



GRANT COUNTY

EXECUTIVE COMMITTEE AGENDA

The Executive Committee of the Grant County Board of Supervisors will meet on Tuesday, February 10, 2026, at 9:00 a.m. in Room 264 in the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813.

Join Zoom Meeting

<https://co-grant-wi-gov.zoom.us/j/88171287796?pwd=gbHxVXPDUK2rXpQZqyvg6FnRLWzrc.1>

Meeting ID: 881 7128 7796

Passcode: 191102

Dial: (312) 626-6799

Consideration will be given and/or action taken on any or all of the following items:

1. Call to order
2. Certification of compliance with open meeting law
3. Approval of agenda
4. Approval of minutes
5. Finance
 - Treasurer's Report
 - Revenue and Expense Report
 - Review Vouchers
 - Finance Director's Report
 - Accounts Payable Policy
 - Budget Transfer and Amendment Policy
 - Resolution 2026-02 Adopting Budget Transfer Policy
6. Facilities and Maintenance
 - Facilities and Maintenance Manager's Report
 - Discussion and possible action on water loop from City of Lancaster to CSB/Orchard Manor
7. Information Technology
 - IT Director's Report
8. Administrator
 - Administrator's Report
 - Workplace Communication
9. Human Resources
 - Human Resources Staffing Report
 - Discussion and possible action on Wage Proposal for 2027-2030 term of Sheriff, Clerk of Courts and Coroner
10. Policy Updates
 - Holiday Policy
 - Discretionary Days Policy
11. Resolution 2026-03 Supporting Sustainable Transportation Funding
12. Discussion and possible action on Grant County Board Rules
13. Budget Workshop
14. Adjournment

Grant County's mission is to provide the public with needed goods and services in a cost-efficient manner.

Integrity

Efficiency

Respect

Honesty



Executive Committee
January 15, 2026

GRANT COUNTY

The Executive Committee met on Thursday, January 15, 2026 at 1:00 p.m. at the Administration Building, 111 S. Jefferson Street, Lancaster, WI 53813 in Room 264, Second Floor.

Members present: Gary Ranum, Gary Northouse, Robert Keeney, Joseph Mumm, Roger Guthrie, Kathy Kopp and Rick Sanson.

Chairman Keeney called the meeting to order at 1:00 p.m. County Clerk Tonya White verified the meeting was in compliance with the open meeting law, posted on the county website, in the Administration Building, Courthouse and in the Herald Independent.

Agenda: Joseph Mumm, second by Gary Ranum made a motion to approve the amended agenda. Motion carried without negative vote.

Minutes: Roger Guthrie, second by Kathy Kopp made a motion to approve the minutes from the December 10, 2025 meeting. Motion carried without negative vote.

Finance

Treasurer's Report: County Treasurer Carrie Eastlick provided the Treasurer's Report.

Revenue and Expense Report: The Committee reviewed the revenue and expense report.

Review Vouchers: Gary Northouse, second by Joseph Mumm made a motion to approve the vouchers. Motion carried without negative vote.

Assistant Finance Director's Report: Assistant Finance Director Angie Runde provided her report in writing. Runde provided an overview of the Local Government Dashboard located on the Department of Revenue website.

Facilities and Maintenance

Facilities and Maintenance Manager's Report: Facilities and Maintenance Manager Garry Pluemer provided his report in writing. Pluemer provided an update on the new maintenance software that will be going live next week.

Information Technology

IT Director's Report: IT Director Shane Drinkwater provided his report in writing. Drinkwater also updated committee members that the three new servers will be put in production next week.

Administrator

Administrator's Report: Administrator Nate Dreckman provided his report in writing.

Resolution 2026-01 Updating County Auditor/Finance Department and Finance Director/Auditor

Position to Reflect Current County Administrator Form of Government: Roger Guthrie, second by Rick Sanson made a motion to approve resolution 2026-01 and forward to the County Board. Motion carried with one negative vote (Keeney).

Human Resources

Human Resources Update and Staffing Report: Human Resources Manager Angie Gerndt recognized Amy Budworth and Angela Nemitz for their service on the Board of Directors for Tri County Human Resources Association. Gerndt then provided an update on employee benefits, noting that a recent issue with prescription coverage has been resolved.

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The staffing report was provided in writing. Gerndt reported that there were four Worker's Compensation claims for October through December. In total, 24 claims were reported in 2025, with a current MOD rate of 0.82.

Gerndt also announced that a Safety Committee is being established with representatives from the Sheriff's Office, Highway Department, Orchard Manor and Maintenance. The committee will meet quarterly to review safety concerns.

Insurance Update – Randy Peterson: Workers Compensation coverage has been working very well. Randy explained how the MOD rate is calculated and how it impacts premiums. Liability coverage – including general, liquor, law enforcement, directors and officers, property, auto and equipment – is provided through Travelers Insurance.

Several insurance changes were made for 2026. For Cyber Liability, the county selected a more robust policy with higher coverage limits. Another policy update was made to address coverage for the fiber optics network.

Convene to closed session pursuant to Wis. Stat. sec 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility as it related to the performance review discussion of the Child Support Administrator and the Facilities and Maintenance Manager. Joseph Mumm, second by Kathy Kopp made a motion to move into closed session. A roll call vote was taken with seven (7) yes; therefore, motion carried. Carrie Kersteins was asked by the committee to remain to answer questions regarding the operations of the Child Support Office.

Return to Open Session: Roger Guthrie, second by Gary Northouse made a motion to return to open session. Motion carried without negative vote.

Discussion and possible action on closed session item, if any: No action was taken.

Adjournment: Roger Guthrie, second by Joseph Mumm made a motion to adjourn to February 10, 2026 at 9:00 a.m. Motion carried without negative vote.

**Asst. Finance Director's Report
Executive Committee
February 10, 2026**

AUDIT

- We are in the 2025 Preliminary Audit process this week.
- We begin pulling audit information and preparing it for the upcoming full audit in a couple of months.

REPORTS

- Included in the packet is the January 2026 monthly report.

TYLER MUNIS

- We are working on training on Budget Transfers and entering invoices with the budget locked down.
- We began our "Tyler Users Group Discussions" last week.
- Year End has been completed. W2s and 1099s have been submitted and we have 2026 open and processing.

DEPT UPDATES

- Bonding update – the first of the two loans will be paid off today using the Refunding funds. The second loan will be due April 1st.
- Staffing updates.

2.13 Accounts Payable

Certificate of Insurance

A certificate of insurance is required by the County when contracts with a vendor for materials, equipment, construction, remodeling, supplies, or services, that vendor's activities and the goods provided create an inherent liability risk to the County. The contractor shall add "County of Grant, its officers, employees, and agents" as an additional insured under the commercial general, automobile and contractor's pollution liability and workers' compensation policies.

Certificates are required for contracted service vendors and require receipt of the certificate and continued renewal of the certificate while the contract exists. Internal audit shall periodically sample the service contracts to ensure compliance.

The exceptions to this are delivery companies such as UPS, FedEx, Speedy Delivery, etc.

The limits of liability are as follows:

Workers Compensation and Employer Liability	Statutory
Tenant Users/Vendors	\$250,000
Construction Groups	
a) Structural	\$1,000,000
General Contractors, Steel Erection, Masonry, Major carpentry, Roofing, HVAC, Plumbing, Major Electrical	
b) Trade Contractors	\$500,000
Painting, Drywall, Finish Flooring, Finish Carpentry Woodworker, Incidental Electrical	
c) Incidental Contracts	\$500,000
d) Below or Underground Contractors	\$2,000,000
General Liability	\$300,000
Environmental Impairment Liability	\$1,000,000

The Certificate of Liability Insurance needs to be turned into the County Clerk before the delivery/work can take place.

Department heads are responsible for making sure that their vendors not only have the proper paperwork filled out, but that it is filed in the Finance Department.

Certificate of Insurance Monitoring

To ensure ongoing compliance, the County Clerk shall conduct periodic audits to verify the

receipt and renewal of required insurance certificates.

W-9 Form

Every vendor must have a W-9 on file in the Finance Department. When using a new vendor, the W9 must be filed before any invoice(s) will be paid.

The only exceptions to this are vendors for tax overpayments, utility companies, and vendors for jury duty, witness fees, and restitution payments. Even if the vendor does not meet the IRS requirement for issuance of a 1099 we will still need them to fill out the form and turn it in the Finance Department.

Department heads are responsible for making sure that their vendors not only have the proper paperwork filled out, but that it is filed in the Finance Department.

A new W-9 is needed if a person's name changes, such as after marriage; however, a change of address does not require a W-9 replacement. Another reason would be if a business changes from one type of legal entity to another. For example, if a sole proprietorship changes to an LLC. A change from a taxpayer ID number to an employer identification number would require a replacement form.

W-9 Security

W-9 forms contain personally identifiable information (PII) and shall be securely stored and accessed only by authorized personnel within the Finance Department. Departments must not retain unnecessary copies.

Invoice Process

Upon receipt of an invoice, each department will follow any specific internal procedures when entering the invoice into the system for payment. Invoices should be entered in a timely fashion as to allow time for the approval workflow process before the check printing date. The invoice, packing slip and any applicable documents shall be scanned and attached to the invoice. An invoice shall be itemized and contain the following:

1. Itemized list of merchandise shipped;
2. Prices, terms, date, quantities and all other pertinent information about the purchase; and
3. All charges for delivery, freight listed separately from the merchandise.

Once the invoice is entered and documentation is attached, the batch is release into the approval workflow process. This will route the approval to the Department Head followed by the Finance

Department. Invoices entered without documentation will be rejected by the Finance Department and the system will return them to the originator.

Statements cannot be used as an invoice for payment.

If the payment requires a return document attached, or a 'stuffer', the department will provide the Treasurer's Office with the stuffer and a copy of the invoices before the biweekly check run.

Invoices are paid biweekly. The Finance Department will perform a check run and submit the checks to the Treasurer's Office for review, signatures, and mailing.

A report of all disbursements is to be provided to each governing committee at their regular meetings. As payments have already been approved and issued, the appropriate committee action is to review and accept the report, not to approve the payment. Note that the committees will be reviewing a report, not the actual invoices. If a committee would like to view a particular invoice, they may request a copy from either the applicable Department Head or the Finance Department.

Prepayments

No goods or services may be purchased using prepayments without the written authorization of the County Administrator or his/her designee.

