.66	28,531,297	122,259,549	10,466	99.99%
2011	2012	\$4.54	28,531,297	121,315,933	9,564	99.99%
2010	2011	\$4.42	28,531,297	122,553,732	7,420	99.99%
2009	2010	\$4.34	28,659,120	115,574,314	7,340	99.99%
2008	2009	\$4.18	27,714,671	111,860,501	165	100.00%
Uncollected Taxes as of July 31, 2020					10,966,100	
One Year Ago - Uncollected Taxes as of July 31, 2019					7,873,884	

Sales tax receipts lag the month of sale by two months. For instance, for sales made at stores during January, vendors report and remit the sales tax to the State at the end of February, the State processes the information throughout March, and the County receives its payment at the end of March or possibly even the first part of April. Therefore, the County's financial reports as of the end of June only contain sales made through May. Further, sales tax is not at all received equally each month through the year. Summer receipts and the December holidays are higher. Sauk County increased its sales tax budget for 2020 to \$9,889,000 based on projections provided by Forward Analytics, a research arm of the Wisconsin Counties Association.

2020 sales tax collections are lagging budget at this point. Forward Analytics released a May, 2020 update to projected sales tax collections. They have taken into account recent jobs and unemployment reports, as well as sales data. This projection anticipates an estimated sales tax loss for Sauk County of \$2,033,364, or 20.6%, compared to the budgeted amount of \$9,889,000.

Sales Tax Payment Month	Sales Tax Sales Month	2015	2016	2017	2018	2019	2020	Average 2015-2019 Cumulative % of Year	Actual 2020 Cumulative % of Budget
March	January	513,922.40	525,300.25	601,458.52	583,942.67	572,392.20	595,656.00	6.18%	6.02%
April	February	723,897.32	640,270.58	576,910.42	454,734.31	554,971.31	679,215.95	12.70%	12.89%
May	March	643,104.33	614,213.68	708,391.09	849,720.61	806,945.35	544,023.93	20.70%	18.39%
June	April	572,371.61	780,604.53	792,838.40	732,945.80	671,736.65	517,761.61	28.54%	23.63%
July	May	744,908.83	752,232.51	705,028.12	690,119.90	800,086.92	787,081.53	36.70%	31.59%
August	June	873,543.69	882,536.83	930,000.95	1,151,529.28	1,172,155.21		47.77%	
September	July	947,389.99	1,011,133.99	1,092,529.46	1,025,166.15	881,358.55		58.72%	
October	August	976,099.73	865,618.18	907,830.64	900,578.78	1,088,730.48		69.19%	
November	September	634,826.87	736,732.53	840,633.07	950,737.41	889,288.97		78.14%	
December	October	701,190.80	739,248.21	689,891.81	588,679.45	584,825.84		85.44%	
January	November	649,276.21	502,924.87	545,826.68	691,162.38	752,037.86		92.38%	
February	December	503,348.20	713,871.10	781,583.61	764,150.14	686,142.30		100.00%	
Sales Tax Collected		8,483,879.98	8,764,687.26	9,172,922.77	9,383,466.88	9,460,671.64	3,123,739.02		
Sales Tax Budgeted		7,095,831.00	7,470,179.00	8,020,000.00	8,775,658.00	8,775,658.00	9,889,000.00		
Collected in Excess of (Below) Budget		1,388,048.98	1,294,508.26	1,152,922.77	607,808.88	685,013.64	(6,765,260.98)		

Expenditures

Expenditures for wages, salaries and benefits tend to be spread relatively evenly throughout the year, and it is generally reasonable to assume 1/12th should be recorded each month. Supplies and services in most areas also tend to be spent fairly evenly throughout the year. Debt service is paid in April (interest only) and October (principal and interest). Capital outlay is rarely spent evenly, and there are huge peaks and valleys by month or quarter.

Overall, 38.44% of annual expenditures have been recognized through June. The following chart is in order of budgeted magnitude of dollars, and excludes both debt service and transfers between Sauk County funds which have equal offsetting revenues.

Expenditures	Budget	Actual	Favorable / (Unfavorable)	% of Budget
Supplies & Services	37,381,094	14,741,524	22,639,570	39.44%
Wages & Salaries	37,195,062	17,019,720	20,175,342	45.76%
Labor Benefits	14,431,344	6,808,368	7,622,976	47.18%
Capital Outlay	13,980,965	1,017,861	12,963,104	7.28%
Total	102,988,465	39,587,473	63,400,992	38.44%

Expenditures Related to COVID-19 (as of 8-10-2020)

These are extraordinary expenditures above and beyond what would normally have been spent. This excludes costs that have been incurred, but are not yet paid.

Type of COVID-19 Expenditure	Possible Funding Source	Amount
Quarantine and isolation costs	Wis Dept of Health Services – Division of Public Health. Federal CARES funds.	104,702
Economic development grants to chambers of commerce	General fund balance (reallocated from originally planned economic develop projects)	80,000
Overtime and benefits	Federal CARES funds. FEMA to the extent the expense is not funded by other Federal or State dollars and the expense is for "protective measures"	104,564
Various personal protective equipment, cleaning supplies, safety equipment	Federal CARES funds. FEMA to the extent the expense is not funded by other Federal or State dollars and the expense is for "protective measures"	206,080
		495,346

Sauk County Emergency Leave: The Sauk County Board of Supervisors, through its Emergency Declaration with Resolution 59-2020 on March 17, 2020, approved the following: "All employees affected by the countywide emergency due to COVID-19, who may be furloughed or unable to work, be entitled to an average of their weekly salary. This amount would be determined department head [sic]." This leave expired May 26, 2020.

- Funding should already exist for these payroll expenditures.
- Many grants, however, may not reimburse for this non-productive time.
- Projects that cannot be accomplished onsite may be delayed.
- Wages and benefits of Sauk County Emergency Leave: \$151,354.37

Federal Emergency Leaves: Effective April 1, 2020, the Federal government, through the Families First Coronavirus Response Act (FFCRA), requires the County to pay an employee for normally scheduled hours for specific Family & Medical Leave Act (FMLA) qualifying events related to COVID-19. FFCRA provides for up to 80 hours of paid sick leave and for expanded family and medical leave to care for an employee's children if their school or place of care is closed. Certain critical positions may be exempted from this leave.

- While private businesses may receive tax credits for Federal leave payments, governments currently will not. Interpretation varies, but the guidance on which we are relying from the Wisconsin Counties Association's counsel states that the County may only omit the employer share of FICA (6.2% of gross wages) on Federal leave payments.
- We have classified requested FMLA as if it will be approved, but this may change if requests are subsequently denied.
- Wages and benefits of Federal leave through July 25, 2020: \$5,753.13

Current Sauk County 2020 Financial Position

The Finance Committee and Sauk County managers spend a great deal of effort monitoring the Sauk County budget, making plans when areas of concern develop, and taking action (often with Committee and County Board action) when trouble is certain.

The impact of the economy is also watched through a number of key areas, including property tax collections, key planning and zoning permits, register of deeds collections, and interest earned on invested funds.

Economic Indicator Line Items	2017 Total for Year	2018 Total for Year	2019 Total for Year	2020 Annual Budget	Actual through July 2020	Avg 2016-2019	2020 % of Budget
Interest Collected on Delinquent Taxes	502,980	462,721	632,981	425,000	170,095	39%	40%
Interest Earned on Investments	348,338	938,859	942,411	490,000	334,911	54%	68%
Real Estate Transfer Tax	236,646	253,047	250,602	200,000	115,146	46%	58%
Register of Deeds Filing Fees	304,789	287,000	300,102	285,000	153,105	49%	54%
CPZ Land Use Permits	100,246	105,207	91,632	90,000	46,660	37%	52%
CPZ Sanitary Permits	66,900	81,400	72,305	62,000	36,025	31%	58%

There are also certain line items that have particular attention paid to them. Some billing to the State and other counties for housing prisoners from other jurisdictions for the second quarter of the year was not received until July or later. This amount totals an additional \$111,831. If it was recorded in the first two quarters of the year, the 2020 % of budget would be 45%.

Selected Line Items	2017 Total for Year	2018 Total for Year	2019 Total for Year	2020 Annual Budget	Actual through July 2020	2020 % of Budget
Huber Board Fees	114,131	138,152	195,340	145,000	36,487	25%
Housing Prisoners from Other Jurisdictions – All Sources	752,262	1,016,271	994,734	924,348	304,559	33%

Cash balances: Cash balances remain strong and are invested with preservation of principal as the primary objective. The Treasurer is managing the liquidity of maturing investments in anticipation of lower collections due to COVID-19. Cash balances are normally lowest in December/January before property tax collections come in and highest in June/July with tax payment due July 31.

General Investments as of:	December 31, 2018	December 31, 2019	July 31, 2020
Liquid Cash	\$ 2,335,170.96	\$ 2,352,298.11	\$ 1,946,169.78
Local Government Investment Pool	19,794,786.30	20,649,845.61	35,006,025.59
Certificates of Deposit	31,318,156.13	31,959,111.75	27,308,499.06
Money Markets	3,329.81	3,417.70	20,432.30
Total General Investments	\$ 53,447,526.15	\$ 54,964,673.17	\$ 64,281,126.73
Weighted Average Interest Rate	2.15%	1.78%	0.56%

Contingency fund: At this point, the Finance Committee has officially heard from one department that expects a budget overage in 2020. However, a number of department managers have indicated an overage is very likely, but dollar impacts are unclear at this point. These projections will be developed over the next months to the extent possible.

