



## GRANT COUNTY EXECUTIVE COMMITTEE AGENDA

The Executive Committee of the Grant County Board of Supervisors will meet on Tuesday, March 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/89993212195?pwd=bn1Gz6JuxGZy3bi3lLzcAdy4UENpau.1>

Meeting ID: 899 9321 2195

Passcode: 918980

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
  - Out of Budget Requests
    - CSZD request for out of budget in the amount of \$30,000 for Non-Metallic Mining
    - Emergency Management request for out of budget in the amount of \$8,000 for Code Red
    - Clerk of Courts request for out of budget in the amount of \$4,000 for interpreters
    - Unified Community Services request to use \$53,112 from the Grant County General Fund for Institute Supplement payment
6. Resolution Amending the Grant County 2026 Budget
7. Resolution Authorizing a One-Time Institute Supplement Payment to Unified Community Services and Amending the 2026 Grant County Budget by use of General Fund Balance
8. Resolution Amending the 2026 Grant County Budget to Increase the Unified Community Services (UCS) Appropriation by \$30,000 from its fund balance for Temporary Finance Department Assistance
9. Resolution Authorizing the County Treasurer to take the tax deed parcels which have taxes owing on the 2022 tax rolls (2023 tax certificate)
10. Discussion and Possible Action on Ordinance to Amend Chapter 242 Entitled Taxation
11. Facilities and Maintenance
  - Facilities and Maintenance Manager's Report
12. Information Technology
  - IT Director's Report
13. Administrator
  - Administrator's Report
14. Human Resources
  - Staffing Update
  - Policy Updates
    - Personal Conduct and Discipline Policy Update
    - Performance Reviews Policy Update
15. Discussion and possible action on County Surveyor Position
16. Discussion and possible action on County Board Rules
17. Adjournment

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

*Integrity*

*Efficiency*

*Respect*

*Honesty*



## **Information Technology**

**IT Director's Report:** IT Director Shane Drinkwater provided his report in writing. Drinkwater also updated committee members on the virtual desktop changeover. The Laserfiche public portal will be going live soon. Drinkwater also reported that the fiber loop quality of service has not been operating as expected, and the IT Department has been working to improve performance with the assistance of Gov AI.

## **Administrator**

**Administrator's Report:** Administrator Nate Dreckman provided his report in writing. Dreckman also updated committee members on the scheduling of CIP meetings to review the status of 2025 projects and to discuss the addition of another year to the five-year plan.

Dreckman reported that the Recruitment and Retention Committee held its first meeting. The committee consists of ten (10) non-supervisory employees representing various buildings. The group met to exchange ideas focused on recruiting and retaining employees, with outside-the-box ideas beyond wages.

In addition, a Safety Committee has been established to review safety incidents and determine if additional training could help reduce injuries.

**Workplace Communication:** This will ensure that the chain of command structure is clearly defined for employees. Administrator Dreckman will present the policy to the County Board.

## **Human Resources**

**Human Resources Staffing Report:** The staffing report was provided in writing.

**Discussion and possible action on Wage Proposal for 2027-2030 term of Sheriff, Clerk of Courts and Coroner:** Kathy Kopp, second by Joseph Mumm made a motion to approve resolution 2026-04 and forward to the County Board. Motion carried without negative vote.

## **Policy Updates**

**Holiday Policy:** Robert Keeney, second by Joseph Mumm made a motion to forward the policy to the County Board. Motion carried without negative vote.

**Discretionary Days Policy:** Gary Northouse, second by Robert Keeney made a motion to forward the policy to the County Board. Motion carried without negative vote.

**Resolution 2026-03 Supporting Sustainable Transportation Funding:** Gary Northouse, second by Gary Ranum made a motion to approve resolution 2026-03 and forward to the County Board. Motion carried without negative vote.

**Discussion and possible action on Grant County Board Rules:** Chairman Keeney asked committee members to submit any comments or suggestions for consideration.

**Budget Workshop:** Administrator Dreckman and Finance Director Runde reviewed the budget preparation procedure and outlined the types of committee reports that need to be presented.

**Adjournment:** Rick Sanson, second by Joseph Mumm made a motion to adjourn to March 10, 2026 at 9:00 a.m. Motion carried without negative vote. Meeting was adjourned at 11:12 a.m.