2.14 Budgets Transfer and Amendments

Purpose

This policy establishes formal controls for post-adoption budget administration to ensure compliance with Wisconsin Statutes, support audit standards, and promote fiscal responsibility, transparency, efficiency, integrity, and accountability in Grant County financial operations.

Authority

This policy is adopted by the Grant County Board pursuant to Wis. Stat. § 65.90. The County Board retains exclusive authority to adopt the annual budget and approve amendments that increase total appropriations. The County Board hereby delegates limited authority for budget transfers as outlined in this policy.

Scope

This policy applies to all Grant County departments, offices, and agencies that utilize County funds and are recorded in the Tyler Munis enterprise resource planning (ERP) system.

Definitions

- **Appropriation:** Authorization by the County Board to incur obligations and make expenditures for specific purposes.
- **Departmental Appropriation:** The total amount approved by the County Board for a department within a specific fund.
- **Line Item:** A budgetary account used for administrative tracking and reporting within a department.
- **Budget Transfer:** Reallocation of existing appropriations between line items.
- **Budget Amendment:** Any action that increases total appropriations, transfers appropriations between departments or funds, or otherwise alters the adopted budget requiring County Board approval.

General Budget Control Principles

1. The County Board adopts the annual budget at the department and fund level.
2. Departments shall not exceed their total approved appropriation.
3. Line items serve as internal financial controls and transparency mechanisms and do not authorize expenditures beyond the department's total appropriation.
4. All expenditures and transfers must comply with applicable statutes, grant requirements, contracts, and County policies.

Intra-Department Line-Item Transfers (No Budget Amendment Required)

Permitted Transfers

Departments may request transfers between line items within the same department and fund, provided that:

- The total departmental appropriation is not increased;
- Funds are unencumbered and available;
- The transfer does not create or mask a structural deficit;
- The transfer complies with all legal, grant, and contractual restrictions.

Approval Authority

- All intra-department transfers require review by the Finance Director.
- Transfers shall also require review and concurrence by the County Administrator to ensure operational necessity, policy compliance, and consistency with County priorities.
- Transfers exceeding \$10,000 per transaction or \$25,000 cumulatively per department per fiscal year shall additionally require County Administrator approval.

ERP Controls (Tyler Munis)

- All transfers shall be initiated and documented within Tyler Munis.
- Workflow approval shall require, at a minimum:
 - Department Head approval;
 - Finance Director approval;
 - County Administrator approval when applicable; and
 - Executive Committee approval when thresholds are exceeded.
- No manual or off-system transfers are permitted.

Documentation and Audit Trail

Each transfer request must include:

- Reason for transfer;
- Source and destination line items;
- Confirmation of available balance;
- Certification by the Department Head.

Tyler Munis system records shall serve as the official audit trail.

Transfers Requiring Executive Committee Review and County Board Budget Amendment

The following actions require a formal budget amendment approved by the County Board upon recommendation of the Executive Committee:

1. Any transfer that:
 - Increases the total appropriation of a department;
 - Transfers appropriations between departments;
 - Transfers appropriations between funds.
2. Any use of contingency appropriations unless expressly authorized by prior board action.
3. Acceptance and expenditure of new revenues not included in the adopted budget, unless otherwise authorized by statute or board policy.
4. Any action that materially changes the intent, scope, or level of services approved by the County Board.

Prohibited Practices

- Transfers shall not be used to circumvent County Board authority.
- Transfers shall not be used to routinely correct poor budget planning.
- Retroactive transfers to cover unauthorized expenditures are prohibited.

Reporting and Oversight

- The Finance Director shall provide the Executive Committee with a quarterly summary report of all approved intra-department transfers.
- Reports shall include department, amount, purpose, and cumulative annual impact.

Responsibilities

Department Heads

- Manage operations within approved appropriations.
- Ensure timely and accurate transfer requests.

Finance Director

- Enforce this policy and ensure compliance.
- Maintain internal controls within Munis.
- Determine when a proposed action requires a budget amendment.
- Advise the County Administrator and Executive Committee on fiscal impacts.

County Administrator

- Provide administrative oversight of budget transfers.
- Review and concur on intra-department transfers for operational necessity and policy alignment.
- Ensure departments operate within approved appropriations.
- Recommend budget amendments to the Executive Committee when required.

Executive Committee

- Provide oversight of transfers exceeding administrative thresholds.
- Recommend budget amendments to the County Board.

Enforcement

Failure to comply with this policy may result in denial of transfer requests and other administrative action as permitted by County policy and law.

Effective Date

This policy shall take effect upon adoption by the Grant County Board and shall apply to the current and all subsequent fiscal years unless amended or repealed by the Board.

RESOLUTION AUTHORIZING STANDING FINANCE
COMMITTEE TO TRANSFER FUNDS

WHEREAS, it is deemed necessary to authorize the Standing Finance Committee to make certain budget transfers to avoid the necessity of delays and additional meetings of the entire County Board;

NOW, THEREFORE, BE IT RESOLVED, that the Standing Finance Committee of the Grant County Board of Supervisors be, and it hereby is, authorized:

1. To transfer funds between budgeted items of an individual county office or department when said budgeted items have been separately appropriated;

2. To supplement appropriations for a particular office, department or activity by transfer from the contingent fund;

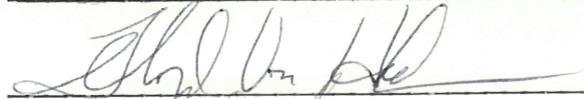
3. Such transfers shall not exceed the amount set up in the contingent fund as adopted in the budget, nor shall they aggregate in the case of an individual office, department or activity in excess of 10% of the funds originally allocated for such office, department or activity in the annual budget;

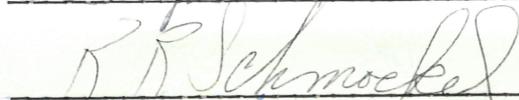
4. That publication provisions of Section 65.90 (5)(a) of the Statutes shall apply to all committee transfers made pursuant to this transfer.

Recommended by











RESOLUTION NO. 2026-02

A RESOLUTION ADOPTING THE GRANT COUNTY BUDGET TRANSFER AND AMENDMENT POLICY

WHEREAS, the Grant County Board is responsible for the adoption and oversight of the County's annual budget pursuant to Wis. Stat. § 65.90; and

WHEREAS, the Grant County Board in November of 1971 adopted a resolution authorizing the standing finance committee to transfer funds; and

WHEREAS, the County Board desires to maintain strong fiscal controls while allowing efficient administration of County operations; and

WHEREAS, the absence of a formal policy governing post-adoption budget transfers may create ambiguity regarding administrative authority and audit expectations; and

WHEREAS, the County Board finds it necessary and appropriate to establish clear procedures for budget transfers and amendments that preserve Board authority over total appropriations while delegating limited administrative authority for routine intra-department adjustments; and

WHEREAS, the County utilizes the Tyler Munis enterprise resource planning (ERP) system to ensure proper financial controls, workflow approvals, and audit trails; and

WHEREAS, the Executive Committee, County Administrator, and Finance Director have reviewed and support the adoption of a formal Budget Transfer and Amendment Policy;

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

1. The November 1971 "Resolution Authorizing The Standing Finance Committee to Transfer Funds" be revoked
2. The Grant County Budget Transfer and Amendment Policy, attached hereto and incorporated by reference, is hereby adopted as official County policy.
3. The County Board hereby affirms that:
 - a. Total departmental and fund appropriations approved by the County Board shall not be exceeded without a formal Board-approved budget amendment;
 - b. Limited authority for intra-department line-item transfers is delegated as set forth in the adopted policy; and
 - c. Any action increasing total appropriations, transferring funds between departments or funds, or materially altering the intent of the adopted budget requires County Board approval.
4. The Finance Director is authorized and directed to:
 - a. Administer and enforce the adopted policy;

- b. Ensure appropriate internal controls and documentation within the Tyler Munis ERP system; and
 - c. Provide required reporting to the Executive Committee and County Board.
5. The County Administrator is authorized and directed to:
- a. Provide administrative oversight of budget transfers;
 - b. Review and concur on intra-department transfers for operational necessity and policy alignment; and
 - c. Recommend budget amendments to the Executive Committee and County Board when required.
6. The Executive Committee is designated as the oversight body for budget transfers exceeding administrative thresholds and for reviewing and recommending budget amendments to the County Board.
7. This resolution shall take effect immediately upon adoption and shall apply to the current fiscal year and all subsequent fiscal years unless amended or repealed by the County Board.

Presented and recommended for passage on this 10th day of February 2026 by the Executive Committee of the Grant County Board of Supervisors.

Robert Keeney, Chair

Rick Sanson

Roger Guthrie, Vice-Chair

Gary Northouse

Gary Ranum, Secretary

Kathy Kopp

Joseph Mumm

ATTEST:

I, Tonya White, Grant County Clerk, do certify that this resolution was adopted by the Grant County Board of Supervisors at a meeting held on February 17, 2026.

Tonya White, County Clerk

Executive 2/11/2026

Administration: Everything is good at this time.

Courthouse: If you remember the discussion for the replacement of the boiler for 2026 budget, that has been ordered. There are currently two in the Courthouse with the oldest being 13 years old.

Community Service Building: Some leaks developed behind one of the 4 compartment kitchen sinks. The failing copper pipe was removed and replaced with Pex (plastic) piping.

Annex: We had a boiler go down the weekend of January 24th – 25th. I tried to find an inducer fan for the exhaust but unfortunately the manufacture has since gone out of business and the parts are no longer available. I also found out that there were recalls on these units that came out in February of 2024. We had one boiler struggling to keep temps above 45 degrees with outside temps at 10 below.

Three boilers made by HTP were ordered and have been installed. We are now waiting for the controls to be completed. These boilers are set up on the Cascade system this means they can run all as a unit or each individually. Since maintenance did the work, I am thinking we will have about \$18,000 in expenses.

Orchard Manor: Alesha and I have been talking about Orchard Manors CIPs and starting to move forward with them. Talks have started with all concerned on the drainage/parking lot project. We have a tight window with the completion date of June 12th 2026.

Towers: There was a coolant issue with the Boscobel Tower. We are checking into whether this is covered under the warrantee.

Unified Community Services (UCS): Everything appears to be going well and we have had no issues.

General: It's nice to have everyone back from medical leave or vacation.

I have been working on the RFPs for repairs to be addressed this spring from the hail damage received last fall. We had 5 contractors bid both roofs at the Platteville location. We will be talking about them at the February 19th Highway meeting.