The 2020 contingency fund is originally \$350,000, all of which is funded by general fund balance.

Contingency Fund 2020 Appropriation		\$350,000
Corporation Counsel	-\$155,000	
Total Possible Uses		-\$155,000
Remaining 2020 Contingency Fund Balance		\$195,000

In Conclusion

In your role as oversight committee members, remain mindful of current and future indications that funding is changing, particularly from the State and Federal governments. Department managers provide you with monthly updates of budget position and statistics that can be leading indicators of changes to the status quo. Program review should *never* be complete to make sure Sauk County is providing those services most vital to those most in need. Changes to business as usual are often extremely difficult and take considerable time to implement.

I encourage you to contact me with questions as they come to mind.

Sauk County Financial Report
as of June 30, 2020

Percent of Year Complete

50.00%

General Government

	Budget	Actual	Favorable / (Unfavorable)	% of Budget
Revenues				
Property Taxes	(\$1,412,664)	(\$706,332)	(\$706,332)	50.00%
Other Taxes	865,195	391,267	(473,928)	42.80%
Sales Tax	9,869,000	3,123,759	(6,745,241)	31.58%
Grants & Aids	1,179,469	581,713	(597,756)	32.69%
Licenses & Permits	10,500	5,070	(5,430)	48.23%
Fines, Forfeitures & Penalties	5,000	69	(4,931)	1.38%
User Fees	569,425	295,003	(274,422)	51.81%
Intergovernmental Charges	2,801,265	1,392,288	(1,408,977)	49.70%
Donations	0	0	0	0.00%
Interest	537,945	349,772	(188,173)	65.02%
Rent	471,374	394,514	(76,860)	83.69%
Miscellaneous	85,564	124,617	39,053	145.61%
Transfers from Other Funds	250,000	1,072,916	822,916	429.17%
Bond / Note Proceeds	0	0	0	0.00%
Total Revenues	15,672,093	6,927,287	(8,744,796)	44.20%
Expenses / Expenditures				
Wages & Salaries	4,059,615	1,813,543	(2,246,072)	44.67%
Labor Benefits	1,364,446	635,698	(728,748)	47.01%
Supplies & Services	4,732,320	2,211,028	(2,521,292)	46.72%
Debt Service - Principal	0	0	0	0.00%
Debt Service - Interest	0	0	0	0.00%
Capital Outlay	8,382,857	655,324	(7,727,533)	7.82%
Transfers to Other Funds /				
Debt Insurance Costs	2,450,899	1,253,450	(1,197,449)	51.14%
Total Expenditures	20,680,137	6,670,031	(14,010,106)	31.92%
Functional Expenditures as % of				
Total Expenditures	19.30%	15.60%		
Net Increase/(Decrease) in Fund	(\$5,008,044)	\$357,256	\$5,665,310	
Balances				

Justice & Public Safety

	Budget	Actual	Favorable / (Unfavorable)	% of Budget
	\$15,025,981	\$7,512,950	(\$7,512,981)	50.00%
	0	0	0	0.00%
	794,738	264,776	(529,962)	33.32%
	32,080	21,770	(10,310)	67.88%
	415,500	205,064	(210,436)	49.35%
	593,235	394,282	(198,953)	66.47%
	1,443,459	527,332	(916,127)	36.53%
	1,790	0	(1,790)	0.03%
	100	0	(100)	0.03%
	0	0	0	0.00%
	177,900	105,677	(72,223)	59.40%
	0	0	0	0.00%
	0	0	0	0.00%
	18,844,743	9,031,951	(9,812,852)	47.93%
	10,815,934	5,108,778	(5,707,156)	47.23%
	4,315,119	2,182,994	(2,132,125)	49.89%
	3,879,094	1,633,267	(2,245,827)	42.10%
	0	0	0	0.00%
	0	0	0	0.00%
	767,124	163,271	(603,853)	21.28%
	100,000	50,000	(50,000)	50.00%
	18,977,271	9,108,310	(9,868,961)	45.59%
	18.38%	21.63%		
	(\$1,132,528)	(\$76,418)	\$1,056,110	

Public Works

	Budget	Actual	Favorable / (Unfavorable)	% of Budget
	\$4,540,457	\$2,270,228	(\$2,270,229)	50.00%
	0	0	0	0.00%
	1,980,317	1,038,054	(942,263)	52.42%
	0	0	0	0.00%
	50,000	36,409	(13,591)	72.82%
	4,115,121	1,955,047	(2,160,074)	47.51%
	208,000	0	(208,000)	0.00%
	0	0	0	0.00%
	0	0	0	0.00%
	0	0	0	0.00%
	1,089,810	572,905	(516,905)	52.57%
	0	0	0	0.00%
	41,667,567	15,163,134	(26,504,423)	36.39%
	17,326,760	7,847,004	(9,479,756)	45.29%
	6,760,491	3,099,582	(3,660,909)	45.85%
	18,161,487	7,319,627	(10,841,860)	40.30%
	820,000	N/A	820,000	N/A
	213,510	112,617	(101,153)	52.67%
	1,282,138	15,122	(1,267,015)	1.18%
	130,000	1,012,916	(882,916)	779.17%
	44,694,686	19,406,868	(25,287,818)	43.42%
	41.12%	46.08%		
	(\$3,027,129)	(\$4,243,734)	\$1,216,605	

Health & Human Services

	Budget	Actual	Favorable / (Unfavorable)	% of Budget
	\$11,678,698	\$5,839,349	(\$5,839,349)	50.00%
	0	0	0	0.00%
	19,734,642	4,985,545	(14,749,097)	25.31%
	575,408	215,432	(359,976)	37.44%
	64,000	35,192	(28,808)	54.99%
	8,055,031	3,311,421	(4,743,610)	41.05%
	213,020	76,791	(136,229)	36.05%
	118,400	46,344	(72,056)	39.14%
	130,000	65,038	(64,962)	50.03%
	0	0	0	0.00%
	4,550	5,116	566	112.44%
	1,089,810	572,905	(516,905)	52.57%
	0	0	0	0.00%
	41,667,567	15,163,134	(26,504,423)	36.39%
	17,326,760	7,847,004	(9,479,756)	45.29%
	6,760,491	3,099,582	(3,660,909)	45.85%
	18,161,487	7,319,627	(10,841,860)	40.30%
	820,000	N/A	820,000	N/A
	213,510	112,617	(101,153)	52.67%
	1,282,138	15,122	(1,267,015)	1.18%
	130,000	1,012,916	(882,916)	779.17%
	44,694,686	19,406,868	(25,287,818)	43.42%
	41.12%	46.08%		
	(\$3,027,129)	(\$4,243,734)	\$1,216,605	

Notes on % of Budget Differing from Expected +/- 20% and \$25,000 If revenues (excluding transfers, capital outlay and debt service) Wages & Salaries and Labor Benefits under budget due to vacant positions and turnover

* Sales tax receipts lag the month of sale on this report by one month. This report is through May, 2020 sales (36.70% as seasonally adjusted).

- A. Tower rent exceeding budgeted estimates.
- B. Insurance proceeds of \$78,000 for chiller failure in 2019.
- C. Conservative budgeting for sale of materials to private entities.
- D. Road construction season is just beginning as of the end of May.
- E. Significant Human Services grant cash received in early 2020 relates to 2019.

Percent of Year Complete

50.00%

50.00%	Conservation, Development, Recreation, Culture & Education				Totals			
	Budget	Actual	Favorable / (Unfavorable)	% of Budget	Budget	Actual	Favorable / (Unfavorable)	% of Budget
Revenues								
Property Taxes	\$1,889,404	\$949,202	(\$949,202)	50.00%	\$31,730,878	\$15,865,438	(\$15,865,439)	50.00%
Other Taxes	0	0	0	—	885,195	283,928	(391,267)	42.80%
Sales Tax	0	0	0	—	8,889,000	3,123,739	(8,765,261)	31.59%
Grants & Aids	1,047,201	140,828	(906,373)	13.45% F	25,336,367	7,020,925	(18,315,442)	27.11%
Licenses & Permits	258,850	126,378	(132,472)	48.82%	876,938	368,651	(508,188)	42.04%
Fines, Forfeitures & Penalties	5,000	4,220	(780)	0	489,500	244,545	(244,955)	49.96%
User Fees	199,857	177,751	(22,105)	88.94% G	9,831,548	4,214,886	(5,616,662)	42.87%
Intergovernmental Charges	124,507	129,234	4,727	103.80% H	8,987,372	4,580,892	(4,416,680)	46.52%
Donations	500	500	0	100.00%	120,530	46,844	(73,686)	38.83%
Interest	0	4	4	—	901,045	519,110	(381,235)	57.66%
Rent	0	0	0	—	471,374	384,514	(86,860)	81.59%
Miscellaneous	20,000	2,870	(17,130)	14.35%	288,034	238,281	(49,753)	82.73%
Transfers from Other Funds	0	0	0	—	2,800,899	2,376,368	(424,533)	84.84%
Bond / Note Proceeds	0	0	0	—	0	0	0	—
Total Revenues	3,554,319	1,530,987	(2,023,332)	43.07%	92,118,696	36,788,588	(53,330,098)	42.11%
Expenses / Expenditures								
Wages & Salaries	1,464,230	627,804	836,627	42.86%	37,195,052	17,019,720	20,175,342	45.76%
Labor Benefits	489,563	232,502	257,181	47.48%	14,431,344	6,806,368	7,622,976	47.18%
Supplies & Services	4,750,772	2,225,561	2,525,211	46.83%	37,361,094	14,741,524	22,639,570	39.44%
Debt Service - Principal	0	0	0	—	0	0	0	0.00%
Debt Service - Interest	0	0	0	—	0	0	0	0.00%
Capital Outlay	1,048,846	184,144	864,702	17.58%	286,585	148,767	137,818	51.91%
Transfers to Other Funds / Debt Insurance Costs	0	0	0	—	13,980,965	1,017,851	12,963,104	7.28%
Total Expenditures	7,753,631	3,269,810	4,483,721	42.17%	2,800,899	2,376,365	424,533	84.84%
Functional Expenditures as % of Total Expenditures	7.13%	7.76%			108,685,949	42,112,606	66,573,343	38.75%
					100.00%	100.00%		
Net Increase/(Decrease) in Fund Balances	(\$4,199,212)	(\$1,738,823)	\$2,460,389		\$16,557,253	(\$3,324,008)	\$19,243,245	

Notes on % of Budget Differing from Expected +/- 20% and \$25,000 if revenues (excluding transfers, capital outlay and debt service) Wages & Salaries and Labor Benefits under budget due to vacant positions and turnover

F CDBG Close Federalized grant funds of \$578,793 will not be received until project(s) completed
G Parks entrance and use fees exceeding budget.
H Multi-discharge fees exceeding budget of \$123,500 by \$5,600.