**GRANT COUNTY, WI**  
**CHECK LISTING BY CHECK DATE**  
**FROM: 2/1/2026 TO: 2/28/2026**



DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
02/06/26	3258	Fac Maint	Amazon Capital Services, Inc.	EFT	Key Tags, Keyboard	10022009-524004	Bldg Maint/Repair	1NGT-P96Y-4QQQ	121.22
02/06/26	3258	Fac Maint	Amazon Capital Services, Inc.	EFT	Door Number Plate	10022009-524004	Bldg Maint/Repair	11FY-PTDW-KJQT	84.89
02/06/26	3258	Fac Maint	Amazon Capital Services, Inc.	EFT	Door Number Plate	10022009-524004	Bldg Maint/Repair	14NW-CNH3-LQW6	404.49
02/06/26	3258	Fac Maint	Amazon Capital Services, Inc.	EFT	Mounting Tape	10022002-524004	Bldg Maint/Repair	1NJX-XK GK-Q739	33.00
02/06/26	3258	Fac Maint	Amazon Capital Services, Inc.	EFT	Tool Chest Cabinet	10022009-524004	Bldg Maint/Repair	1DYY-1XJY-JF3P	163.99
02/06/26	3258	Treasurer	Amazon Capital Services, Inc.	EFT	HP TONERS FOR COPIER	10016001-531000	Office Supplies/Equipt	1WM1-41L7-19JF	58.89
02/06/26	3258	Fac Maint	Amazon Capital Services, Inc.	EFT	LED Panel Light	10022002-524004	Bldg Maint/Repair	17DC-LRGY-D4PG	653.39
02/06/26	3258	Reg Deeds	Amazon Capital Services, Inc.	EFT	Poly Sheet Protectors	10018002-539000	Other Expense	16VX-YWNH-DJLL	17.81
02/06/26	3281	Fac Maint	W W Grainger Inc	EFT	Maintenance Supplies	10022002-524004	Bldg Maint/Repair	9777110777	1,185.59
02/06/26	3281	Fac Maint	W W Grainger Inc	EFT	Maintenance Supplies	10022002-524004	Bldg Maint/Repair	9775206080	508.11
02/06/26	3304	Fac Maint	Village of Muscodia Utility Dept	EFT	Electric Muscodia Tower	10022006-522002	Lights	2475-10 1.10.26	184.08
02/06/26	3322	IT	SHI International Corp	EFT	Hardware Warrenty	10024001-524001	Support/Maint Agreements	S62397899	3,087.25
02/06/26	3335	Fac Maint	United States Cellular Corporation	EFT	Maintenance Phone Bill	10022001-522004	Phone and Internet	01781767449	46.95
02/06/26	3341	Clk Courts	United States Postal Service	EFT	USPS POC #8082641	10013001-531001	Postage	55300	435.34
02/06/26	3341	Reg Probat	United States Postal Service	EFT	USPS POC #8082641	10014002-531001	Postage	55300	47.91
02/06/26	3341	Reg Deeds	United States Postal Service	EFT	USPS POC #8082641	10018001-531001	Postage	55300	28.93
02/06/26	3341	Treasurer	United States Postal Service	EFT	USPS POC #8082641	10016001-531001	Postage	55300	20.27
02/06/26	3341	Treasurer	United States Postal Service	EFT	USPS POC #8082641	10016001-531003	Postage - Check Distribution	55300	207.49
02/06/26	3341	County Clk	United States Postal Service	EFT	USPS POC #8082641	10015001-531001	Postage	55300	17.66
02/06/26	3341	DA	United States Postal Service	EFT	USPS POC #8082641	10017001-531001	Postage	55300	50.74
02/06/26	3341	DA	United States Postal Service	EFT	USPS POC #8082641	10017002-531001	Postage	55300	29.22
02/06/26	3341	Child Supp	United States Postal Service	EFT	USPS POC #8082641	10020003-531001	Postage	55300	363.81
02/06/26	3341	Veterans	United States Postal Service	EFT	USPS POC #8082641	10021001-531001	Postage	55300	11.52
02/06/26	3341	HR	United States Postal Service	EFT	USPS POC #8082641	10012001-531001	Postage	55300	3.25
02/06/26	3341	Finance	United States Postal Service	EFT	USPS POC #8082641	10023001-531001	Postage	55300	168.72