Maintenance switched over to our new work order system FMX on Monday January 26, 2026. We had a few small glitches but everything is now up a working as expected. We have turned off the function that allows anyone from putting new work orders in the old Worxhub system. This will allow us to make sure everything is transferred to FMX before we lose access to Worxhub on the 23rd of this month.

Thank you,

Garry Pluemer

System Downtimes

Network review

County Systems

- a. Information Technology has started a project to allow public access to the County's Laserfische document management system. This will allow public and cloud vendors access to on-premise documents.
- b. The County has 2 significant cyber security events this past month.
 - a. On Jan 21st A state email account was compromised. This compromised account was used to send infected emails to the County. 2 people at the county entered their credentials into the bad site. Within 10 minutes the bad actor has accessed the 2 employees Entra accounts. The bad actor was unable to access any information or perform actions.
 - b. Starting on the 27th a 2nd cyber security event started from a different compromised email account. This time 3 people at the Sheriff's Office clicked on the infected link. This attack was very similar to the attack on the 21st. IT did not detect Entra logins from the bad actor.

In both cases. Once the county accounts were identified the passwords were changed to prevent future access by the bad actors.

- c. Information Technology has completed the first steps on the artificial intelligence project for the County. Our tenant has been created and is accessible by the county.
- d. Information Technology as started the process of upgrading the County's email system. The project goals are
 - i. The system will be hybrid joined to Office 365
 - ii. New version of Exchange
 - iii. Better load balancing with the Exchange servers
 - iv. Multiple SMTP (Simple Mail Transport Protocol) gateways for redundancy.
- e. Information Technology and the Sheriff's Office are restarting a project to move 911 communications to the County's fiber optic loop. The 911 vendor is researching how to reconfigure their system for the project.
- f. The County's new VDI infrastructure is almost ready to launch. Information Technology, Citrix and HPE have been working through technical issues.
- g. Information Technology is ready to deploy new Zoom A/V equipment to the County Board room. The update will retire equipment that is End of Life.

Public Safety Communications System/ Grant County Fiber optic loop

- a. Information Technology is working with RaCom to finish IT related issues associated with the Radio Project.

**County Administrator's Report
Executive Committee
February 10, 2026**



Overview of Monthly Activities

Meeting Attendance

Throughout the month, multiple committee meetings, the County Board meeting, weekly conference calls, and webinars were attended, including the weekly Tyler Munis team meeting and a weekly briefing with the County Board Chair and County Clerk.

UCS

Continued to work with UCS leadership in preparation for a new director. Met with the new director to help onboard her with the HR Manager.

Department Head/Elected Officials Interaction

Regular engagement with department heads and elected officials on a variety of topics

- Hiring: Assisted the highway commissioner with interviews for State Superintendent.
- Participated in several GOV AI implementation meetings.
- Held a leadership team meeting with all department heads and elected officials.
- Met with the tourism council to talk about the Tourism and Marketing Coordinator position.
- Met with Sheriff, Clerk of Courts and Coroner on several occasions to prepare the next term wage proposals.
- Met with the UW Extension Rural Community Economic Development Specialist, Blake Roberts.
- Held the first Retention & Recruitment Committee meeting of 2026 – this is a committee made up of non-supervisory employees to share ideas on how Grant County can continue to retain employees and recruit new ones.

Other Projects

- Worked on multiple policies and resolutions that are being presented today.
- Started the process of expanding our financial policies and procedures working the finance department to ensure our processes are being completed properly. Included consulting with Corporation Counsel on the draft policies and resolutions.
- Completed a background investigation for the candidate for UCS Director.

Workplace Communications Policy

Purpose

The purpose of this policy is to establish clear guidelines for how Grant County employees should communicate questions, concerns, feedback, or suggestions related to their work. Open, respectful, and timely communication helps ensure a productive workplace and high-quality public service.

Scope

This policy applies to all employees, departments, boards, and commissions within Grant County, unless explicitly excluded by County ordinance or other policy.

Policy Statement

Grant County is committed to fostering a workplace environment where communication is encouraged, valued, and conducted with mutual respect. While differences of opinion, misunderstandings, and conflicts can arise, addressing them through appropriate communication channels helps maintain strong working relationships and an efficient organization.

All employees are encouraged to raise work-related concerns, ideas, or questions through the proper procedures. Communication should follow the County's organizational structure, but flexibility is allowed when an issue involves specific departments or personnel outside the standard chain of command.

This policy does not override legal or constitutional rights, nor does it override the authority of the County Board or its committees.

Procedures

Responsibility to Communicate

All employees are responsible for raising questions, concerns, or suggestions that may impact their job, department, or the County as a whole. Supervisors, managers, and department heads are equally responsible for listening to and addressing issues brought to them.

Encouragement of Open Dialogue

While the County follows a traditional Chain of Command structure, it supports openness and transparency. Employees are encouraged to:

- Offer suggestions for improvement
- Provide or request feedback
- Seek guidance or professional support
- Raise concerns that require immediate or specialized attention

In appropriate cases, employees may directly contact another department (e.g., Finance for payroll issues or Employee Relations for benefits or workplace behavior concerns).

Chain of Command Structure

Grant County operates under a hierarchical reporting structure in which authority flows from leadership to staff and accountability flows upward. The general communication and reporting order is:

1. **County Board** (via the Executive Committee)
2. **County Administrator**
3. **Department Heads/Elected Officials**
4. **Supervisory Staff**
5. **Employees**

Employees are expected to follow this structure when communicating issues, unless there is a clear need to escalate to a higher level.

Role of the County Administrator

The County Administrator is responsible for the daily management of County operations. This includes ensuring compliance with County ordinances and state/federal laws, and implementing the policies set by the County Board. Department heads and elected officials are expected to cooperate with the Administrator to maintain efficient, professional operations and provide informed guidance to the County Board.

Escalation of Issues

If a concern cannot be resolved through informal discussion or direct communication with the involved party, the employee should follow this process:

1. Start with your immediate supervisor.
2. If unresolved, escalate to the next level in the chain (department head or elected official).
3. If necessary, bring the concern to the Human Resources Manager or the County Administrator.
4. If necessary, the Human Resources Manager or County Administrator can seek other remedies to resolve the issue, including seeking legal counsel from corporation counsel.

Concerns involving legal or policy violations, such as harassment or discrimination, must follow the procedures outlined in the **Employee Handbook – Sexual and Other Harassment Policy**.

Keeping Supervisors Informed

Employees must keep their direct supervisors informed of relevant workplace matters, including actions taken, concerns raised, or communication made to others outside the chain. This may be done in writing, verbally, or as the supervisor prefers.

Non-Routine Requests or Directives

If an employee receives a request or directive from a citizen, elected official, business representative, or any person outside their chain of command—especially if it is outside their regular duties—they must report it immediately to their supervisor. The employee should not act on such a request without supervisor approval.

Summary

Grant County values effective communication as a vital part of its organizational success. Employees should feel empowered to share their ideas, address concerns, and seek guidance, while also respecting the structure and authority that help the County function efficiently. By working through appropriate channels, employees help maintain a respectful, collaborative, and high-performing workplace.

Staffing Report 01/11/2026 thru 02/02/2026

Total Grant County Employees as of February 02, 2026:

	As of 02/02/2026	Openings
Full-time Benefit	333	13
Regular Part-time Benefit	52	3
Part-time/Limited Term and Seasonal	153	10
Total Employees	538	26

Retirees Honored by County Board for Over 20 Years of Service:

Department	Name	Years	Recognition Month
Highway	Jon Knautz	40	February

Positions Filled During This Period:

New Hires/Internal Position Transfers	11
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FTE Interim Agency Director (1)	LTE Bailiff (1)
FTE Finance Director / County Auditor (1)	FTE Highway Commissioner (1)
LTE Jailer (1)	PTE CNA (1)
FTE Patrol Superintendent – State (1)	PTE RN (2)
FTE Social Worker – Certified (1)	FTE Assistant Finance Director (1)

Position Vacancies as of 02/04/2026

Department	Position	Status (Full-time, etc.)
Health	WIC Director / Dietitian	(1) Full-time- <i>on hold</i>
	Physical Therapist	(1) Full-time
Orchard Manor	CNA'S	(2) Regular part-time
	Dietary Aide	(1) Regular part-time (1) Part-time
	Health Information / HIPPA Compliance	(1) Full-time
	RN/LPN	(1) Full-time (2) Part-time
ADRC	Meal Site Manager Substitute	(1) Limited-term
	Taxi Driver Substitute	(1) Limited-term
	Van Driver Substitute	(1) Limited-term
Administration	Tourism and County Marketing Coordinator	(1) Part-time
Social Services	Social Services Worker	(1) Full-time
Highway	Section Patrol Operator	(1) Full-time- <i>on hold</i>
	Sign Technician	(1) Full-time
Clerk of Court	Deputy Clerk of Court – Small Claims	(1) Full-time

Finance	Accountant	(1) Full-time
Child Support	Administrative Assistant II	(1) Full-time
Sheriff	Jailers (Female)	(1) Part-time (1) Full-time
	Dispatcher	(1) Part-time
	Jail Corporal	(1) Full-time
Unified	B-3 / CLTS – Case Manager	(1) Full-time
	Revenue Cycle Manager	(1) Full-time
	Mobile Crisis Workers	(1) Part-time
	B-3 / CLTS – Program Supervisor	(1) Full-time

Workers Compensation: *Will be reported quarterly. Report will be given at the April meeting for January – March 2026.*

~~HOLIDAYS~~Holidays

The following shall be observed holidays in each year:

- ~~New Year's Day~~
- ~~Friday Afternoon before Easter (12:30 p.m. to 4:30 p.m.)~~
- ~~Memorial Day~~
- ~~Independence Day~~
- ~~Labor Day~~
- ~~Veterans Day~~
- ~~Thanksgiving Day~~
- ~~Day after Thanksgiving~~
- ~~December 24th and~~
- 1-• ~~December 25th~~

~~Note: Conservation, Sanitation, and Zoning (CS&Z) employees will observe the following holidays: New Year's Day, Dr. Martin Luther King Jr's Birthday, George Washington's Birthday (Presidents' Day), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day after Thanksgiving, and December 25th.~~

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at the straight-time rate for the hours they would normally work on their regular schedule.

If any of the foregoing days listed shall fall on a Saturday, that holiday shall generally be observed on the preceding Friday. If any of those days fall on Sunday, that holiday shall generally be observed on the following Monday. In the case of 24-hour per day service agencies, holidays shall be recognized according to a plan approved by the respective Governing Committee and the Executive Committee. The County Board Chair may change holiday scheduling.