SAUK COUNTY FINANCIAL REPORT (Unaudited)

June 30, 2020
Percent of Year Complete 50.00%

Department / Account Title	2020 Expense Excluding Addition to Fund Balance	Budget	Year-to-Date Expenses	% of Budget	2020 Revenue Budget Excluding Carryforwards, or Fund Bal Use	Year-to-Date Revenues	% of Budget	Department Net Favorable / (Unfavorable) to Budget	PRELIMINARY December 31, 2019 as of 6-1-20	2020 Net Income/Adj	June 30, 2020
Aging & Disability Resource Center	2,506,455		1,115,961	44.52%	2,478,455	1,039,733	41.95%	(48,228)	939,380	-76,228	863,151
Human Services	23,850,064		11,432,018	47.93%	23,539,810	6,935,756	29.46%	(4,186,008)	2,916,453	-4,496,262	-1,579,807
Jail Fund	100,000	50,000	50,000	50.00%	100,000	52,524	52.52%	2,524	0	2,524	2,524
Land Records Modernization	720,471		321,008	44.56%	446,126	241,075	54.04%	194,412	451,844	-79,933	371,911
Landfill Remediation	106,664		32,238	30.23%	88,000	34,877	39.63%	21,293	4,894,989	2,639	4,897,628
Drug Seizures	11,100		1,560	14.05%	100	0	0.00%	9,440	67,018	-1,560	65,458
Community Development Block Grant	578,793		0	0.00%	578,793	0	0.00%	0	0	0	0
CDBG Housing Rehabilitation	20,000		18,159	90.79%	20,000	2,873	14.37%	(15,285)	22,075	-15,285	6,790
TOTAL SPECIAL REVENUE FUNDS	27,893,537		12,970,943	46.50%	27,251,284	8,306,938	30.48%	(4,021,952)	9,291,761	-4,664,105	4,627,656
DEBT SERVICE FUND	1,862,775		36,150	1.94%	1,486,089	740,664	49.84%	1,081,200	767,287	704,514	1,471,801
HEALTH CARE CENTER FUND	12,633,447		4,314,466	34.15%	10,711,909	5,051,871	47.16%	2,658,943	6,549,868	737,405	7,287,273
Highway	13,310,895		3,689,199	27.72%	10,805,895	5,359,748	49.60%	4,175,549	15,261,444	1,570,549	16,831,993
Insurance	50,000		5,768	11.54%	57,711	4,470	7.74%	(9,009)	445,267	-1,298	443,969
Workers Compensation	415,500		241,958	58.23%	383,539	147,308	38.41%	(62,689)	537,804	-94,650	442,954
TOTAL INTERNAL SERVICE FUNDS	13,776,395		3,936,924	28.58%	11,247,145	5,511,525	49.00%	4,103,851	16,244,315	1,574,601	17,818,915
Dog License	16,694		12,422	74.41%	20,500	18,282	89.18%	2,055	-449	5,861	5,411
TOTAL TRUST & AGENCY FUNDS	16,694		12,422	74.41%	20,500	18,282	89.18%	2,055	-449	5,861	5,411
TOTAL COUNTY	108,685,949		42,112,606	38.75%	92,118,696	38,788,598	42.11%	13,243,245	77,184,189	-3,324,008	73,870,181

CURRENT DEBT PRINCIPAL BALANCE

2016 Law Enforcement Refunding Bonds (final pmt 2021)	3,815,000
2017 HCC Refunding Bonds (2027)	5,030,000
2019 HCC Refunding Bonds (2023)	2,665,000
Principal Payments are Due October 1	11,310,000

GENERAL FUND BALANCE DETAIL

	PRELIMINARY December 31, 2019 as of 6-1-20	2020 Net Income/Adj	June 30, 2020
Nonspendable - Inventories	15,932	0	15,932
Nonspendable - Prepaid Items	44,553	0	44,553
Nonspendable - Long-Term Receivable (Delinquent Taxes)	1,299,339	0	1,299,339
Nonspendable - Interfund Receivable (Tri-County Airport)	45,346	0	45,346
Assigned - Encumbrances	727,024	0	727,024
Assigned - Carryforward Funds	3,104,006	0	3,104,006
Assigned - Subsequent Yr Budgeted Fund Bal Use	7,270,302	0	7,270,302
*Unassigned - Working Capital	17,961,377	1,524,178	19,485,555
*Unassigned	13,873,529	-3,206,461	10,667,068
TOTAL GENERAL FUND BALANCE	44,341,408	-1,682,283	42,659,125

* County Reserves (working capital and unassigned)

31,834,906 -1,682,283 30,152,623

RULES OF THE SAUK COUNTY BOARD OF SUPERVISORS (2020-2022)

[As adopted on May 19, 2020] (Proposed Revisions as of 8/14/2020)

RULE I. BOARD ORGANIZATION AND MEETINGS.

A. As provided by statute, the Sauk County Board of Supervisors ("Board") shall organize on the third Tuesday of April in even numbered years and adopt rules and regulations for the ensuing term by a majority vote of the board. Regular and special meetings of the Board shall be held and conducted in accordance with the provisions of Wis. Stat. § 59.11. The Board shall hold an annual meeting on the Tuesday after the second Monday of November in each year for the purpose of transacting business and the adoption of the budget. When the day of the meeting falls on November 11, the meeting shall be held on the next succeeding day.

B. The Chairperson of the County Board ("Chair") and Vice-Chairperson shall be elected biennially by the Board at the April meeting in even-numbered years. A majority vote of the total elected Supervisors is required to elect the Chair and Vice-Chair (e.g. 31 districts in Sauk County, 16 votes required regardless of number of Supervisors in attendance at meeting). Furthermore, any Supervisor may request removal of the Chair or Vice-Chair and new elections for a new Chairperson, Vice-Chairperson or both under item 13 of the regular Board meeting agenda, provided such request is placed with the County Clerk and County Administrator pursuant to the provisions of III. A. Such officers shall take office upon election. If the former Chair is considering running for reelection, the Chair shall turn the meeting over to the Vice-Chair to chair the meeting during the election of the chair. If the Chair and Vice-Chair are both running for election to Chair, the meeting shall be chaired by the Corporation Counsel until a new Chair is elected. No Supervisor may be elected as Chairperson for more than two (2) consecutive terms.

C. The Board shall meet regularly in the County Board Room on the third Tuesday of each month except as provided in Rule I.A. above. Regular meetings of the full Board shall commence at 6:00 P.M. Any vote to adjourn to a different time or place for convening a regular meeting shall require approval by two-thirds of the members present.

D. The Chair shall preserve order and decorum. The Chair may speak to points of order in preference to other members, and shall recite questions of order subject to an appeal to the Board by any two members, on which appeal no member shall speak more than once, unless by leave of the Board. He or she shall vote on all roll calls, except upon appeals from his or her own decision. The Chair may NOT participate in debate or discussion unless he or she steps down from the Chair and assumes their regular seat (the Vice-Chair would then run the meeting) then following the same rules as any other Supervisor.

E. The Board aspires to encourage appropriate dress by board members that reflects the professionalism of the Board. Business casual or more formal attire is encouraged.

F. All comments, debates and discussions shall be appropriate and to the point of the topic under discussion, and conducted in a manner that is civil, and respectful of all concerned.

G. A Special Meeting of the Board shall be held in accordance with the provisions set forth in 59.11 (2). A Supervisor may signify agreement to a request by email, delivered to the Clerk via County email from a Supervisor's official Sauk County email address to the Clerk's official email address. Furthermore, the Clerk may notice a Special Meeting by email. Personal email accounts, SMS or other electronic messages are not acceptable

RULE II. AGENDA.

A. The order of business of Board meetings shall be as stated on the agenda for each session. The agenda shall jointly be the responsibility of the Chair, the County Administrator and the County Clerk. The agenda shall be circulated to the Board not less than two business days before each meeting. Agenda amendments that comply with Open Meeting Law notice requirements are permitted after initial circulation.

B. The format for the agenda at the April organizational meeting held in even-numbered years shall be as follows:

1. Call to order.
2. Invocation and pledge of allegiance.
3. Verification of credentials and roll call.
4. Administration of oath of office.
5. Adoption of Rules of the Board.
6. Adoption of agenda.
7. Approval of the minutes of the previous meeting.
8. Designation of official newspaper.
9. Election of a Chair and Vice Chair.
10. Election of at-large members of Executive & Legislative Committee.
(Proceed in accordance with regular meeting agenda, see II.C. 6. through 15.)