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02/06/26	3351	IT	Zoom Video Communications Inc	EFT	Annual Charge	10024001-524001	Support/Maint Agreements	inv338693531	94.33
02/06/26	2023706	County Clk	Access Systems	Printed	Contract coverage for color copier	10015004-553051	Equip Rental/Lease	INV1922599	530.87
02/06/26	2023710	Fac Maint	Tina Jones	Printed	Maintenance Fuel	10022001-535001	Fuel	0167163	292.14
02/06/26	2023710	Fac Maint	Tina Jones	Printed	Dec Maintenance Fuel	10022001-535001	Fuel	0165746	77.60
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Allocation	10022004-522002	Lights	7576130000 1.14.26	6,821.65
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Allocation	10022006-522002	Lights	7576130000 1.14.26	33.72
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Admin Bldg	10022002-522002	Lights	8418040000 1.14.26	2,976.00
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Courthouse	10022003-522002	Lights	4100410000 1.14.26	2,320.10
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Bagley Tower	10022006-522002	Lights	6501967597 1.14.26	245.00
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Bloomington Tower	10022006-522002	Lights	9844354290 1.14.26	214.04
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Boscobel Tower	10022006-522002	Lights	2525341528 1.14.26	231.37
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Cassville Tower	10022006-522002	Lights	4835162281 1.14.26	246.89
02/06/26	2023711	Fac Maint	Alliant Energy Resources Inc	Printed	Electric Potosi Tower	10022006-522002	Lights	0246072769 1.14.26	185.77
02/06/26	2023721	County Clk	Village of Blue River	Printed	Election training reimbursement	10015002-521000	Professional/Contracted Srvs	108	200.00
02/06/26	2023725	Fac Maint	Capital Sanitary Supply Co Inc	Printed	Blade Rear	10022001-534006	Janitorial Supplies & Services	D167782	33.72
02/06/26	2023725	Fac Maint	Capital Sanitary Supply Co Inc	Printed	Urinal Screen, Waste Basket	10022001-534006	Janitorial Supplies & Services	D167502A	143.16
02/06/26	2023725	Fac Maint	Capital Sanitary Supply Co Inc	Printed	Water Softener Salt	10022003-524004	Bldg Maint/Repair	D167850A	330.29
02/06/26	2023728	Treasurer	Village of Cassville	Printed	INT ON 2024 SP CHRG/ DEL CHRG	10016001-418000	Interest On Taxes	2024 SPEC INT	129.71
02/06/26	2023729	IT	CDW Government Inc.	Printed	Software	10024001-524001	Support/Maint Agreements	AH8LR3R	1,617.32
02/06/26	2023729	IT	CDW Government Inc.	Printed	Software	10024001-524001	Support/Maint Agreements	AH8D24M	7,080.00
02/06/26	2023730	Fac Maint	Overhead Door Co of Dubuque	Printed	Replace Parts on Door	10022004-524004	Bldg Maint/Repair	275331	888.80
02/06/26	2023735	Child Supp	Complete Office of Wisconsin	Printed	Office Supplies	10020003-531000	Office Supplies/Equip	66313	26.86
02/06/26	2023737	Child Supp	Dane County Civil Process LLC	Printed	Civil Process-Jones	10020001-521100	Paper Service Fee	15029463	90.00
02/06/26	2023742	Child Supp	DNA Diagnostics Center, Inc.	Printed	Genetic Tests	10020001-521084	Testing Costs	3914186-1	28.00