Regular part-time employees are eligible for holiday pay on a pro-rated basis according to the percentage of full-time they regularly work.

To be eligible for holiday pay, an employee must work his or her last regularly scheduled workday immediately preceding the holiday and his or her regularly scheduled workday immediately following the holiday. No payment shall be made for employees out on workers' compensation, or unpaid medical or personal leave. Holidays falling in the paid sick leave period will not be considered as counting against sick leave time.

Limited-term and part-time employees are not eligible for holiday pay. Non-exempt employees required to work a scheduled holiday shall be compensated at time and one-half for actual hours worked on the scheduled holiday, plus applicable holiday pay.

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Discretionary Days (Annual)

Reason need not be given for the use of a discretionary day. However, the supervisor must be notified of and approve use of a discretionary day, otherwise the time off will be considered as an unexcused absence, and leave without pay, subject to disciplinary action.

1. All regular full-time employees receive twenty-four hours annually in three (3) annual discretionary days on January 1 of each year. Regular part-time employees receive a prorated portion of three (3) days twenty-four hours based on average of hours worked in relation to full-time. Part-time, seasonal and limited term employees are not entitled to any discretionary days.
 2. Employees must have approval of their supervisor to use discretionary time. Unused discretionary days-hours cannot be carried into the following year and will not be paid out as cash in lieu of taking time off; unused days/hours are forfeited.
 3. Regular full-time employees hired prior to July 1 are allowed three (3) days twenty-four hours, or if regular part-time, a prorated portion of three (3) days twenty-four hours, based on average of hours worked in relation to full-time. Staff hired on or after July 1 receive one and one half (1 1/2) days twelve hours if they are regular full-time and no days if they are less than regular full-time.
 4. ~~In the event of resignation, termination or retirement of an employee, the employee shall be paid unused discretionary days-hours, (1/2 if prior to July 1). If the employee has used more discretionary days than the prorated amount, the employee shall repay the county for the amount of days used over the prorated amount.~~
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Grant County Resolution Supporting Sustainable Transportation Funding

WHEREAS, local units of government in Wisconsin own and maintain approximately 90 percent of the public road miles in the state, including county highways, town roads, and city and village streets; and

WHEREAS, Wisconsin's economy—rooted in agriculture, manufacturing, and tourism—relies on a safe, reliable, and well-maintained transportation network; and

WHEREAS, Grant County's residents, businesses, agricultural producers, and visitors depend on well-maintained local roads and bridges for daily travel, freight movement, emergency services, and economic vitality; and

WHEREAS, local governments greatly appreciate the one-time infusions of General-Purpose Revenue, primarily sales and income taxes, and other revenue provided in recent state budgets, which have enabled the initiation and continuation of the successful and popular Local Roads Improvement Program—Supplemental (LRIP-S) and the Agricultural Roads Improvement Program (ARIP); and

WHEREAS, despite modest increases from the state over the years, transportation aids to local governments remain insufficient to keep pace with inflation and rising construction costs, leaving many communities funded below 2000 levels in real dollars; and

WHEREAS, local governments throughout Wisconsin, including Grant County and its municipalities, continue to struggle to perform routine maintenance, pavement preservation, and safety improvements, resulting in deteriorating roads and bridges; and

WHEREAS, the inaugural inventory and assessment of small bridges between 6 and 20 feet in length found approximately 10 percent of the nearly 17,000 structures statewide to be in poor or severe condition; and

WHEREAS, levy limits and other fiscal constraints prevent counties, towns, cities, and villages from independently filling the funding gap created by inadequate state transportation aids; and

WHEREAS, absent sustainable state funding, many local governments have been forced to address transportation funding shortfalls by increasing borrowing, deferring essential projects, or imposing local vehicle registration (“wheel”) taxes; and

WHEREAS, Wisconsin motorists currently pay among the lowest transportation user fees in the Midwest, while neighboring states and numerous states nationwide have enacted long-term revenue measures to keep their transportation systems safe and competitive; and

WHEREAS, Wisconsin is increasingly relying on General Purpose Revenue to make needed transportation investments, potentially pitting transportation funding against other vital public services such as education and public safety; and

WHEREAS, continued lack of growing, dedicated, and predictable transportation revenue places Wisconsin at an increasing economic disadvantage by threatening the efficiency of freight movement, the safety of travelers, and the attractiveness of the state to businesses, workers, and residents; and

WHEREAS, both Wisconsin’s aging Interstate highway system—largely constructed in the 1950s and 1960s—and its extensive network of state, county, and local roads require predictable, adequate, and sustainable funding to meet current and future needs;

NOW, THEREFORE, BE IT RESOLVED that the **Grant County Board of Supervisors** strongly urges the Governor of Wisconsin and the Wisconsin State Legislature to enact a comprehensive, sustainable transportation funding solution that:

1. Provides adequate and reliable revenue growth for the efficient long-term planning and execution of state and local transportation programs;
2. Includes responsible and prudent use of General-Purpose Revenue and bonding;
3. Adjusts any new and existing transportation user fees and other revenue mechanisms to sustain purchasing power and keep pace with inflation; and
4. Ensures transportation continues to deliver for Wisconsin by adequately funding reconstruction, preservation, and safety investments on both the state and local transportation systems.

BE IT FURTHER RESOLVED that the Grant County Clerk is hereby directed to transmit a copy of this resolution to the Office of the Governor of Wisconsin, all members of the Wisconsin State Senate and Assembly representing districts within Grant County, and the Wisconsin Counties Association.

Recommended for passage by the Executive Committee of the Grant County Board of Supervisors.

Robert Keeney, Chair

Rick Sanson

Roger Guthrie, Vice Chair

Gary Northouse

Gary Ranum, Secretary

Kathy Kopp

Joseph Mumm

Adopted by the Grant County Board of Supervisors this 17th Day of February, 2026.

Tonya White, County Clerk

GRANT COUNTY RULES OF THE BOARD

Adopted XX/XX/XXXX

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SECTION 1: PURPOSE AND DEFINITIONS

1.01 Purpose

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

1.02 Interpretation

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

1.03 Self-Organized County:

Grant County is hereby a self-organized county as allowed by Wisconsin Statutes § 59.10.

SECTION 2 COUNTY BOARD ORGANIZATION

2.01 County Board Meetings

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

- (A) The Organizational Meeting. On the third Tuesday in April in even-numbered years, after each Spring general election at which County Board Members are elected for full terms, the County Board will meet and shall:
1. Organize and transact general business;
 2. The Corporation Counsel shall serve as Chair pro tempore of the Organizational Meeting until such time as the County Board elects the Board Chair. Persons nominated for Board Chair and Board Vice Chair are allowed 10 minutes to speak and answer questions. Voting shall take place by written secret ballot and the County Clerk and Corporation Counsel shall serve as ballot clerks. A majority of votes of the Board Members present shall be necessary to elect the Board Chair and Board Vice Chair.
 3. Elect a member Board Chair to perform the duties set forth in Wis. Stat. § 59.12(1);
 4. Elect a member Vice Chair to perform the duties set forth in Wis. Stat. § 59.12(2); and

5. The Organizational meeting shall be adjourned for two days to the following Thursday to allow the County Board Chair, in consultation with the Vice-Chair, and the County Administrator to determine committee, board and commission appointments. The final list of appointments shall be presented to the County Board for approval at the adjourned Organizational Meeting.
- (B) The Annual Meeting. The County Board shall convene for an annual meeting each November for the purpose of transacting general business, on a date established in accordance with Wis. Stat. § 59.11(1)(a). The Annual Meeting shall be held at 10:00 a.m. on the first Tuesday following the second Monday, in accordance with Wis. Stat. § 59.11 The Annual Meeting may be adjourned from time to time as allowed under the Wisconsin Statutes.
 - (C) Regular Meetings. The County Board shall convene at 10:00 a.m. on the third Tuesday of each month to conduct general business with the exception of the November annual meeting.
 - (D) Special Meetings. Special meetings of the County Board may be called in accordance with Wis. Stat. § 59.11(2) or at the call of the Board Chair. If a meeting is called pursuant to Wis. Stat. § 59.11(2), the written request delivered to the County Clerk shall conform to Wis. Stat. § 59.11(2)(a) and contain the proposed agenda for the meeting.

2.02 County Board Meeting Agenda Responsibilities

- (A) The Board Chair, in consultation with the County Clerk and the County Administrator, is responsible for the contents of the agenda for any County Board meeting except for a special meeting called pursuant to Wis. Stat. § 59.11(2)(a).
- (B) Any member of the Board desiring an item to be placed on the agenda for a board meeting shall either:
 1. Request that the Board Chair place the item on the agenda and the Board Chair may grant or refuse the request; or
 2. Make a motion during the Future Agenda Items portion of the agenda at a County Board meeting to have an item placed on the agenda for the next meeting and, if such motion is adopted, the item shall be placed on the agenda for the next meeting.
- (C) The County Clerk, in consultation with the Board Chair, is responsible for providing notice of every meeting of the County Board by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
- (D) The County Clerk shall distribute the agenda and meeting packet to all County Board Members, the County Administrator and the Corporation Counsel, in addition to any other interested persons identified by the Board Chair, by 1:00 p.m. on the Friday immediately preceding a regular County Board meeting. For special meetings, the agenda and meeting packet shall be delivered at least 48 hours in advance of the meeting except in the event of an emergency, in which case the agenda and meeting packet shall be delivered as soon as practicable. Any Committee or Board Member

responsible for submitting materials (resolutions, ordinances, ordinance amendments, reports, etc.) for inclusion in the meeting packet shall provide the materials to the County Clerk no later than 3:00 p.m. on the Wednesday preceding the week of the regular meeting. The agenda and meeting packets shall be delivered in electronic format to the recipient's county email address unless a recipient requests a hard copy of the materials. The requirements of this Section 2.02(D) may be waived, in whole or in part, by the Board Chair in their discretion.