C. The format for the regular meeting agenda of the County Board shall be as follows:

1. Call to order.
2. Roll call.
3. Invocation and pledge of allegiance.
4. Adoption of agenda.
5. Approval of the minutes of previous meeting.
6. General consent agenda items.
7. Scheduled appearances included on the agenda.
8. Public comment with each speaker limited to no more than three minutes.
9. Communications.
10. Appointments.
11. Bills.
12. Claims.
13. Elections.
14. Proclamations.
15. Reports.
16. Unfinished business.
17. New business.
18. Referrals.
19. New agenda items (no discussion). Submit in writing or by email new business items to the County Administrator as soon as possible for Rule III.A. committee referral or addition to the Board agenda.
20. Adjournment.

RULE III. RESOLUTIONS AND ORDINANCES.

A. All proposed Board agenda items shall be submitted in writing to the County Clerk and County Administrator by 4:30 p.m. on the Tuesday preceding the next regular meeting of the Board. The County Administrator is responsible for the referral and routing of all proposed resolutions and

other items to come before a committee and the Board. Except as otherwise provided, all proposed Board agenda items shall be referred to each standing committee with subject matter jurisdiction prior to placement on the Board agenda for discussion, report, and recommendation. Any Supervisor may also present a proposed resolution or agenda item for consideration by the full Board utilizing one of the following processes:

1. A Supervisor may request the committee chairman to place a proposed resolution or other item on the agenda of the next regular meeting of a committee of which he is a member; or
2. A Supervisor may request the County Administrator to refer a proposed resolution or item to the appropriate committee for consideration at its next regular meeting, if the requestor is not a member of that committee.

All business referred to a committee by the Board shall be taken up before the next regular Board meeting whenever possible. The Board may, by majority vote, recall any matter referred to a committee and refer the matter to another committee or take other appropriate action thereon. A Supervisor wishing to so recall an item from Committee must notify the County Administrator by the time set forth in III. A. so the proposed action may be properly included on the Board agenda. Supervisors are strongly encouraged to consider the recommendation of the committee prior to requesting a proposed resolution or item be placed on the agenda as the lack of committee support would be indicative of the proposed resolution's or item's feasibility.

B. Items may be included on the general consent portion of the agenda provided the matter was unanimously adopted by the sponsoring committee and the matter under consideration has no financial or public policy impact and is of a non-controversial nature. No ordinance shall be included in the general consent portion of the agenda. When the general consent portion of the agenda is placed before the Board for consideration, the Chair shall ask if any member of the Board objects to any item being considered by general consent. Any item placed on the general consent portion of the agenda may be placed under the new business portion of the agenda, and considered separately, upon the request of any supervisor, and without a motion and second, provided such request is made prior to a vote on the general consent portion of the agenda by the Board. If there is no objection to any item, the Chair will request a motion to approve the general consent portion of the agenda. All items in the general consent portion of the agenda may be approved by voice vote. Any member may request and shall be granted a recorded vote without a motion or second provided such request is made prior to the Chair's request for a motion to approve the consent agenda.

C. It shall be the responsibility of the sponsoring committee or supervisor to have the matter prepared in the form to be acted on and to have a fiscal note attached. All resolutions involving the expenditure or receipt of funds shall carry a fiscal note using a form approved by the Finance Committee which details the resolution's impact upon County finances approved and initialed by the Finance Director, Accounting Manager or County Administrator. In addition to the fiscal note, all resolutions shall contain a Management Information Systems (MIS) Note, and shall be reviewed by Corporation Counsel and approved as to form prior to inclusion in the agenda. A resolution lacking a fiscal note, MIS note, or legal review by Corporation Counsel shall not be considered by the Board. The background clause of any resolution or ordinance shall contain information sufficient to provide the purpose and need for the resolution or ordinance.

D. The Chair may immediately refer any matter not considered and reported to the Board by a committee to the appropriate committee without motion if there is no objection to referral. If objection is made, referral of the matter shall be immediately placed before the Board for vote and shall only be referred upon a majority vote of the members present and voting. Resolutions brought forward by individual supervisors must be presented to all committees having jurisdiction over the proposed matter as detailed above.

E. The County Board shall send a special advisory referendum question to the County Clerk for placement on the next spring or fall ballot only if a supervisor submits the question in writing to the Board not less than one-hundred-twenty (120) days prior to the date of the next election and the question is approved for ballot placement by a two-thirds (2/3rds) vote of the Board.

RULE IV. ORGANIZATION.

A. In addition to presiding at meetings, the supervisor elected Chair by the Board, pursuant to Rule I.B., shall upon election, assume all the responsibilities and perform all duties required of the Chair, pursuant to applicable State Statutes and these Rules, until the Board elects a successor.

B. In case of the absence or inability of the Chair for any meeting, the Vice-Chair shall perform the duties of the Chair. In case of the absence or inability of both the Chair and Vice-Chair for any meeting, the members shall choose a temporary Chair by a majority vote of the members present. In the case of the permanent absence or inability of the Chair, the Vice-Chair shall become Chair, and a new Vice-Chair shall be elected by the Board.

C. The Chair is authorized to attend meetings and conferences on matters related to county government and may direct the attendance of the Vice-Chair or some other members of the Board, either in place of the Chair, or along with the Chair, however per diem shall not be payable unless authorized in accordance with Rule V.A. The Chair shall serve as the County's voting delegate at the Annual Convention of the Wisconsin Counties Association. The Chair shall serve on the following: Madison Area Technical College Appointment Board, Western Wisconsin Technical College District Board, and WIRED Leadership Caucus.

D. If a vacancy occurs on the Board, the Chair is authorized to appoint a qualified elector of the supervisory district wherein the vacancy occurs to fill the unexpired term. Such appointment shall be subject to approval of the Board at the next regular Board meeting following appointment by the Chair. A supervisor filling a vacancy shall not automatically be assigned to the same committees as his or her predecessor in office but may request particular assignments. The chair shall have the option of removing or replacing any or all committee assignments for a replacement supervisor including moving a minimal number of supervisors to different committees if it benefits the county. Reassignment of supervisors requires the express consent of each reassigned supervisor and approval by a majority of members voting on the reassignment. Replacement of a member of the Executive & Legislative Committee, shall require election by the Board.

E. Supervisors appointed to special committees, boards, and commissions shall serve on those bodies only so long as they remain members of the Board unless a state statute or county ordinance provides otherwise. At the point in time that a supervisor is no longer a member of the Board, the position on the special committee, board, or commission shall be deemed vacant, and the Chair shall appoint a new individual, who must be a member of the Board, to fill the unexpired term on the body. A former supervisor may only fill a citizen member position on a special committee, board or commission if the former supervisor's continued service will result in no diminution of representation on the body by members of the Board.

F. The County Administrator shall attend Board meetings.

G. The Corporation Counsel shall attend Board meetings and serve as parliamentarian and legal advisor to the Board. If the Corporation Counsel is unable to attend a Board meeting then the County Administrator will serve as parliamentarian.

H. A minimum of one day of education for members of the Board shall be set by the Chair, said day of education to be held every two years. Such education may be conducted through electronic means, including but not limited to videos and webinars. The Chair may set additional days of education for Board members, including one or more days for the purpose of clarifying budget procedures and upcoming budget analysis matters.

I. A secret ballot may be used by the Board or a committee but only to elect an officer of the Board or the committee. When written ballots are used, supervisors shall indicate their vote by placing their district number on the reverse side of the ballot. In any election by the Board, the first ballot shall be the nominating ballot, to be followed by succeeding formal ballots until a majority vote of the members present elects. Only persons named on a nominating ballot shall be considered during a formal ballot, and any ballot cast in violation of this rule shall be considered void.

J. The standing committees shall be appointed by the Chairperson, in consultation with the Executive & Legislative Committee, subject to the approval of the Board. Committee appointments shall be presented for approval at the next meeting of the Board following the date of organization. The Executive & Legislative Committee shall meet at the call of the Chairperson as soon as practical after the organizational meeting to consult on committee appointments. After consultation, the new, tentative committees appointed by the Chairperson shall serve prior to approval by the Board during the period between the organizational meeting and the regular meeting in May, where consideration by the Board shall take place.

K. A chair, vice-chair and secretary for each committee shall be selected by each committee's membership.

L. If the position of chair on a committee becomes vacant, the vice-chair becomes chair and an election shall be held to fill the position of vice-chair and any other subsequent vacancies.

M. Removal of a supervisor from a committee. A supervisor may only be removed from a committee by the County Board Chairperson with the approval of the County Board by a two-thirds vote of the Board members present.

N. Resignation by supervisor from a committee. If a supervisor wishes to resign from a committee, permission must be requested from the Board. Permission of the Board can be given through unanimous consent or a motion that is debatable and amendable. Once the request is granted, the vacancy is handled as any other vacancy.

O. Matters Pertaining to Standing Committees of the Board:

1. A supervisor shall serve as a committee member until the first Board meeting following the spring election.

2. Whenever two or more committees meet jointly, a quorum of each committee participating in the joint meeting is required. A supervisor who serves on two or more of the committees may be counted toward a quorum of more than one of the committees meeting jointly. The joint committees shall vote to select one chair of one of the participating committees to serve as chair of the joint meeting.

3. Supervisors are expected to attend the committee meetings of the committees to which they are assigned. When a supervisor cannot attend a meeting, it is the responsibility of the supervisor to request excusal from the chair of the committee.