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02/06/26	2023743	Fac Maint	Dubuque Glass Company	Printed	Door Closer	10022002-524004	Bldg Maint/Repair	73041	336.00
02/06/26	2023745	Clk Courts	Duxstad McDaniel Law Group, S.C.	Printed	25FA93	10013001-521080	Guardian ad litem	25FA93	3,370.00
02/06/26	2023745	Clk Courts	Duxstad McDaniel Law Group, S.C.	Printed	20fa297	10013001-521080	Guardian ad litem	20FA297	3,340.00
02/06/26	2023745	Clk Courts	Duxstad McDaniel Law Group, S.C.	Printed	24FA392	10013001-521080	Guardian ad litem	24FA392	1,870.00
02/06/26	2023745	Clk Courts	Duxstad McDaniel Law Group, S.C.	Printed	19FA146	10013001-521080	Guardian ad litem	19FA146	2,220.00
02/06/26	2023753	Reg Deeds	Fidlar Technologies	Printed	December 2025 Laredo Fees	10018001-524001	Support/Maint Agreements	0242241-IN	913.00
02/06/26	2023757	Clk Courts	Mark W Frank	Printed	25CM209	10013001-521002	Legal Fees/Attorney	25CM209	621.92
02/06/26	2023757	Clk Courts	Mark W Frank	Printed	25CF199	10013001-521002	Legal Fees/Attorney	25CF199	841.92
02/06/26	2023757	Clk Courts	Mark W Frank	Printed	25CF104	10013001-521002	Legal Fees/Attorney	25CF104	933.16
02/06/26	2023766	Finance	Philip Wolf	Printed		10023001-531000	Office Supplies/Equip	52218	152.57
02/06/26	2023766	Fac Maint	Philip Wolf	Printed	Blue Prints	10022001-531002	Printing & Copying	52106	66.00
02/06/26	2023766	DA	Philip Wolf	Printed	Letterhead	10017001-531002	Printing & Copying	52181	76.95
02/06/26	2023781	Reg Probat	Iowa County Health Department	Printed		10014002-531000	Office Supplies/Equip	IN202600015	73.25
02/06/26	2023783	Clk Courts	James T. Larson	Printed	2/2/26 Services	10013001-521079	Interpreter Fees	02/2/26 Services	470.76
02/06/26	2023790	Clk Courts	Michael Kirchman	Printed	22FA30	10013001-521005	Mediation Services	22FA30 2026	100.00
02/06/26	2023790	Clk Courts	Michael Kirchman	Printed	25FA448	10013001-521005	Mediation Services	25FA448	75.00
02/06/26	2023790	Clk Courts	Michael Kirchman	Printed	25PA422	10013001-521005	Mediation Services	25PA422	125.00
02/06/26	2023791	Clk Courts	Kraemer's Water Store	Printed	REfills-	10013001-539000	Other Expense	#32777 Refills	35.25
02/06/26	2023791	DA	Kraemer's Water Store	Printed	Water	10017001-531000	Office Supplies/Equip	5222526	67.70
02/06/26	2023796	Treasurer	City of Lancaster	Printed	STORMWATER FEE ON TAX DEED 132 E MAPLE	10016002-539003	Tax Deed Expense	1-0050-01 JAN 26	7.20
02/06/26	2023796	Treasurer	City of Lancaster	Printed	INT ON 2023 DEL CHRG	10016001-418000	Interest On Taxes	2023 SPEC INT	39.82
02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Fire Inspection	10022002-524001	Support/Maint Agreements	26-038	36.00
02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Fire Inspection	10022003-524001	Support/Maint Agreements	26-038	36.00

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02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Fire Inspection	10022004-524001	Support/Maint Agreements	26-038	108.00
02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Fire Inspection	10022008-524001	Support/Maint Agreements	26-038	36.00
02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Fire Inspection	10022009-524001	Support/Maint Agreements	26-038	36.00
02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Water Admin Bldg	10022002-522001	Water & Sewer	3-0090-00 1.31.26	406.35
02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Water Courthouse	10022003-522001	Water & Sewer	3-0100-00 1.31.26	387.30
02/06/26	2023796	Fac Maint	City of Lancaster	Printed	Water Allocation	10022004-522001	Water & Sewer	3-6541-00 1.31.26	3,018.54
02/06/26	2023800	Reg Probat	David L Christian	Printed		10014003-521082	Appt Guardian ad Litem/Counsel	55810	2,930.00
02/06/26	2023801	IT	Lenovo (United States) Inc	Printed	Laptop	10024001-581001	Capital Outlay - Furn & Equip	N300088403	1,260.00
02/06/26	2023801	IT	Lenovo (United States) Inc	Printed	Laptop	10024001-581001	Capital Outlay - Furn & Equip	N300081462	2,520.00
02/06/26	2023805	Fac Maint	Wayne L. Martin	Printed	Misc Parts	10022001-524003	Small Equip Maint/Repair	52190	25.00
02/06/26	2023806	Treasurer	Town of Liberty	Printed	INT ON 22-23 SP ASMT	10016001-418000	Interest On Taxes	22-23 SPEC INT	23.43
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010002-515004	Life Insurance	4928640274	2.48
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010002-515006	AD&D	4928640274	0.30
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010002-515004	Life Insurance	4928640274	31.85
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010002-515006	AD&D	4928640274	3.90
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010001-515004	Life Insurance	4933049812	2.48
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010001-515006	AD&D	4933049812	0.30
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010002-515004	Life Insurance	4933049812	31.85
02/06/26	2023807	Cty Board	Lincoln National Life Insurance Company	Printed		10010002-515006	AD&D	4933049812	3.90
02/06/26	2023812	Reg Probat	McNamara, Reinicke & Vogelsberg LLP	Printed		10014003-521082	Appt Guardian ad Litem/Counsel	55811	7,225.00
02/06/26	2023812	Clk Courts	McNamara, Reinicke & Vogelsberg LLP	Printed	25PA431	10013001-521080	Guardian ad litem	25PA431	110.00

