
ORDINANCE NO. 45 – 12/20
CREATING CHAPTER 45 OF THE SAUK COUNTY CODE OF ORDINANCES
RELATING TO FACILITIES & INFRASTRUCTURE

THE SAUK COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Chapter 45 of the Sauk County Code of Ordinances is hereby created to read as follows:

CHAPTER 45 FACILITIES & INFRASTRUCTURE

45.01 Purpose. The purpose of this chapter is to establish a uniform policy concerning the Facilities and Infrastructure used by Sauk County government in order to:

- (1) Preserve the taxpayers' investment in Facilities and Infrastructure purchased and maintained by the County;
- (2) Ensure the efficient support of County departments and programs;
- (3) Maintain the integrity of County Facilities and Infrastructure;
- (4) Comply with state and federal laws pertaining to the safeguarding of Facilities and Infrastructure.

45.02 Definitions. The following words, terms and phrases, when used in this chapter shall have the meanings ascribed to them as set forth in this section.

Department means the Sauk County Building Services Department.

Director means the Sauk County Building Services Facilities Director.

Facilities and Infrastructure means all facilities, fiber, towers, and building system technology owned or utilized by Sauk County government.

45.03 Director responsibilities. Under the supervision of the County Administrator, and subject to policy direction of the Sauk County Board of Supervisors, the Director is responsible for the acquisition, support and maintenance of all County Facilities and Infrastructure.

45.04 Manner of implementing policy.

(1) The County Administrator, in consultation with the Director, is authorized to promulgate such administrative procedures as may be necessary to carry out the provisions of this Chapter.

(2) Any County department head aggrieved by an interpretation by the Director of the provisions of this Chapter, or administrative procedures promulgated hereunder, may appeal such decision to the County Administrator. The County Administrator shall consult the Property Committee for input in making the interpretation, but the County Administrator's determination shall be within his/her sole discretion.

(3) The procedures authorized in (1) shall comply with all County Ordinances and State and Federal law. At a minimum such administrative procedures will address the following subjects:

(a) Facilities and Infrastructure end user procedures. Such procedures shall be applicable to all authorized Facilities and Infrastructure users and shall include procedures for facility access

1 authorization, facility access termination and acceptable facility and infrastructure set-up and
2 use. Such procedures shall require acknowledgement by all end users of receipt of and consent
3 to such procedures.

4 (b) Facilities and Infrastructure budgeting and acquisition. The procedures shall direct the
5 acquisition of Facilities and Infrastructure technology components, systems, services, licensing,
6 etc. for use by Sauk County. To ensure compliance with established standards and
7 interoperability, all infrastructure technology products purchased by Sauk County are to be
8 purchased through the Department.

9 (c) Facilities and Infrastructure management and administration. The procedures shall direct
10 the management of the Facilities and Infrastructure by authorized staff. The purpose of these
11 standards is to ensure that such management practices conform to industry best practices and
12 provide for appropriate access, Facilities and Infrastructure management and facility security
13 administration.

14 (d) The security screening of Department staff. The procedures will outline standards for the
15 routine, periodic screening of current and perspective Department employees to ensure
16 compliance with applicable regulations and security standards.

17 **45.06 Maintenance contracts.**

18 The Director is authorized to update and/or renew applicable maintenance agreements, to ensure
19 compliance with such agreements and provide for necessary maintenance and support for all
20 Facilities and Infrastructure systems purchased in accordance with County Ordinances, provided
21 such agreements were included in the original purchase, budgetary dollars are available, or
22 subsequently authorized by the Sauk County Board of Supervisors, unless such authorization
23 specifically limited the agreement to a set number of terms.

24 **45.07 Incident Response.**

25 (1) To safeguard Facilities and Infrastructure security and to ensure compliance with applicable
26 laws and regulations it is the responsibility of each employee to report to the Department all
27 incidents that may result in loss or compromise to any Facilities and Infrastructure.

28 (2) The Director shall investigate any reported incident and implement appropriate safeguards or
29 reclamation processes necessary to mitigate any loss of any Facilities and Infrastructure integrity.

30 **BE IT FURTHER ORDAINED** by the Sauk County Board of Supervisors that this Ordinance
31 shall become effective upon passage and publication.

32 **PASSED and ADOPTED** by the Sauk County Board of Supervisors this 15 day of December,
33 2020.

1 **SAUK COUNTY PROPERTY COMMITTEE**

Carl Gruber, Chair

Smooth Detter

Shane Gibson

Joel Chrisler

Kevin Schell

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