2.03 County Email Addresses

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

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

- (A) Standing Committees. The County Board has established the standing committees (referred to as "Standing Committees") as designated on Appendix A to these Board Rules. Standing Committees are regular committees of the County Board, shall have the authority, power, duties and responsibilities as set forth in Appendix A and shall operate according to the procedures set forth in Appendix A.
- (B) Ad Hoc Committees. The County Board may form ad hoc committees (referred to as "Ad Hoc Committees") from time to time by resolution or action of the County Board. Any resolution or action creating an Ad Hoc Committee shall specify the name of the committee, the committee's purpose, the number of members of the committee, the appointing authority for committee membership, the duration of the committee and the committee's reporting relationship. In these Board Rules, Ad Hoc Committees and Standing Committees are together referred to as "Committees."
- (C) Other Boards and Commissions. The County may be associated with certain Other Boards and Commissions (referred to as "Other Boards and Commissions"). Appendix A will be updated from time to time to reflect current Other Boards and Commissions and particulars surrounding operations.
- (D) Pursuant to Section 3.01 of these Rules, the Board Chair may serve as a member, with full rights and privileges, of any Committee if there is not otherwise a quorum present at any Committee meeting.

2.05 Committee and Other Boards and Commissions Appointments and Removals

- (A) Within two (2) days after the reorganization of the County Board, the County Board Chair shall file with the County Clerk a list of Standing Committee appointments, including the designation of each committee's chairperson and vice chairperson. Within the same timeframe, the County Administrator shall submit to the County Clerk a list of all appointments to Boards and Commissions. The County Clerk shall then email a copy of the appointments to all board members. Confirmation of the appointments shall be the responsibility of the Grant County Board of Supervisors and will take place at a special meeting held two days after the County Board Organizational meeting. In making appointments, every effort shall be made to ensure that each County Board Supervisor serves on an equal number of committees.

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

2.06 Committees and Other Boards and Commissions Meeting Agenda Responsibilities

- (A) The Committee Chair shall serve as the Chair of a Committee meeting and, in consultation with the department head, County Clerk and Board Chair, is responsible for the preparation of all Committee meeting agendas.
- (B) The County Clerk, or their designee, in consultation with the Committee Chair, is responsible for providing notice of every meeting of the Committee by posting the agenda in compliance with Wisconsin's Open Meetings Law, Wis. Stat. § 19.81, et seq.
- (C) A Committee or Other Board and Commission may request another Committee or Other Board and Commission to attend a future meeting of the requesting body. In such event, each Committee and Other Board and Commission shall prepare an agenda for the joint meeting in the usual manner.
- (D) In the first meeting of a Committee following the Organizational Meeting, the Committee shall adopt dates and times for regular Committee meetings and shall make every attempt to schedule such meetings prior to the regular County Board meetings and with due regard to the meeting dates and times of other Committees.

2.07 County Board Member Compensation

- (A) County Board Meetings. Board Members shall receive \$90 for each day's attendance at a County Board meeting.
- (B) Committee Meetings. Board Members shall receive \$90/meeting for attending a Committee meeting. Board Members are entitled to receive compensation for attending more than one meeting in a day as long as the meeting start times are at least 2 hours apart.
- (C) Other Meetings. Board Members shall receive \$90 for attending a meeting of a body that may be a Committee, Commission or Board only if the meeting is publicly noticed on the Grant County website and with the Board Chair's prior approval. Board Members who are not members of the Committee may receive compensation as provided in this Section 2.07 for attending a meeting only when attendance at the meeting is directed or approved by the Board Chair.
- (D) Board Chair Compensation. In addition to the compensation set forth in this Section 2.07, the Board Chair shall receive an additional stipend. If the Board Chair is unable or unwilling to perform the duties of Board Chair for a period of four weeks or longer, the Board Chair shall not be paid the additional compensation herein, and the compensation shall be paid to the Vice Chair for the months during which the Vice Chair is performing the duties of the Board Chair.

- (E) Mileage Reimbursement. Board Members shall be reimbursed for mileage in the amounts, and according to the regulations and procedures, established by the Executive Committee, subject to confirmation by the County Board, from time to time. Board Members shall be entitled to reimbursement of only actual mileage traveled for attendance at any committee, commission, or board meeting (or County Board Chair activity) for which compensation is paid and only if the Board Member utilizes his or her personal vehicle for the travel.
- (F) No compensation shall be paid for attendance at any meeting held two hours before or two hours after a County Board meeting.
- (G) Grant County Supervisors will not be paid per diem for any conferences, conventions and seminars that they attend. Mileage will be paid if a supervisor drives their personal vehicle to these events.
- (H) Board Members shall complete and sign any forms required to verify attendance and mileage provided by the County Clerk's Office. Such forms are required to be submitted not more than two (2) weeks following the end of the month in which the expenses were incurred or attendance is claimed.
- (I) Grant County Supervisors are responsible for fees associated with attending a Convention for which they cancel or do not attend after arrangements are finalized. These fees can include registration and room accommodations made on behalf of the Supervisor by Grant County staff. Discretion regarding the reason for canceling (possible health reason, death in the family, etc.) should be a determining factor for enforcement of this penalty by the County Board Chair.

2.08 Meeting Minutes

- (A) County Board Meetings. The County Clerk is responsible for the preparation of minutes for all meetings of the County Board. All County Board meetings shall be electronically recorded. There shall not be a recording of any closed session of a County Board meeting.
- (B) Committee, Other Board and Commission Meetings. Pursuant to Wisconsin State Statute 59.23(2)(a) the County Clerk shall act as the clerk for all Committee, Commission and Board meetings unless a qualified person is appointed, in consultation with the Chair of such meetings, to perform such duties. In all cases, accurate minutes of the proceedings shall be maintained, and all committee meetings shall be electronically recorded.

2.09 County Board Meeting Seating Arrangements

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

2.10 Board Member Interest Forms

- (A) Within 7 days after County Board Members are elected in the Spring general election, the County Clerk shall distribute a welcome letter to all persons elected to the County Board. The contents of the welcome letter shall include information concerning the schedule for the Organizational Meeting, special committee appointment meeting and related matters, the Board Rules, the Board Member Biography form and Committee, Board, Commission form. The welcome letter shall also include information about an orientation day for newly elected Supervisors.
- (B) Board Members interested in nomination for the position of Board Chair and Vice Chair are encouraged to indicate their interest in the positions on the Grant County Committee, Board Commission and Seat Preference Form. In addition, such Board Members are encouraged to answer two additional questions on the Board Member Biography form.

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

2.11 Board Relationship with Administrator and Department Heads

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

2.12 Vacancies in Office of County Board Member

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

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

1. Within 30 days of the seat becoming vacant, the County Clerk shall post on the county website and place a standard advertisement (not in the legal section) for 2 consecutive weeks in the Grant County Herald Independent and other pertinent weekly newspapers, containing:
 - a. A notification that there is a vacancy in Supervisory District number.
 - b. That interested persons shall submit the following information to the County Clerk, in written form, by a stated deadline which shall be not less than 30 days from the date of the last publication:
 - The applicant's name and address;

- That the applicant is at least 18 years' old;
 - That the applicant is qualified to vote in the district in which there is a vacancy; and
 - A brief statement as to the applicant's qualifications to serve on the County Board.
- c. A statement that the vacancy will be filled from the list of applicants, at the County Board meeting first following the expiration of the application deadline. The advertisement should state the place, date and time of that County Board meeting.
- d. The County Clerk's mailing address and e-mail address.
2. After review of the applications the County Board Chair may make a recommendation to the County Board.

2.13 Official Statements by Board Members

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

2.14 Closed Session at Committee Meetings - Attendance

In accordance with Wis. Stat. § 19.89, and unless otherwise provided by law, no Board Member may be excluded from any meeting of the Committee or Other Board and Commission provided, however, that a Committee or Other Board and Commission may exclude a Board Member that is not a member of the Committee or Other Board and Commission from a closed session portion of a meeting upon majority vote of the Committee or Other Board and Commission members present.

SECTION 3	COUNTY BOARD OFFICERS
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3.01 County Board Chair

- (A) The Board Chair shall perform all duties of the chairperson as specified in Wis. Stat. § 59.12(1) and perform such other duties as specified in these Board Rules. In addition, the Board Chair shall perform such other duties as the County Board may authorize from time to time. In presiding over meetings of the County Board, the Board Chair shall decide all questions of order or procedure, subject to appeal to the Board, and at all times preserve order and decorum. The Board Chair may serve as a member, with full rights and privileges, of any Committee if there is otherwise not a quorum at any Committee meeting.
- (B) The Board Chair shall serve as the spokesperson for the County Board and is authorized to comment to the public or press on any matter of County business provided any such comments are consistent with the County Board's policies or expressed positions.
- (C) The Board Chair shall be a member of Executive Committee, Criminal Justice Coordinating Council (CJCC), Grant County Economic Development Corporation, Local Emergency Planning Committee (LEPC), Traffic Safety and

Land Information Council. The Board Chair shall be the Chair of the Executive Committee and Treasurer of Grant County Economic Development Corporation.

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

3.02 County Board Vice Chair

- (A) The Vice Chair shall perform all duties of the Board Chair in the absence or disability of the Board Chair and perform such other duties as specified in these Board Rules. In addition, the Vice Chair shall perform such other duties as the County Board may authorize from time to time.
- (B) In the event of a vacancy in the position of Vice Chair, the County Board shall hold an election for the position according to the procedure set forth in Section 2.01(A).

3.03 Chairs and Vice Chairs of Committees

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

SECTION 4	RULES OF PROCEDURE
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4.01 Parliamentary Authority

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

4.02 Remote Attendance at Meetings

- (A) Remote Attendance at Meetings. Board Members shall make every attempt to attend County Board and Committee meetings in-person. A Board Member authorized under these Board Rules to attend a meeting by remote communication (telephonic or videoconference technology) shall be considered present for a meeting with full rights to participate and vote. Any Board Member attending a Board or Committee meeting remotely shall keep the camera on for the entirety of their attendance if attending by video and shall be excused from any closed session part of a meeting unless granted permission to remain in the meeting by the Board Chair or Committee Chair. No person may serve as Chair of a County Board meeting if the person is attending the meeting by remote communication unless the entire meeting is held by remote communication as provided in Section 4.02(B). In the physical absence of the Board Chair and Vice Chair, the County Board shall appoint a Board Member to serve as Chair pro tempore of the meeting. The Executive Committee may, from time to time, establish policies governing the conduct of meetings where persons attend remotely and Board Members shall abide by any such policies. See Appendix B – Participation in meetings by telephone conference call or other electronic

means.

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

4.03 Order of Business

- (A) County Board Meetings.