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02/06/26	2023815	Fac Maint	Menards	Printed	Adapter, Ball Valve, Crimp Rings	10022004-524004	Bldg Maint/Repair	58610	121.47
02/06/26	2023815	Fac Maint	Menards	Printed	Boiler Project	10022008-524004	Bldg Maint/Repair	58609	941.04
02/06/26	2023815	Fac Maint	Menards	Printed	Boiler Project	10022008-524004	Bldg Maint/Repair	58769	284.43
02/06/26	2023815	Fac Maint	Menards	Printed	Bleach	10022001-534006	Janitorial Supplies & Services	58513	9.94
02/06/26	2023816	Reg Probat	Michelle Hume	Printed		10014002-521081	Psychiatric Evaluations	55806	1,695.00
02/06/26	2023818	Clk Courts	Shane Schuhmacher	Printed	17PA456PJ	10013001-521005	Mediation Services	17PA456PJ	100.00
02/06/26	2023818	Clk Courts	Shane Schuhmacher	Printed	24PA20PJ	10013001-521005	Mediation Services	24PA20PJ	100.00
02/06/26	2023818	Clk Courts	Shane Schuhmacher	Printed	25FA305	10013001-521005	Mediation Services	25FA305	100.00
02/06/26	2023828	DA	Jasmine Wiley	Printed	Wiley	10017001-521063	Witness fees	012020262	16.00
02/06/26	2023829	DA	Joseph Davis	Printed	Helton	10017001-521063	Witness fees	01302026	16.00
02/06/26	2023829	DA	Joseph Davis	Printed	Helton	10017001-521066	Jury & Witness mileage	01302026	8.80
02/06/26	2023830	DA	Josh Reuter	Printed	Martin	10017001-521063	Witness fees	012020263	16.00
02/06/26	2023830	DA	Josh Reuter	Printed	Martin	10017001-521066	Jury & Witness mileage	012020263	7.20
02/06/26	2023831	DA	Katie Brown	Printed	Helton	10017001-521063	Witness fees	013020264	16.00
02/06/26	2023831	DA	Katie Brown	Printed	Helton	10017001-521066	Jury & Witness mileage	013020264	8.80
02/06/26	2023832	DA	Keigan Davis	Printed	Helton	10017001-521063	Witness fees	013020262	16.00
02/06/26	2023832	DA	Keigan Davis	Printed	Helton	10017001-521066	Jury & Witness mileage	013020262	8.80
02/06/26	2023833	DA	Natalie Olsen	Printed	Helton	10017001-521063	Witness fees	01320263	16.00
02/06/26	2023833	DA	Natalie Olsen	Printed	Helton	10017001-521066	Jury & Witness mileage	01320263	8.80
02/06/26	2023834	DA	Robert Eddmonds	Printed	Helton	10017001-521063	Witness fees	01202026	16.00
02/06/26	2023835	Treasurer	BONNIE JO MUELLER	Printed	PNP ECH PAYABLE TO LOCAL UNABLE TO VOID	10016001-480100	Miscellaneous Revenue	4-238 MUELLER	222.50