4. A County Board member attending a committee meeting of a committee on which they do not serve, shall be given the opportunity to address said committee at least once, for a period of time which is at least equal to the time allowed for individual speakers at public comment, provided the matter to be addressed is a matter that is on that committee's properly posted agenda. The decision to allow the supervisor to speak more than once is within the discretion of the chair of the committee. The chair's decision may be overruled by a majority vote of the committee.

5. Each committee shall, at its first meeting following the organizational meeting of the Board, select those officers required by Rule IV.L., and it shall thereafter be the responsibility of said officers to ensure that accurate, written minutes are made of each meeting of the committee and submitted to the County Clerk for filing. The presiding officer at any meeting shall ensure compliance with the Open Meetings Law.

6. Committee agenda format will be established in compliance with open meetings law and by the committee chair and secretary based on that respective committee's precedent.

P. Special committees, boards, special appointments and commissions shall be selected or appointed by the Chair with the approval of the Board. These committees, boards and commissions shall select their own chair. The Chair shall notify the supervisors of proposed appointments by United States Mail or email no later than the Thursday afternoon prior to the scheduled meeting of the Board at which the appointments will be voted upon. If an appointment is to be considered at a special meeting of the Board, the Chair shall provide notice by United States Mail or email no later than five days prior to the date of the special meeting.

~~Q. As far as practicable and with prior chair approval, standing and special committee members may participate in committee meetings via telephonic conferencing, however those members appearing by phone for meetings that take place within Sauk County will not count toward quorum, may not vote, and shall not receive per diem compensation. At no time shall more than one committee member be participating by telephone. Upon prior approval by the Executive and Legislative Committee, committee members may count toward quorum, may vote and are eligible to receive per diem compensation for telephonic meetings where the committee meeting is convened outside of Sauk County.~~

Q. Remote Participation in Sauk County Board and Committee Meetings

A Supervisor may remotely attend, be counted towards a quorum, vote and be paid per diem as follows:

COUNTY BOARD MEETING:

1. Supervisor must request remote participation in a meeting of the full County Board of the Chair at least 14 days prior to the meeting, and notify the County Clerk if and once such request is granted by the Chair.
2. Supervisor may participate via voice or video; may speak only when recognized by the Chair pursuant to all other applicable rules of the board; may vote ONLY using County approved, properly configured, and secured voting device.

3. An individual Supervisor may remotely attend a meeting no more than three times per calendar year.
4. No more than two Supervisors may remotely attend and participate in a meeting of the full County Board.
5. Remote participation in closed session meetings is **not** allowed.

COMMITTEES OF THE COUNTY BOARD:

1. Supervisor must request the remote participation in a Committee meeting of the Committee Chair at least 7 days prior to the meeting, and notify the Secretary of the Committee if and once such request is granted by the Chair.
2. Supervisor may participate and vote via voice or video; may speak only when recognized by the Chair pursuant to all other applicable Rules of the Board and Committee.
3. An individual Supervisor may remotely attend a meeting no more than three times per calendar year.
4. No more than one Supervisor may remotely attend and participate in a Committee meeting.
5. Remote participation in closed session meetings is **not** allowed.
6. Sauk County Health Care Center (SCHCC) staff who participate in the SCHCC trustees meetings may do so remotely when they need to remain at the SCHCC for health and safety reasons. Citizen members of the SCHCC trustees may participate in meetings remotely when health and safety is a concern.

The Chair of the Board or a Committee may **not** remotely preside over any meeting.

RULE V. COMPENSATION.

A. Supervisors shall be authorized up to a maximum of 90 days' compensation (at a per diem rate of \$90.00 for each day of attendance when the Board is in session and meeting, and \$75.00 for other authorized service including committee meetings), plus mileage and reimbursement of authorized expenses, for committee work when attending committee meetings of which they are members, or as chair of a committee (or their designee) when attending a committee meeting of which they are not a member for the purpose of providing testimony on an issue. Authorized service includes service required

by ordinance or resolution. The maximum limits established for committee work shall be in addition to the per diems and mileage supervisors are entitled to receive for attendance at meetings of the Board and exclusive of per diems paid by non-county boards or commissions where the payment of the per diem or mileage is not made from County funds. Reimbursement of expenses (such as mileage, parking, etc.) shall be allowed only if a request for payment is made on the form provided by the Accounting Department within three (3) months after the meeting or event date. Payment to County Board supervisors and other committee members shall be only via direct deposit.

B. As provided by Wis. Stat. § 59.13(2), no supervisor shall be allowed pay for committee service while the Board is in session, but the Board may authorize payment of per diem, mileage and reimbursement for other expenses for attendance at any school, institute or meeting which the Board directs them to attend. Each standing committee is specifically authorized to send up to two (2) members to up to two (2) conventions (including conferences and other trainings) per County fiscal year. The convention cannot exceed three (3) days or be farther than three hundred (300) miles. All other requests require approval by a majority of the Board. Wis. Stat. § 59.13(2).

C. Any increase in the number of days of committee work for which supervisors may be paid compensation and mileage in any year shall require approval by two-thirds vote of the members of the Board present, prior to payment. In addition to the above, the Chair shall receive compensation for performance of the duties of that office. The Chair is authorized to act as a member of all committees in an *ex officio* capacity, and per diem and mileage are eligible to be paid under this rule for attendance at all committee meetings attended by the Chair.

D. The supervisor elected Chair shall be entitled to receive the compensation provided for the part-time position of Chair consisting of a salary of \$650 per month in addition to any other per diem and mileage entitlement available to other supervisors in accordance with Rule V.A., as provided by Sauk Co. Code § 35.03.

RULE VI. PROCEDURE.

A. The Chair shall announce items as they arise on the agenda. With respect to a resolution or ordinance, the Chair shall ask if a member wishes to make a motion, and upon a motion, if there is a second. Upon a motion and second, the Chair, or the Clerk, shall state the question on the motion, identifying the resolution or ordinance by its title and number, and reading the resolution in full. If the text of the resolution or ordinance has been distributed to members in advance, the chair may state the question without reading it in full, instead identifying the resolution by its designated title and number, by saying: It is moved and seconded to adopt the resolution relating to..., as printed." Any Supervisor has the right to have the motion or resolution read. After the question has been stated, the Chair shall call upon the maker of the motion who may defer to the chair of the appropriate committee, or an appropriate County staff person, for any statement or explanation.

B. In presenting business or debate, members shall address the Chair, be recognized, and when in order, proceed without any interruption. Debate and discussion should be limited to the agenda item under discussion. Discussion is intended to provide clarity on a given topic. In all cases, personalities are prohibited and civility shall be observed. In case more than one member shall seek recognition to address the Board or committee, the Chair shall decide who has precedence.

C. All regular meetings of the Board and Board committees shall provide a noticed public comment period. During a public comment period, any person who is not a member of the body may comment on a specific item or issue that is on that particular agenda ~~item or any other matter the Board or committee is empowered to consider~~ for a maximum of three minutes per person. Discussion

of personalities is prohibited and civility shall be observed. The Board or committee Chair may authorize the appearance and comment of a non-member if the appearance is specifically listed on the agenda.

D. Any member wishing to speak to a question shall be permitted to do so at least once, and a motion for the previous question shall not be in order until every member has had such opportunity. No member may speak twice on any question until every member choosing to speak has spoken. The person making a motion and the second may speak for up to five (5) minutes during the first round of debate and all others shall be limited to three (3) minutes per round.

E. All supervisors present shall endeavor to vote but shall not be compelled to do so or be admonished by other members for not exercising their voting right. All members abstaining shall be deemed present for purposes of a quorum even if absence from the chambers is required. A member of the Board who has a conflict of interest pursuant to Wis. Stat. § 19.59 or Sauk Co. Code Ch. 36, Code of Ethics, shall, prior to the commencement of discussion or consideration of the matter, declare same and request to be excused by the Chair from the Board Room during discussion, consideration and voting on said matter. The Chair shall be excused by the Vice-Chair, for appropriate reasons.

F. Every motion shall be reduced to writing if called for by the Chair or any member of the Board. After motion is made and stated by the Chair, it shall be deemed to be in the possession of the Board, but may be withdrawn at any time before decision or amendment by a majority vote of the Board.

G. In every instance, a motion to adjourn, to lay on the table, for previous question and for limited debate shall be decided without discussion.

H. These rules may be suspended or amended by a two-thirds vote of all members present. Robert's Rules of Order Newly Revised, 2011 (11th) Edition, shall govern the proceedings of the Board in all cases to which they are applicable and in which they are not inconsistent with these Rules or the laws of the State of Wisconsin.

I. Except for resolutions approved as part of a consent agenda, all votes on resolutions or ordinances shall be recorded roll call votes. If the electronic voting system is not operational, the Board may, by a two-thirds vote, approve voice voting on any resolution that does not otherwise require a roll call or supermajority vote by law.

J. Any budget alterations shall require authorization by two-thirds of the membership of the Board in accordance with Wis. Stat. § 65.90(5).

K. When a motion has been made and carried in the affirmative or negative, it shall be in order for any member of the majority to move for reconsideration thereof at the next regularly scheduled meeting or in the same meeting of the Board. Such motion shall take precedence over all other questions except a motion to adjourn.

L. Reports to the Board are presented for information and not debate, and shall be limited to ten minutes in length after which a question and answer period may be conducted that also shall not exceed ten minutes. The time provided for a report or question and answer period may be extended either during the approval of the agenda or by motion to extend the time allowed for the report or the question and answer period.