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

1. Call to Order
2. Pledge of Allegiance
3. County Clerk Verification of Open Meetings Law Compliance
4. Roll Call
5. Approval of Agenda
6. Approve Minutes of Previous Meeting(s)
7. Correspondence
8. Administrator Report
9. Communications, memorials, appointments, recognitions
10. Unfinished or old business
11. New Business
12. Ordinances and Ordinance Amendments
13. Reception and consideration of Resolutions
14. Special Reports
15. Consideration of Committee Reports
16. Closed Session (if any)
17. Future Agenda Items
18. Adjourn

The order of business may be changed by the Board Chair or by majority vote of the Board. When preparing the agenda for the meeting, where no business is contemplated on an item on this order of business, the item can be omitted.

- (B) Committee Meetings.

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

1. Call to Order
2. Roll Call
3. Verification of Open Meetings Law Compliance
4. Approval of Agenda
5. Approve Minutes from Previous Meeting(s)
6. Public Hearing
7. Reports
8. Department Business
9. Resolutions

10. Ordinances and Ordinance Amendments
11. Reports / Correspondence
12. Future Agenda Items
13. Closed Session (if any)
14. Adjourn

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

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

4.04 Personal Electronic Devices

- (A) County Board Members. All County Board Members shall silence their mobile phones and all other personal electronic devices during a meeting of the County Board and of any Committee on which the Board Member serves. Such devices may not be used during any such meeting except in the event of an emergency or with permission of the Chair of the meeting.
- (B) Other Meeting Attendees. All other meeting attendees shall silence their mobile phones and other personal electronic devices during a meeting of the County Board and of any Committee.

4.05 Recognition, Debate and Voting at County Board Meetings

- (A) Recognition. A Board Member must be recognized by the Board Chair prior to speaking. The Board Chair is responsible for determining recognition.
- (B) Debate. No motion shall be debated unless seconded. It shall then be stated by the Chairperson, and if requested by a member, reduced to writing. A motion may be withdrawn by its proponent, with the consent of the seconder, at any time before the amendment or decision. Each Board Member shall be entitled to speak twice for a total of not to exceed 3 minutes per instance on any matter pending before the Board and open for discussion. Any member may move to limit or extend the floor time of any speaker and such motion shall require 2/3 vote and is not debatable. Discussion and comments should be directed to the Board Chair and not to any individual Board Member, county staff or member of the public. All Board Member comments shall be germane to the business currently pending before the Board. Board Members shall maintain and exercise proper decorum at all times when discussing any matter before the Board.
- (C) Voting. Unless a roll call vote is required by the Wisconsin Statutes or these Board Rules, when a question is put to the County Board, the Board Chair shall

conduct a voice vote by asking for those in favor and those opposed. When a roll call vote is required, or requested, the County Clerk shall activate the electronic voting system. If the electronic voting system is not functioning, the County Clerk shall call the roll in numeric order by supervisory district. Each succeeding roll call vote at the same meeting shall begin with the next succeeding name following the member who completed the preceding roll call vote. Every vote upon the levy of a tax or the appropriation of money shall be taken by roll call vote using electronic tablets.

- (D) Abstention. All County Board Members are expected to represent their constituents and fully participate in meetings of the County Board, including voting. Nonetheless, there are recognized circumstances where participation in discussion, voting, or both would be inappropriate. A Board Member may abstain from participating in discussion, voting or both. When a Board Member abstains, the Board Chair shall provide the Board Member with the opportunity to explain the reason for the abstention and, if a reason is provided, the County Clerk shall record the reason in the meeting minutes.
- (E) With the exception of subsection (D), this Section 4.05 does not apply to Committee meetings. Unless otherwise required by the Wisconsin Statutes or these Board Rules, Committee meeting procedure shall be governed by RONR 49:21, Procedure in Small Boards.

4.06 Public Decorum and Comment

- (A) Rules of Decorum. All attendees at County Board and Committee meetings are expected to maintain appropriate decorum during the meeting. Talking, shouting, outbursts, clapping and similar gestures are prohibited. Any attendee may be requested to cease any activities, including the use of signs, banners or displays, that unduly disrupt a meeting consistent with applicable law. Citizens in the audience are not to audibly respond to comments being made during a meeting or to make demonstrations either in support of or in opposition to a speaker or idea. The Chair of the meeting is responsible for enforcing meeting decorum.
- (B) Public Participation at Meetings. Unless specifically requested by the Chair of a meeting, members of the public are not allowed to participate in any meeting. No Board Member or member of a committee may cede time during discussion of a pending question to a member of the public. This Section 4.06(C) shall not be construed to prohibit County staff from providing information and reports to the County Board or a Committee, if requested by the presiding Chair consistent with the meeting agenda or practice of the County Board or Committee.
- (C) Board Member Participation at Committee Meetings of Which They Are Not a Member. Board Members are allowed to attend any meeting of a committee. A Board Member may not speak at a committee meeting except upon permission of the Chair of the Committee.

4.07 Reconsideration

Any County Board Member on the prevailing side of any question determined by the County Board may make a motion to reconsider the question at the same meeting. When the County Board is equally divided on any question before it, the question shall be

considered lost, but in that case any County Board Member present at the meeting where the question was considered may move for reconsideration at the same meeting.

4.08 Resolutions – Form and Introduction

- A. Form of Resolutions. A Board Member may request the assistance of administration and staff, together with Corporation Counsel, in drafting any proposed Resolution provided, however, the identity of the Board Member shall not be confidential. Resolutions shall be in form approved by the County Clerk and Corporation Counsel. In addition to any other form requirements, all proposed Resolutions shall include the following:
1. A space indicating the name of the Supervisor or Committee introducing the resolution.
 2. A space for a fiscal note. The County Administrator or designee is responsible for reviewing the financial impact of any proposed Resolution and providing any comments relating to such financial impact.
 3. A space for a legal note. The Corporation Counsel or designee is responsible for reviewing whether the proposed Resolution is within the scope of the County's authority and otherwise providing any comments relating to the legal impact of the proposed Resolution.
 4. A space indicating the identity of the Committee(s) that considered the proposed Resolution, the date of the Committee(s) meeting at which such consideration occurred, the official action of the Committee(s) on the proposed Resolution and the votes of the Committee(s) members relative to the proposed Resolution.
 5. No action shall be taken on any resolutions unless the four previous requirements have been met. An exception may be granted by the County Board Chair, who may authorize consideration and action on a resolution notwithstanding the failure to meet one or more of the preceding requirements.
- B. Introduction of Resolutions. A Resolution may be proposed by an individual Board Member or by a Committee.
1. Resolutions Proposed by an Individual Board Member. If a Resolution is proposed by an individual Board Member, prior to any action by the Board on the proposed Resolution, the Board Chair shall refer the proposed Resolution to the appropriate Committee. The County Board may, from time to time, request a report from the Board Chair as to referral of proposed Resolutions. The Committee(s) to which a proposed Resolution is referred shall file the official action on any proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred, and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting. The requirements of this Section 4.08(B)1 may be waived, in whole or in part, by the Board Chair in his or her discretion.

2. Resolutions Proposed by a Committee. A Committee may propose a Resolution. Any Committee that recommends County Board adoption of a Resolution proposed by the Committee shall file the official action on the proposed Resolution with the County Clerk as soon as practicable following the meeting at which such official action occurred and the act of filing shall serve as a request that the proposed Resolution be placed on the agenda for the next County Board meeting.
- C. It shall be the responsibility of each committee to have the matter prepared in the form to be acted on and to have legal, fiscal, and administrative notes attached.

4.09 Suspension of and Amendment to Rules

- (A) Suspension of Rules. Any rule in these Rules may be suspended by 2/3 vote provided any such suspension does not cause a violation of the Wisconsin Statutes.
- (B) Amendment to Rules. The County Board may amend these Rules by 2/3 vote of the members provided any proposed amendment is provided in writing to all Board Members in the meeting packet distributed by the County Clerk under Rule 2.02(D). Appendix A relating to committees may be amended at any time by majority vote.

APPENDIX A – Committees

1. Executive Committee:

The Executive Committee shall be comprised of six (6) members, the County Board Chairperson, who will serve as Chair of the Committee, along with the Chair of the other five (5) standing committees. The Executive Committee is responsible for policy direction and oversight, as well as budgetary oversight for the offices of County Administrator, Information Technology, Facilities and Maintenance, Human Resources, Corporation Counsel, County Clerk, Finance, Register of Deeds and County Treasurer. This Committee is responsible for reviewing and recommending action on the annual budget prepared by the County Administrator for submission to the County Board; sets parameters and goals and gives policy direction to the County Administrator and Human Resources Manager on collective bargaining issues; has jurisdiction over all County personnel matters; provides oversight on all County financial matters, examines all claims against the County. It shall maintain insurance coverage on all county property and shall investigate and supervise all county property and liability insurance programs.

2. Conservation, Sanitation & Zoning Committee:

The CSZ Committee shall be comprised of five (5) County Board members plus one Citizen Farmer member. This committee is responsible for policy direction and oversight, as well as budgetary oversight for the offices of Land Conservation; Zoning and Sanitation. This committee promotes the development of comprehensive county-wide resource conservation programs; handles all matters pertaining to the County planning and zoning and long-range development plans; deals with issues concerning the Farmland Preservation Program.

3. Highway Committee:

The Highway Committee shall be comprised of five (5) County Board members who shall be appointed pursuant to Wisconsin Statutes §83.015(1)(c) and whose duties are outlined in Wisconsin Statutes 83.015(2)(b) – a policymaking body determining the broad outlines and principles governing administration of the highway department. The committee also reviews the budget performance of the highway department.

4. Public Safety Committee:

The Public Safety Committee shall be comprised of five (5) County Board members. The Public Safety Committee is responsible for policy direction and oversight, as well as budgetary oversight, for the offices of Clerk of Circuits Court, District Attorney, Emergency Management, Coroner, Sheriff, Register in Probate, Treatment Court, Victim Witness and Child Support.

5. Orchard Manor - County Farm Committee:

The Orchard Manor – County Farm Committee shall be comprised of five (5) County Board members. This committee is responsible for policy direction and oversight, as well as budgetary oversight, for Orchard Manor and the Grant County Farm. This committee is responsible for managing and developing policies and procedures for operations and maintenance of these county assets.