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02/06/26	2023836	Treasurer	CHRISTOPHER JUNGBLUTH	Printed	PNP ECH PAYABLE TO LOCAL UNABLE TO VOID	10016001-480100	Miscellaneous Revenue	34-730-10 JUNGBLUTH	464.18
02/06/26	2023847	IT	OPG-3, Inc.	Printed	Web Distribution Portal	10024001-581004	Capital Outlay - Software	9444	9,415.79
02/06/26	2023848	Reg Probat	Yogesh Pareek	Printed		10014002-521081	Psychiatric Evaluations	55809	500.00
02/06/26	2023849	Treasurer	Town of Paris	Printed	INT ON 23-24 SP CHRG ON 46-301-10 46-304	10016001-418000	Interest On Taxes	2024 SPEC INT	56.02
02/06/26	2023850	Treasurer	City of Platteville	Printed	INT ON 23-24 SP CHRG/ DEL CHRG	10016001-418000	Interest On Taxes	23-24 SPEC INT	47.82
02/06/26	2023851	Child Supp	City of Platteville	Printed	Civil Process-Potts	10020001-521100	Paper Service Fee	26-130	30.00
02/06/26	2023853	Treasurer	Town of Platteville	Printed	INT ON 2022 SP CHRG	10016001-418000	Interest On Taxes	2022 SPEC INT	106.50
02/06/26	2023860	Clk Courts	Kyle R. Reimann	Printed	25CF208	10013001-521002	Legal Fees/Attorney	25CF208	660.20
02/06/26	2023862	DA	Richland County Health & Human Services	Printed	25TP9	10017001-521100	Paper Service Fee	260005	100.00
02/06/26	2023870	Clk Courts	Douglas Heenan	Printed	FCC	10013004-521098	Family Court Commissioner Fee	Dec 2025 FCC	4,166.67
02/06/26	2023870	Clk Courts	Douglas Heenan	Printed	FCC Ex	10013004-539000	Other Expense	Dec 2025 FCC	4.96
02/06/26	2023880	County Clk	Southwest Wisconsin Technical College	Printed	Election training for municipalities	10015002-521000	Professional/Contracted Svcs	FT1012769	871.50
02/06/26	2023882	Reg Probat	State Bar of Wisconsin	Printed		10014002-531000	Office Supplies/Equipmt	5158283	109.10
02/06/26	2023884	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	55812	135.00
02/06/26	2023884	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	55813	135.00
02/06/26	2023884	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	55814	135.00
02/06/26	2023884	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	55815	150.00
02/06/26	2023884	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	55816	150.00
02/06/26	2023884	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	55817	150.00
02/06/26	2023886	Fac Maint	Timothy J Hill	Printed	Boiler Project	10022008-524004	Bldg Maint/Repair	2109	2,680.52
02/06/26	2023886	Fac Maint	Timothy J Hill	Printed	Troubleshoot Flood Lights	10022003-524004	Bldg Maint/Repair	2103	475.32
02/06/26	2023891	Reg Probat	The Change Companies	Printed	Journals	10014040-539000	Other Expense	256087	83.50
02/06/26	2023892	Clk Courts	Thies Law Firm, LLC	Printed	24FA417	10013001-521080	Guardian ad litem	24FA417	2,798.70