M. The Board shall take a ten-minute break after two hours of meeting, and shall break for ten minutes every two hours thereafter, for the comfort of supervisors and members of the public attending the meeting.

RULE VII. FINANCIAL POLICY.

A. The Chair and the County Clerk shall issue County orders in favor of the several County offices for their respective salaries and for all bills allowed and appropriations made by this Board.

B. All members of the Board who are to be reimbursed for committee work shall submit vouchers to the County Clerk on a monthly basis, to be placed on file with other current claims or accounts to be authorized for payment at regular Finance Committee meetings. Per diem and mileage paid Board members through any calendar year shall be compiled in the Accounting Department and presented to the Board prior to annual publication in March of the following year. Supervisors who "ride along" with other supervisors may not claim mileage.

C. No current claim or account to be paid from funds previously appropriated for any item by the Board in the Budget shall be allowed, nor order passed whereby any money is paid out or expended, until said claim or account has been referred to the appropriate department committee and report made thereof as directed by said committee. Individual expenditures exceeding \$10,000 shall be specifically approved by the Board except as otherwise provided by ordinance or statute.

D. All claims or accounts for disbursements made by any County official must be itemized and contain sufficient information to identify proper budget authorization.

E. The County Administrator, with the assistance of the Finance Director, shall keep the Board informed of the financial condition of the County and shall submit complete quarterly financial statements to the Board.

RULE VIII. OPEN MEETINGS.

A. It is declared to be the policy of Sauk County that the public is entitled to the fullest and most complete information regarding the affairs of County government as is compatible with the conduct of County affairs and the transaction of County business. Wis. Stat. §§ 19.80 to 19.98 are to be complied with by all members at all meetings of public nature. The Board and its committees shall "sit with open doors," and timely notification of all public meetings, time, date, place and subject matter shall be given, including the specifics for any contemplated closed session.

B. Unless conducting non-County Board business, Supervisors may only be present in the West Square Building, the Historic Courthouse, the Law Enforcement Center, the County Highway Building, the Health Care Center and all other County owned buildings and properties to attend duly noticed and scheduled committee and Board meetings. Supervisors wishing to confer with a Department Head shall schedule an appointment in advance with that particular Department Head.

RULE IX. STANDING COMMITTEES OF THE BOARD.

AGING & DISABILITY RESOURCE CENTER AND VETERANS SERVICE OFFICE COMMITTEE

Responsible for providing services to the general public with respect to matters related to aging and disability and to improve the life of those with aging and disability related issues. This committee will serve as the official statutory Commission on Aging pursuant to Wis. Stat. § 46.82(4) and shall be advised by the Aging, and Disability Advisory Committee. Responsible for policy direction and oversight for the following departments: Veterans Service Officer and Aging and Disability Resource Center. Sauk Co. Code Ch. 16. **Members: 5.**

ECONOMIC DEVELOPMENT COMMITTEE

Responsible for coordination of County economic development initiatives with County Planners and Sauk County Development Corporation. Involved in strategic resource planning initiatives. Reviews matters which affect growth and development of Sauk County, and economic development of communications network. Responsible for County coordinated transportation, including overseeing the Tri-County Airport Commission, municipal airports, Pink Lady Rail Transit Commission and Wisconsin River Rail Transit Commission. Responsible for the study, review and recommendation regarding freight, passenger and commuter rail development, intercity and commuter bus services and development, and the provision and coordination of rural and commuter transit services. Comprised of members from: Property Committee; Land Resources & Environment Committee; UW Extension, Arts, & Culture Committee; and Highway Committee. Transit is governed by Wis. Stat. § 59.58. **Members: 7.** The County Board Chairperson is the chair of the Economic Development Committee.

EXECUTIVE & LEGISLATIVE COMMITTEE

Responsible for proposing amendments and monitoring the operation of Rules of the Board; responsible for the conduct of all intergovernmental relations and affairs; monitors State legislative and administrative activity affecting Sauk County; proposes legislation or action on pending legislation affecting Sauk County; considers matters not specifically assigned to other committees. Responsible for the overall information technology requirements for all departments and agencies of Sauk County. Provides overall planning and long range forecasting for the information systems needs of Sauk County. Responsible for policy direction and oversight to the following departments: County Administrator, Corporation Counsel, County Clerk, Management Information Systems, Emergency Management. The Executive & Legislative Committee shall be composed of the Chair and Vice-Chair of the Board, and three (3) additional members to be elected at large by the Board pursuant to Rule II.B.10., above. The Chair and Vice-Chair of the Board shall serve in the same roles on the Executive & Legislative Committee, and the County Clerk shall serve as secretary to this committee. The County Administrator, Corporation Counsel, and County Clerk shall serve as *ex officio* members of this committee without voting privileges. **Members: 5.**

EXTENSION EDUCATION, ARTS & CULTURE COMMITTEE

Jointly responsible with the Area Extension Director for oversight of University of Wisconsin-Madison, Division of Extension educational programming in agriculture and natural resources, community and economic development, family living, 4-H and positive youth development, horticulture, and County tourism and promotion activities on behalf of the Board. Responsible for oversight regarding arts, humanities, culture and historic preservation projects on behalf of the Board. Serves as the Landmarks Commission in compliance with Sauk Co. Code Ch. 38 and Wis. Stats. §§ 59.56 and 59.69(4m). Responsible for oversight of the following departments: jointly responsible with the Area Director for UW the Extension Office. Wis. Stat. §59.56(3)(b).

Members: 5 Supervisors; 1 citizen may be appointed who shall be a public school administrator in the County. 2 members must also be members of the Conservation, Planning & Zoning Committee.

FINANCE COMMITTEE

Responsible for financial policy initiation and review of all County fiscal matters, including development of annual County operating budget. Reviews County investment and banking policies; manages County general fund and contingency fund; reviews per diem and mileage for all committees, commissions, boards or councils; recommends approval of County audit report; receives all special gifts and grants made in favor of the

County. Meets jointly with Personnel and Insurance Committee to address strategic resource personnel planning. Provides policy direction and oversight to following departments: Accounting and County Treasurer. **Members: 5.**

HEALTH BOARD

Responsible for policy direction and oversight of Health Department pursuant to Wis. Stat. Chs. 250 through 255 relating to public and environmental health matters. Sauk Co. Code Ch. 3. **Members: 7; 3 Citizens, 4 Supervisors.**

HEALTH CARE CENTER BOARD OF TRUSTEES

Responsible for policy direction and oversight of the Sauk County Health Care Center pursuant to Wis. Stat. § 46.18 and Sauk Co. Code Ch. 46. When a supervisor member shall no longer be a member of the Board of Supervisors, that member shall complete the term of office to which they were appointed. However, the next vacancy on the Board of Trustees shall be filled so as to maintain the balance of four supervisor and three citizen members. The Board of Trustees serves as the Home Health professional advisory group pursuant to Wis. Adm. Code DHS § 133.05. The chair and vice-chair of the Health Care Center Board of Trustees also serve as chair and vice-chair of the Board of Directors of the Health Care Center Foundation. **Members: 7; 3 citizens, 4 supervisors.**

HIGHWAY COMMITTEE

Responsible for policy direction in design, construction and maintenance of all County roads and expenditure of highway maintenance funds received from the state or County, including planning, development of, and maintenance of all structures required for storage, maintenance and operations relating to the Highway Department. Pursuant to Wis. Stat. § 83.015(1)(c), this Committee is designated the County Highway Committee and each member is appointed and vacancies filled pursuant to the procedures contained in these Rules. The Committee shall have five (5) members composed of Sauk County Supervisors who shall serve for the same term as supervisors appointed to standing committees of the Board. Responsible for policy direction and oversight for Highway Department. **Members: 5.**

HUMAN SERVICES BOARD

Responsible for policy direction and oversight for Human Services Department pursuant to Wis. Stat. chs. 46 and 51 and Wis. Stat. § 59.53 to oversee social services and community programs. Further authority is found in Sauk Co. Code Ch. 2. **Members: 9; 3 citizens, 6 supervisors.**

LAND RESOURCES & ENVIRONMENT COMMITTEE

Responsible for policy direction for County planning, land use regulations, surveying, remonumentation, mapping and uniform rural building identification system, land records modernization activities. Serves as the County Zoning Agency pursuant to Wis. Stat. § 59.69. Establishes policies relating to planning, acquisition, development and maintenance of County owned park and recreation sites. Responsible for natural resource management, resource conservation and environmental protection including soils, water, forestry and wildlife resources through participation in various federal, state and local programs. Responsible for developing sustainable practices within County operations and serving in an advisory capacity regarding "green technologies." Responsible for the development and implementation of the Sauk County Outdoor Recreation Plan. Responsible for review and approval of vouchers related to the Sauk County Outdoor

Recreation Plan. Oversees operation of farmland located at the original Sauk County Health Care Center and environmental obligations associated with the closed Sauk County landfill. Serves as the Farmland Preservation Review Committee. **Members: 8; 1 Citizen who meets the requirements of Wis. Stat. § 92.06(1)(b)(2), 7 Supervisors. 2 members must also be members of the Extension Education, Arts & Culture Committee.** Pursuant to Wis. Stat. § 92.06(1)(b)(2), the chair of the Sauk County Farm Services Agency Committee or designee shall be a member of the Committee but shall refrain from discussion and voting on any matter where the Committee is acting as the County Zoning Agency. Pursuant to Wis. Stat. § 92.06(1)(b)1 two members of the committee shall also be members of the Extension Education, Arts & Culture Committee. Members of this committee shall serve on the lake protection districts. Provides policy

direction and oversight to the following departments: Conservation, Planning & Zoning; Parks; County Surveyor; Land Information Officer; Register of Deeds; and Mapping.