6. Ag/Extension-Education, Fair Committee:

The Ag/Extension – Education and Fair Committee shall be comprised of five (5) County Board members. This committee is responsible for policy direction and oversight, as well as budgetary oversight, on all matters pertaining to the UW-Madison, Division of Extension, Economic Development, Tourism, the Grant County Fair and certain agriculture areas. It shall examine all accounts of the County Extension Service and have

supervision thereof. This committee shall also supervise the operation of the fairgrounds and its buildings and the Grant County Fair. This committee shall have charge of county publicity, development of recreation, and the attraction of industry to the County. This committee shall review and approve all dog claims for possible referral to the Grant County Board of Supervisors.

Grant County Supervisors may be members of the following committees, board and commissions. Membership shall be appointment by the County Board Chair and/or Administrator subject to confirmation by the County Board.

ADRC Board/Commission on Aging of Grant County: The committee shall consist of seven (7) members. Two (2) members shall be County Board members and five (5) members shall be citizen members appointed by the Administrator and confirmed by the County Board. At least 50% of the members must be over sixty (60) years of age. This committee shall act as the clearinghouse for all County programs related to aging. This committee will serve as the official statutory Commission on Aging pursuant to Wis. Stat. 46.82(4).

Board of Adjustment: Three (3) members and two (2) alternates appointed by the County Board Chair and confirmed by the County Board. Reports to CSZD Committee.

Board of Health: The committee shall consist of seven (7) members, four (4) of which shall be County Board members and three (3) members shall be citizens appointed by the Administrator and confirmed by the County Board. This committee is responsible for policies to improve health outcomes and ensure that necessary public health services are provided. This board is created pursuant to Wis. Stat. 251.03.

Criminal Justice Coordinating Council: Membership by Resolution

Southwest Wisconsin Community Action Program: Two (2) Grant County Board members shall be appointed by the Administrator and confirmed by the County Board.

DMATS: One (1) Grant County Board member shall be appointed to serve on the Dubuque Metropolitan Area Transportation Study.

Grant County Economic Development Corporation: One (1) Grant County Board member shall be appointed to serve with the Grant County Board Chairperson, who serves as the Treasurer.

Local Emergency Planning Committee: One (1) County Board member appointed by the Administrator and confirmed by the County Board.

Library: One (1) Grant County Board member and up to five (5) citizen members shall be appointed by the Administrator and confirmed by the County Board. County appointments determined by Wis. Stat. 43.60(3).

Land Information Council: This council shall consist of the register of deeds, treasurer, real property lister, member of the board, representative of the land information office, a realtor, public safety representative and county surveyor.

Opioid Settlement Review Board: Administrator, County Clerk, and two (2) other designees per resolution shall prioritize spending options for the opioid settlement funding.

Railroad: Three (3) Grant County representatives are appointed to Wisconsin River Rail Transit Commission (WRRTC) on rotating three-year terms. Grant County Supervisors or citizen members may be appointed.

Social Services Board: The board shall consist of five (5) Grant County Board members appointed by the Administrator and confirmed by the County Board. The board shall act as the policy and oversight committee of the Social Services Department pursuant to Wis. Stat. 46.22(1)(m).

Southwest Wisconsin Regional Planning Commission: Membership by rule

Traffic Safety Commission: This commission shall consist of the county highway commissioner or a designated representative, the chief county traffic law enforcement officer or a designated representative, the county highway safety coordinator, and a representative designated by the county board from each of the disciplines of education, medicine and law and three (3) representatives involved in law enforcement, highways and highway safety designated by the secretary of transportation. The traffic safety commission shall meet at least quarterly to review traffic accident data from the county and other traffic safety related matters.

Unified Community Services Board: The Board shall consist of eleven (11) members: three (3) members of the Oversight Commission who are county board supervisors (two from Grant County and one from Iowa County); five (5) members appointed by Grant County, up to one (1) of whom may be a county board member; and three (3) members appointed by Iowa County, up to two (2) of whom may be county board members. The Board shall act as the policy-making body, determining the broad outlines and principles governing the administration of programs under Wis. Stat. § 51.42, and shall exercise its powers and duties in a manner consistent with that role.

Oversight Commission of Unified Community Services: The Oversight Commission shall be comprised of the following five (5) persons: Grant County Administrator, or their designee, Iowa County Administrator, or their designee, Grant County Board Chair, or their designee, Iowa County Board Chair, or their designee, and the Grant County Board Vice Chair or their designee.

Veterans Service Commission: This committee will act as a liaison between the Veterans Service Office and the Grant County Board of Supervisors. It shall meet with the Veterans Service Commission and shall have equal voice in the affairs of the Veterans Service office. This committee shall be comprised of three members one (1) County Board members plus two citizen members.

APPENDIX B – Rules for Participation in Meetings by Telephone Conference Call or Other Electronic Means

Members may be permitted to attend, participate and vote at meetings by telephone conference call or other electronic means under the following conditions:

A. The definitions of the terms “meeting;” “government body;” “open session;” or any other defined term used in these rules is found in the Chapter 19 of the Wisconsin Statutes. The definition of “quorum” or any other definition shall be as described in the Grant County Board rules.

B. All pertinent provisions of the Wisconsin Open Meetings Law must be complied with, including specifically the proper notice of any regular or special meeting, the proper record keeping or minutes of each meeting, the appropriate agenda preparation for each meeting, which in addition shall be posted along with the notice of meeting; and in particular, any use of closed sessions shall be in compliance with the provisions of the law.

C. Pursuant to the Wisconsin Open Meetings Law governmental bodies are prohibited from establishing a quorum to conduct business at an open or closed meeting through the attendance of board members by the use of telephone conference calls or other electronic means without giving proper notice. A quorum of members of the board or committee **MUST** be physically present at the location of an open or closed meeting. Only additional members. i.e., those members not part of the required physically present quorum, may attend by telephone conference call or other electronic means including ZOOM.

D. If a quorum of the Board is physically present, a majority of the Board may allow a board member to attend a meeting through telephone conference call or other electronic means if his or her physical presence at the meeting is prevented due to (1) personal illness or disability; (2) employment purposes or the business of the Board; or (3) a family or other emergency.

E. That sufficient security and identification procedures be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all members attending for discussion or voting purposes are in fact an authorized member with the right to speak and vote.

F. Members who wish to attend a meeting by telephone conference call or other electronic means must give the Chair of the meeting at least 24 hours advance notice before the commencement of the meeting so that a call-in number may be established, unless such advanced notice is impracticable and a call-in number has already been established.

G. As soon as it becomes apparent to the Board that a meeting will include telephone conferencing or other electronic means, all subsequent notices of the meeting shall indicate that one or more Board members may be attending by electronic means. In the event that the notice of the meeting has already been disseminated and posted, an amended notice indicating the above shall be placed as soon as possible. In the event any news media have filed the annual request for notice of meetings, they shall receive an updated notice in the same manner as given to all members of the Board or as the original notice was given.

H. All board members attending meetings by telephone conference call or other electronic means shall be entitled to vote as if they were personally and physically present at the meeting site so long as the telephone or other electronic connection exists and a physical quorum of the Board or Committee is present, but their votes shall be recorded by the Secretary as done by electronic attendance.

I. The meeting minutes shall indicate the (i) members of the Board who were either present or absent from the meeting and whether those members in attendance were physically present or present by telephone conference call video conference or other electronic means; and (ii) for those Board members who attend by telephone conference call or other electronic means, and in the event the entire meeting is not so attended by such members, the minutes shall indicate those portions of the meeting that were attended by telephone conference call or other electronic means.

J. The location of the meeting included on the notice shall be equipped with a suitable speaker phone system or transmission system in order that the public audience, the Board members in attendance, and any staff or guests will be able to hear any input, vote, or discussion of the teleconference or other electronic conferencing.

K. This policy shall not be construed to mean that conferencing by electronic means shall be regularly used or used at every meeting of the Board but shall be used only as necessary to allow the participation of Board members who are unable to attend in person due to such circumstances as listed in these rules.

L. If there is a closed session during the meeting, any Board members present through telephonic or electronic means must certify if telephonic that no one else is on the phone or has access to the phone and if electronic the Board members must show with their camera that they are the only person in the room.

APPENDIX C

GRANT COUNTY BOARD CODE OF CONDUCT

I. Preamble

The citizens and businesses of Grant County, Wisconsin, are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with Grant County's commitment to its citizens, the effective functioning of representative democratic government requires elected county board supervisors comply with both the letter and spirit of the laws and policies affecting the operations of government; that elected county board supervisors be independent, impartial and fair in their judgment and actions; that public office be used for the public good, not for personal gain; and that public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Grant County Board of Supervisors has adopted this Code of Conduct for county

board supervisors to assure public confidence in the integrity of local government and its effective and fair operation.

II. Act in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, county board supervisors will work for the common good of the people of Grant County and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before the Grant County Board of Supervisors, boards, commissions, and committees. In addition, county board supervisors shall adhere to all statutes, ordinances and rules relating to the conduct of county business including, without limitation, Wis. Stat. § 19.59, *et seq.*

III. Comply with the Law

County board supervisors shall comply with the laws of the nation, the State of Wisconsin and the County of Grant in the performance of their public duties. These laws include, but are not limited to: the United States and Wisconsin constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open government; and County ordinances and policies.

IV. Conduct of County Board Supervisors

The professional and personal conduct of county board supervisors must be above reproach and

avoid even the appearance of impropriety. County board supervisors shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other county board supervisors, boards, commissions, and committees, the staff or public.

V. Respect for Process

County board supervisors shall perform their duties in accordance with the processes and rules of order established by the Board of Supervisors and boards, committees, and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board of Supervisors by County staff.

VI. Conduct of Public Meetings

County board supervisors shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the

business of the body; or otherwise interfering with the orderly conduct of meetings.

VII. Decisions Based on Merit

County board supervisors shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

VIII. Communication

County board supervisors shall publicly share substantive information that is relevant to a matter under consideration by the Board of Supervisors or boards, committees and commissions, which they may have received from sources outside of the public decision-making process.

IX. Confidential Information

Unless otherwise required by law, county board supervisors shall respect the confidentiality of information concerning the property, personnel or affairs of the County. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

X. Use of Public Resources

County board supervisors shall not use public resources that are not available to the public in general, such as County staff time, equipment, supplies or facilities, for private gain or personal purposes.

XI. Representation of Private Interests

In keeping with their role as stewards of the public interest, county board supervisors shall not appear on behalf of the private interests of third parties before the Board of Supervisors or any board, committee, commission or proceeding of the County.

XII. Advocacy

County board supervisors shall represent the official policies or positions of the Board of Supervisors, boards, commissions or committees to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions or otherwise speaking without the express direction or authorization of their body, county board supervisors shall explicitly state they do not represent their body or Grant County, nor will they allow the inference that they do.