LAW ENFORCEMENT & JUDICIARY COMMITTEE

Responsible for exploration of justice alternatives. Provides policy direction and oversight on behalf of the Board to the following departments: District Attorney, Coroner, Clerk of Courts, Court Commissioner, Register in Probate, Child Support, and Circuit Court Judges, Sheriff, and the Animal Shelter. **Members: 5.**

PERSONNEL & INSURANCE COMMITTEE

Responsible for policy jurisdiction over all County personnel matters including: recruitment and selection; collective bargaining and contract administration; employee relations; salary administration for all appointed and elected personnel; classification systems; employee training; fringe benefits; and reviews all new position requests and vacant positions. Oversees the County's safety program and safety training. Provides for all property, liability, and worker's compensation insurance needs for the County. Meets jointly with Finance Committee to address strategic resource personnel planning. Provides policy direction and oversight to the Personnel Department and Risk/Safety Manager. **Members: 5.**

PROPERTY COMMITTEE

Responsible for providing policy direction with regard to matters involving County property. Handles all matters relating to the acquisition of real property, construction, building improvements, repair or maintenance not specifically delegated to other committees. Responsible for planning and implementation of space use in County buildings. Oversees the appraisal and sale of tax delinquent County property by the County Treasurer and reviews the disposition of, or the granting of easements on, County real property. Responsible for the physical management requirements associated with the closed Sauk County Landfill. Approves the use of County owned property by non-County groups when such property is not under the direct purview of another committee. Oversees communications infrastructure, including fiber optic cable, towers, and associated equipment. Provides oversight to the Building Services Department **Members: 5.** [Drafter's Note: Elimination of the Communications & Infrastructure Committee and transfer of its functions to the Property Committee was approved on April 29, 2019 but is not effective until April 21, 2020]

RESOLUTION NO. 106 - 2020

AUTHORIZING CONTRACT WITH OUTSIDE LEGAL COUNSEL FOR WIS. STAT.
CH. 51, WIS. STAT. CH. 54, AND WIS. STAT. CH 55 CASES

Background:

Sauk County (the "County") is statutorily obligated to provide legal representation for certain cases pursuant to the Wisconsin Statutes, including, but not limited, to cases originating in Wis. Stat. Ch. 51, Wis. Stat. Ch. 54 and Wis. Stat. Ch. 55. Since approximately January 1, 2020, the Sauk County Corporation Counsel has not directly provided this representation but rather contracted this work out to outside legal counsel. Since von Briesen & Roper s.c. joined the County as Interim Corporation Counsel ("Corporation Counsel"), various County staff and leadership voiced concerns with the existing outside counsel providing certain legal services. The agreement with current outside counsel will terminate on August 14, 2020. It is imperative that the County coordinate transitional and ongoing legal representation in the Wis. Stat. Ch. 51, Wis. Stat. Ch. 54 and Wis. Stat. Ch. 55 cases.

Corporation Counsel engaged Cross Jenks Mercer & Maffai, LLP ("Cross Jenks") in discussions for legal representation in the Wis. Stat. Ch. 51, Wis. Stat. Ch. 54 and Wis. Stat. Ch. 55 cases. Corporation Counsel, the County Department of Human Services Director and other County officials met with attorneys for Cross Jenks to discuss Cross Jenks providing outside legal counsel in the Wis. Stat. Ch. 51, Wis. Stat. Ch. 54 and Wis. Stat. Ch. 55 cases, and to determine whether Cross Jenks was the best fit to provide these services for the County. After these discussions and then discussion of contract terms, Cross Jenks and Corporation Counsel have agreed to a nine (9) month term contract for representation in Wis. Stat. Ch. 51, Wis. Stat. Ch. 54 and Wis. Stat. Ch. 55 cases at the rate of \$180.00 per hour.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

WHEREAS, Sauk County (the "County") is obligated to provide legal representation for certain cases pursuant to the Wisconsin Statutes, including, but not limited to, cases originating in Wis. Stat. Ch. 51, Wis. Stat. Ch. 54 and Wis. Stat. Ch. 55;

WHEREAS, the County desires to provide this legal representation by using outside legal counsel, namely Cross Jenks Mercer & Maffai, LLP ("Cross Jenks") to provide specific legal services (the "Legal Services") for a term of nine (9) months at the rate of \$180.00 per hour;

WHEREAS, the County Executive and Legislative Committee met on August 14, 2020, to discuss the contract with Cross Jenks to provide the Legal Services and to permit the County's Interim Corporation Counsel, on behalf of the County, to enter into a contract with Cross Jenks for the Legal Services;

WHEREAS, the County Executive and Legislative Committee voted to recommend approval of the proposed contract with Cross Jenks to the County Board for adoption at its meeting on August 18, 2020.

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session on August 18, 2020 and voted to direct the Interim Corporation Counsel to finalize a contract for Legal Services with Cross Jenks for a term of nine (9) months and at a rate of \$180.00 per hour, and as more fully addressed in said contract.

106-2020

For consideration by the Sauk County Board of Supervisors on August 18, 2020.

Respectfully submitted,

EXECUTIVE & LEGISLATIVE COMMITTEE

TIM MCCUMBER, Chair

WALLY CZUPRYNKO

MARTY KRUEGER

BRANDON LOHR, Vice Chair

VALERIE MCAULIFFE

Fiscal Note: No fiscal impact.

MIS Note: No information systems impact.

RESOLUTION NO. 101 - 2020

AUTHORIZING A FIVE YEAR LICENSE AGREEMENT WITH NORTHLAND
BUSINESS SYSTEMS FOR A HOSTED TRANSCRIPTION SYSTEM

Background: due to changes in voice recording technology, available voice recording devices are not compatible with the transcription system currently in use by the Sheriff's Department. As a result, when the individual voice recorders fail, they cannot be replaced, making it impossible to sustain the system long term. In reviewing the options for replacing the system, the Sheriff's Department has determined that a hosted system requiring no special hardware would be a more sustainable solution.

The Northland Business Systems transcription solution does not require specialized recording devices and allows users to upload dictation from a mobile device or computer. This may be accomplished from any location with an internet connection. Once the dictation is uploaded, the transcribed notes may be accessed from a computer or mobile device. As a hosted solution, the system vendor installs system updates and there is no need for additional support.

The Sheriff's department has tested other transcription systems; most have fallen short of meeting the agency's needs. Over the past month, three deputies have been testing the Northland system and found it to be accurate, reliable and, due to its remote access capability, a significant time-saver.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, by the Sauk County Board of Supervisors, met in regular session, that a five year license agreement with Northland Business Systems, for hosted transcription system software, at a total cost of \$22,475 be and is hereby approved; and,

BE IT FURTHER RESOLVED, that the Sauk County Management Information Systems Director is hereby delegated the authority to sign any contracts related to the initiation and renewal of said agreement on behalf of Sauk County.

For consideration by the Sauk County Board of Supervisors on August 18, 2020

Respectfully submitted,

EXECUTIVE AND LEGISLATIVE COMMITTEE:


TIMOTHY MCCUMBER, CHAIR

BRANDON LOHR, VICE CHAIR

VALERIE MCAULIFFE

WALLY CZUPRYNKO

MARTY KRUEGER

Fiscal Note: Funding for this project provided in the 2020 and 2021 Sheriff's Department Budgets. 

MIS Note: No system integration required, existing³³ phones and computer hardware are compatible with this system.



☒ Purchase ☐ Lease
☐ Equip Move ☐ Pickup ☐ Demo
☐ New Customer ☒ Present Customer
☒ Maintenance Agreement

www.northlandsys.com 1-800-894-4204 12150 Nicollet Avenue South, Burnsville, MN 55337

BILL TO CUSTOMER

Sauk County Sheriff's Office

1300 Lange Court

Baraboo, WI 53913

Phone: 608-355-3484

Contact: Wendy Carns

Email: wendy.carns@saukcountywi.gov

SHIP TO CUSTOMER

SAME

Phone:

Contact:

Email:

☐ COD☒ Order To Be Filled☐ Order Delivered☐ Credit Memo

Ship Via	Requested Installation Date (AM or PM)	Purchase Order Number	Stairs: (Yes or No)	Pick-up: (Yes or No)	Pick-up Information (List Model Info)	Tax Exempt Number
Quantity	NBS Product No.	Description	Unit Price	Total		
65	5 YEAR HOSTED	Northland Hosted Dictation (Bundled Pack of 65 Users, Paid Annually)	7995.00/YR	\$39,975.00		
50		Northland Hosted Dictation Author User License	included	included		
8		Northland Hosted Dictation Typist User License	included	included		
1		Customized Importer Package - Site License (Import any Audio/Video Format)	included	included		
50		Winscribe Mobility App Licenses (iOS or Android) (one-time fee)	\$225.00	included		
		Software/Hardware Support Services				
65		Northland Hosted Dictation Hosted Services	included	included		
1		Customized Importer Package - (Import any Audio/Video Format)	included	included		
50		Olympus DS-4000/DS-5000/DS-7000/DS-9000 Hardware Support	included	included		
		Professional Services				
1		On-Site Installation, Configuration & Training (one-time fee)	\$2,500.00	included		
5 YR	5 YearC-19Promo	Northland Hosted Services C-19 2020 Promo - Expires August 31, 2020	-\$17,500.00	\$ (17,500.00)		
		Total		\$22,475.00		

Comments / Notes / Additional Information:

5-yr signed agreement, installation and mobile app licenses included and yearly price is locked at \$4,495.00 per year. Agreement may be cancelled with just cause, trackable service issues. Split Payment with 50% billed with order (\$11,237.50), 50% billed January 1, 2021 (\$11,237.50).

Customer Signature: X

Date:

NBS Signature:

Date:

All mathematical and pricing errors are subject to correction upon invoicing.

This is not an invoice

ORDINANCE NO. 5 - 2020

AN ORDINANCE APPROVING AN AMENDMENT TO
CHAPTER 24 NON-METALLIC MINING RECLAMATION ORDINANCE

Wis. Stat. ch. 295 and 59.51 as well as Wis. Admin. Code ch. NR 135 provide the authority for Counties to establish and administer a local program to ensure the effective reclamation of nonmetallic mining sites. Through the course of ordinance implementation, to ensure consistency amongst the operators plans for reclamation as well as to guarantee the County the ability reclaim those sites in which the operator fails to do so; amendments to the ordinance are necessary. Minor numbering issues as well as updates from Planning and Zoning to Land Resources and Environment have also been noted.

Wis. Admin. Code 135.45 requires DNR review of ordinance amendments for compliance at least 45 days prior to the adoption of said amendments. Proposed amendments submitted to the DNR for review and comment find that the County ordinance is not more or less restrict than statutory and administrative code requirements.

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

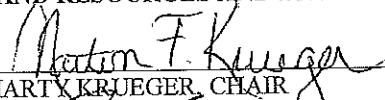
The County Board of Supervisors of the County of Sauk does hereby ordain as follows:

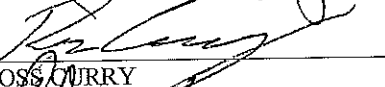
NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors, met in regular session, that the amendment to Chapter 24 Non-Metallic Mining Reclamation Ordinance, as referenced under Appendix A, be Approved.

For consideration by the Sauk County Board of Supervisors on August 18, 2020:

Respectfully submitted,

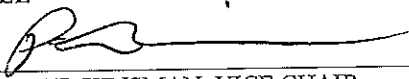
LAND RESOURCES AND ENVIRONMENT COMMITTEE

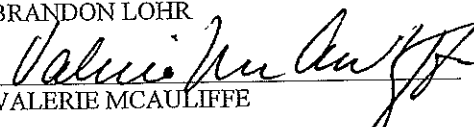

MARTY KRUEGER, CHAIR


ROSS CURRY


ROB NELSON


DENNIS POLIVKA


PETER KINSMAN, VICE CHAIR

BRANDON LOHR

VALERIE MCAULIFFE

Fiscal Note: No Impact
MIS Note: No Impact

Sauk County Board of Supervisors
Ordinance Amending Chapter 24 of the Sauk County Code of Ordinances
Appendix A

The county board of supervisors of the county of Sauk does ordain as follows:

1. Section 24.05(5)(d) of the County Code of Ordinances is amended to read:

(d) Existing topography as shown on contour maps of the site at ~~4-two (2)~~ foot or less contour intervals.

2. Section 24.06(1) of the County Code of Ordinances is amended to read:

(1) Certification of Reclamation Plan. The operator shall provide a signed certification that reclamation will be carried out in accordance with the reclamation plan. If the operator does not own the land, the landowner or lessor, if different from the operator, or owner shall also provide signed certification that they concur with the reclamation plan, and will allow its implementation, and grants Sauk County the right to complete reclamation in the event reclamation is not completed as required. A notarized affidavit certifying reclamation shall be signed by both the operator and owner and filed with the Sauk County Register of Deeds.

3. In Section 24.08(1)(c) of the County Code of Ordinances change the number “300” to “1500”.
4. In Section 24.08(2)(b) of the County Code of Ordinances change the number “300” to “1500”.
5. In Sections 24.01 thru 24.20 of the County Code of Ordinances change references to Planning and Zoning to Land Resources and Environment.

ORDINANCE NO. 6 - 2020

AN ORDINANCE APPROVING A MAP AMENDMENT (REZONING) OF LANDS IN
THE TOWN OF GREENFIELD FROM A SINGLE FAMILY TO A RESOURCE
CONSERVANCY DISTRICT FILED UPON QUINN HAUSE, PROPERTY OWNER

Background: Quinn Hause owns property in the SE ¼, NW ¼ & PRT SW ¼, NE ¼ Section 7, T11N, R7E Town of Greenfield, and has requested a map amendment (rezoning) of property legally described pursuant to petition 16-2020 from Single Family to Resource Conservancy zoning. The intent of the map amendment (rezoning) being to allow for future accessory building development.

Pursuant to Wis. Stat. §59.69(5) Sauk County has the authority to develop, adopt, and amend a zoning ordinance. At a public hearing held by the Land Resources and Environment (LRE) Committee on July 28, 2020; the LRE Committee made findings pursuant to Sauk County Code of Ordinance §7.150(9) and recommended approval of the map amendment (rezoning).

Fiscal Impact: ☒ None ☐ Budgeted Expenditure ☐ Not Budgeted

The County Board of Supervisors of the County of Sauk does hereby ordain as follows:

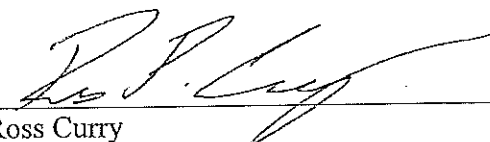
NOW, THEREFORE, BE IT ORDAINED, by the Sauk County Board of Supervisors met in regular session, that the map amendment (rezoning) of the aforementioned lands, more specifically described in petition 16-2020, as filed with the Sauk County Clerk, under the Sauk County Zoning Ordinance, Chapter 7 SCCO, be approved.

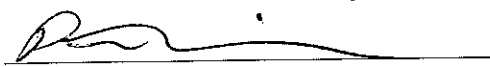
For consideration by the Sauk County Board of Supervisors on August 18, 2020.

Respectfully submitted,

LAND RESOURCES AND ENVIRONMENT COMMITTEE



Martin Krueger, CHAIR


Ross Curry


Peter Kinsman

Brandon Lohr


Rob Nelson


Valerie McAuliffe


Dennis Polivka

RESOLUTION NO. 100 - 2020

AUTHORIZING TO CONTRACT WITH STANLEY CONVERGENT SECURITY SOLUTIONS INC. FOR THE REPLACEMENT OF DOOR CONTROLS SYSTEM AT THE SAUK COUNTY LAW ENFORCEMENT CENTER

Background: Sauk County owns and maintains the Law Enforcement Center (LEC), which was originally built in 2003. The current door control systems are original to the building. The door controls allow operation of the Jails secure doors from multiple control stations within the facility. The door controllers are obsolete, and replacement parts are no longer available for the current system. The door controls are integrated in with the LEC camera system. In order for the outdated camera system to be upgraded in a future budget, the door controls, touchscreen stations, and server need to be upgraded first. The Facilities Director along with Building Services and Jail staff, worked with Stanley Security Solutions to obtain pricing for the replacement door controls system. Pricing from other vendors was not requested as a total cabinet, equipment, and software changeover would be needed from other vendors. The facilities director recommends accepting the Stanley Security Solutions proposal of \$186,300 for the upgrade of the Sauk County Law Enforcement Center door controls.

Fiscal Impact: ☐ None ☒ Budgeted Expenditure ☐ Not Budgeted

NOW, THEREFORE, BE IT RESOLVED, that the Sauk County Board of Supervisors, met in regular session, hereby authorizes the Building Services Facilities Director to contract with Stanley Convergent Security Solutions, Inc. for the replacement of the Law Enforcement Center door controls, server, and touchscreen stations for \$186,300.00 to complete the upgrade to the Law Enforcement Center's secure door controls system; and

BE IT FURTHER RESOLVED, that the Buildings Services Facilities Director is hereby authorized to approve change orders for any potential unforeseen conditions and so long as change orders for each contracted portion of the project do not exceed 15% of the original contracted price and sufficient budgeted funds are available to pay the change order cost increases.

For consideration by the Sauk County Board of Supervisors on August 18th, 2020.

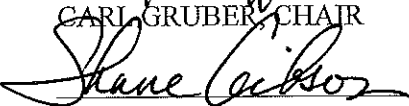
RESOLUTION NO. 100 - 2020

AUTHORIZING TO CONTRACT WITH STANLEY CONVERGENT SECURITY SOLUTIONS INC. FOR THE REPLACEMENT OF DOOR CONTROLS SYSTEM AT THE SAUK COUNTY LAW ENFORCEMENT CENTER

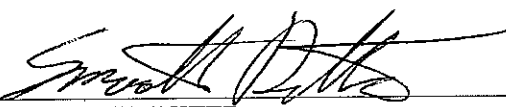
Respectfully submitted,

PROPERTY AND INSURANCE COMMITTEE


CARL GRUBER, CHAIR


SHANE GIBSON


KEVIN SCHELL


SMOOTH DETTER


JOEL CHRISLER

FISCAL NOTE: Money for the door control replacement will be from the 2020 Building Services Law Enforcement Center Capital Outlay budget. *met*

Information System Note: No fiscal impact.

LEC Door Controls Bid Tally

Contractor	Bid
Stanley Convergent Security Solutions Inc.	Includes coordinating Electrical: \$186,300.00
Stanley Convergent Security Solutions Inc.	Excluding Electrical: \$164,500.00
Total Electric	\$26,200.00
	Total Electric & Stanley Total: 190,700.00