XIII. Policy Role of County Board Supervisors

The Board of Supervisors determines the policies of the County with the advice, information and analysis provided by the public, boards, commissions, and committees, and County staff. The Board of Supervisors delegates authority for the administration of the County to County staff. County board supervisors therefore shall not interfere with the administrative functions of the County or the professional duties of County staff; nor shall they impair the ability of staff to implement Board policy decisions.

XIV. Independence of Board and Commissions

Because of the value of the independent advice of boards, committees and commissions to the public decision-making process, county board supervisors shall refrain from using their positions to unduly influence the deliberations or outcomes of board, committee or commission proceedings.

XV. Positive Work Place Environment

County board supervisors shall support the maintenance of a positive and constructive work place environment for County employees and for citizens and businesses dealing with the County. County board supervisors shall recognize their special role in dealings with County employees and in no way create the perception of inappropriate direction to staff.

XVI. Implementation

As an expression of the standards of conduct for county board supervisors expected by the County, the Grant County Supervisors Code of Conduct is intended to be self-enforcing. It becomes most effective when county board supervisors are thoroughly familiar with it and embrace its provisions.

For this reason, training on state and local ethical standards and this Code of Conduct shall be included in the regular orientations for new county board supervisors. County board supervisors entering office shall sign a statement affirming they have read and understood the Grant County Supervisors Code of Conduct. In addition, the County Board of Supervisors shall annually review

the Code of Conduct and shall consider recommendations from boards, committees and commissions to update it as necessary.

XVII. Compliance and Enforcement

The Grant County Supervisor Code of Conduct expresses standards of ethical conduct expected

of county board supervisors. County board supervisors themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

Any county board supervisor may file a written statement regarding alleged violations of the Code of Conduct according to Grant County's policy regarding the Dispute Resolution Committee.

The Board of Supervisors may impose sanctions on county board supervisors whose conduct does not comply with the standards set forth in the Code of Conduct, such as reprimand, formal censure, or loss of committee assignment. The remedies provided herein are not exclusive of any other remedies available by law.

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Board of Supervisors decision.

Appendix D

GRANT COUNTY BOARD DISPUTE RESOLUTION COMMITTEE

The Grant County Board of Supervisors has established the Board Dispute Resolution Committee to provide a mechanism for the orderly and peaceful resolution of any disputes that may arise under the Grant County Board Code of Conduct. The Board Dispute Resolution Committee shall be formed only on an as-needed basis (as set forth below) and shall conduct itself according to the following rules.

1. Any Board Dispute Resolution Committee convened shall consist of three (3) members appointed by the County Board Chair, all of whom must be current county board supervisors, consistent with the following: one (1) member chosen by the individual that filed the written statement (other than him or herself), one (1) member chosen by the individual alleged to have violated the Code of Conduct (other than him or herself) and the County Board Chair. If the County Board Chair is involved in the alleged incident as a complaining party, accused individual or witness, the Vice Chair shall serve. If the County Board Chair and Vice Chair are all unable to serve, the third Committee member shall be chosen by random drawing.

2. Any county board supervisor having a good faith basis to believe that a fellow county board supervisor has violated the Grant County Board Code of Conduct may file a written statement with the County Board Chair. Any written statement filed hereunder shall provide a recitation of the Code of Conduct rule alleged to have been violated and a detailed statement of all facts supporting the allegation(s), including names of any and all witnesses having information relevant to the allegation(s). All statements must be signed and dated by the complaining county board supervisor.

3. Within 10 days of receiving a written statement, the County Board Chair shall:

- a. Acknowledge receipt of the statement to the complaining county board supervisor;
- b. Provide a copy of the statement to the county board supervisor accused of having violated the Code of Conduct;
- c. Ask the complaining party for the name of the current county board supervisor that the complaining party designates for the Board Dispute Resolution Committee; and
- d. Ask the accused individual for the name of the current county board supervisor that the complaining party designates for the Board Dispute Resolution Committee.

The County Board Chair shall appoint the members of the Board Dispute Resolution Committee as soon as possible, but in no event later than 20 days after the filing of the written statement. The County Board Chair shall have the ability to appoint members to the Committee at his/her discretion in the event the timelines above are not followed.

4. The Board Dispute Resolution Committee shall convene as soon as possible after appointment, but in no event later than 30 days after the filing of the written statement. The Committee may establish rules for proceeding on the complaint including, without limitation, asking for information from individuals with knowledge of the facts and circumstances surrounding the claimed infraction.

5. As soon as practical, but not later than 60 days following the filing of the written statement, the Committee shall issue a written report with a recommendation to the County Board as to whether an infraction of the Code of Conduct occurred and, if so, the appropriate remedy under the Code of Conduct.

6. If the Committee determines that a written statement is filed in bad faith, without foundation in fact or without foundation under the Code of Conduct, the Committee may recommend that action be taken against the county board supervisor consistent with the Code of Conduct.

7. The County Board shall place the Committee's report on the agenda for the next scheduled County Board meeting.

8. At the County Board meeting at which the Committee's report is placed on the agenda, the County Board shall receive the report and consider action to be taken, if any, with respect to the report. The County Board is not bound by the Committee's recommendation.

ADDITIONAL RULES TO CONSIDER

2.15 Board Member Rules of Conduct

(A) Each Board Member shall:

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

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

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

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

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

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

SECTION 5 ENFORCEMENT

5.01 Procedure for Enforcement

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

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

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

Member from office.

If the Board refers the matter to the [•] Committee to determine if cause (defined as inefficiency, neglect of duty, official misconduct or malfeasance in office) exists to remove the Board Member from office, the [•] Committee is authorized to appoint agents to (a)

conduct any further and other investigation as may be necessary; (b) prepare verified charges seeking the Board Member's removal from office; and (c) prosecute the Board Member's removal from office. Any such proceedings shall comply with Wis. Stats. Chap. 17.

(C) In addition to the enforcement procedures established in this Section 5.01, and without limiting any of those provisions, the Board Chair or the [●] may refer any violation of the Board Rules to the [Ethics Committee] and such referral shall be considered a [complaint] under Ordinance [●].

Executive
Administrator
Information Technology
Facilities & Maintenance
Human Resources
County Clerk
Treasurer
Finance
Register of Deeds
Corporation Counsel
Land Information

CSZD
Conservation
Sanitation
Zoning

Highway
Highway
River Access

Public Safety
Sheriff
Emergency Management
Coroner
Clerk of Courts
Register in Probate
Child Support
District Attorney
Treatment Court
Victim Witness

Orchard Manor - Farm
Orchard Manor
Farm

Ag, Extension, Education & Fair
UW Extension
Fair

Grant County Budget Preparation Procedure

Grant County adopts an annual budget at the County Board's annual meeting in November, as required under **Wisconsin State Statutes Chapter 65**.

Timeline and Procedure for Budget Preparation

February – March: 5-Year Capital Improvement Plan Submission

- **Task:** County departments submit their 5-year Capital Improvement Plans to the County Administrator and review prior year CIP progress.
 - **Goal:** Plan for long-term capital projects and understand their budget implications, and see if any CIPs need to be carried over from the prior year.
- **Task:** A survey is sent to County Board Supervisors to gather budget priorities.
 - **Goal:** Collect input from County Board Supervisors.

April: Establish Budget Timeline

- **Task:** The County Administrator sets the timeline for the upcoming fiscal year's budget process.
 - **Goal:** To provide clear deadlines and schedules.

May: Distribute Budget Timeline & Executive Committee Review

- **Task:** Distribute the timeline to all departments and County-funded organizations.
 - **Goal:** Ensure every stakeholder is informed.
- **Task:** Have the Executive Committee review the 5-Year Capital Improvement Plan.
 - **Goal:** Assess and prioritize the projects.

June: Capital Improvement Plan Approval

- **Task:** The County Board approves the 5-Year Capital Improvement Plan.
 - **Goal:** To finalize long-term investment decisions.

Late June/Early July: Prepare Wage & Fringe Information

- **Task:** The Finance Department prepares staffing data worksheets.
 - **Goal:** Ensure accurate personnel costs.

July: Distribute Budget Worksheets & Budget Discussions

- **Task:** The Finance Department provides budget worksheets and instructions.
 - **Goal:** Facilitate budget development.
- **Task:** Departments meet with the County Administrator and Finance Director.
 - **Goal:** Address budget concerns.

August: Submit Draft Budgets & Preliminary Review

- **Deadline:** August 15 or the next business day.
- **Task:** Departments will notify the Finance Director of preliminary budgets.
 - **Goal:** Compile proposals.
- **Task:** The County Administrator and department heads will review budget data.
 - **Goal:** Refine proposals before committee presentations.

September: Standing Committee Meetings & Health Insurance Rates

- **Task:** Departments present budgets to committees.
 - **Goal:** Review proposals without formal action.
- **Task:** The County Administrator presents a preliminary budget.
 - **Goal:** Provide an initial consolidated review.
- **Task:** The Executive Committee recommends health insurance rates.
 - **Goal:** Finalize personnel cost estimates.
- **Task:** County Board approves insurance rates.
 - **Goal:** Incorporate rates into budgets.

October: Updated Budget Presentation & Public Notice

- **Task:** The County Administrator presents the updated budget to the Executive Committee.
 - **Goal:** Prepare a recommended budget.
- **Task:** The County Board tentatively approves the budget.
 - **Goal:** Meet legal requirements for public notification.
- **Task:** Publish the tentative budget in the County newspaper (15 days before the November meeting).
 - **Goal:** Ensure public access.

November: Final Budget Review & Adoption

- **Task:** The Executive Committee finalizes the budget.
 - **Goal:** Present a finalized recommendation.
- **Task:** Public hearing & County Board meeting to adopt the budget and tax levy.
 - **Goal:** Secure public input and formal approval.
- **Task:** The Finance Department publishes final budget documents online.
 - **Goal:** Ensure transparency.

December: Tax Levy Submission – Deadline December 15th

- **Task:** Finance Department submits the County Tax Levy worksheet to the Wisconsin Department of Revenue.
 - **Goal:** Complete state-required filings.

Process to Amend the Budget

- Changes to the budget, including tax levies or appropriations, require a two-thirds vote of the County Board.
- Approved changes must be published as a Class 1 notice within 15 days under Wisconsin Statutes Chapter 985.

This structured timeline ensures an organized and transparent approach to preparing Grant County's annual budget.