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02/06/26	2023892	Clk Courts	Thies Law Firm, LLC	Printed	25CT32	10013001-521002	Legal Fees/Attorney	25CT32	730.00
02/06/26	2023895	Treasurer	Town of Jamestown	Printed	INT ON 2023 SP CHRG	10016001-418000	Interest On Taxes	2023, SPEC INT	1.41
02/06/26	2023899	IT	Tyler Technologies	Printed	Connect Passes, Remote Training	10024001-524001	Support/Maint Agreements	C1100-00252414	13,808.82
02/06/26	2023904	Reg Probat	Van Houten-Taylor, M.D. Leslie	Printed		10014002-521081	Psychiatric Evaluations	55807	750.00
02/06/26	2023904	Reg Probat	Van Houten-Taylor, M.D. Leslie	Printed		10014002-521081	Psychiatric Evaluations	55808	550.00
02/06/26	2023905	Clk Courts	Robert VanDeHey	Printed	22FA226	10013001-521005	Mediation Services	22FA226	110.00
02/06/26	2023905	Clk Courts	Robert VanDeHey	Printed	17FA162	10013001-521005	Mediation Services	17FA162	120.00
02/06/26	2023905	Clk Courts	Robert VanDeHey	Printed	25FA225	10013001-521005	Mediation Services	25FA225	100.00
02/06/26	2023907	HR	Von Briesen & Roper, S.C.	Printed	Labor Negotiations 12/02/2025	10012001-521002	Legal Fees/Attorney	516511	109.50
02/06/26	2023907	HR	Von Briesen & Roper, S.C.	Printed	HR General Matters 12/2-12/4,12/9/2025	10012001-521002	Legal Fees/Attorney	516510	1,533.00
02/06/26	2023909	County Clk	Town of Watterstown	Printed	Reimbursement for election training	10015002-521000	Professional/Contracted Srvs	060	260.00
02/06/26	2023912	Fac Maint	Wisconsin Electric Power Company	Printed	Heat Admin Bldg	10022002-522003	Heat	5777737119	2,643.81
02/06/26	2023912	Fac Maint	Wisconsin Electric Power Company	Printed	Heat Courthouse	10022003-522003	Heat	5778060917	2,973.48
02/06/26	2023912	Fac Maint	Wisconsin Electric Power Company	Printed	Heat Allocation	10022004-522003	Heat	5776652563	6,742.39
02/06/26	2023917	IT	WIN, LLC	Printed	Managed Internet Transit Service	10024001-524001	Support/Maint Agreements	CI-204032	708.65
02/06/26	2023918	Cty Board	Wisconsin Counties Association	Printed		10010002-532005	Membership Dues	2026 WCUTA Dues	3,191.31
02/06/26	2023920	Fac Maint	Wisconsin Woodworks, Inc	Printed	Office Renovation	10022003-581012	Capital Outlay - Buildings	28899	5,300.00
02/20/26	3353	Fac Maint	Amazon Capital Services, Inc.	EFT	Knee Pads	10022002-524004	Bldg Maint/Repair	11QH-DDLR-CYRG	49.98
02/20/26	3353	Fac Maint	Amazon Capital Services, Inc.	EFT	Furnace Filters	10022009-524004	Bldg Maint/Repair	1YYK-D6DN-7RXQ	384.04
02/20/26	3353	County Clk	Amazon Capital Services, Inc.	EFT	A2EN63L3VRY00Z	10015002-534000	Operating Supplies	1VP9-TC6F-GLCF	28.48
02/20/26	3353	County Clk	Amazon Capital Services, Inc.	EFT	A2EN63L3VRY00Z	10015004-531000	Office Supplies/Equip	1YQY-L7LC-NFYG	55.64
02/20/26	3353	IT	Amazon Capital Services, Inc.	EFT		10024001-539002	Information Tech Supplies	11DT-V93W-4THY	9.99
02/20/26	3353	IT	Amazon Capital Services, Inc.	EFT		10024001-539002	Information Tech Supplies	1FGV-CD3T-G6TX	39.99
02/20/26	3353	IT	Amazon Capital Services, Inc.	EFT		10024001-539002	Information Tech Supplies	1LL3-KGKK-D1JV	43.42

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02/20/26	3353	IT	Amazon Capital Services, Inc.	EFT		10024001-539002	Information Tech Supplies	1QG4-767Y-K1NG	142.49
02/20/26	3353	IT	Amazon Capital Services, Inc.	EFT		10024001-539002	Information Tech Supplies	14MK-V6C3-NCM4	59.98
02/20/26	3353	IT	Amazon Capital Services, Inc.	EFT		10024001-539002	Information Tech Supplies	1VCX-W7CL-G3H6	87.05
02/20/26	3353	IT	Amazon Capital Services, Inc.	EFT		10024001-539002	Information Tech Supplies	1XDJ-X69W-CDDG	439.73
02/20/26	3353	Fac Maint	Amazon Capital Services, Inc.	EFT		10022003-524004	Bldg Maint/Repair	16QX-C41Y-YFJR	16.99
02/20/26	3353	DA	Amazon Capital Services, Inc.	EFT	Supplies	10017001-531000	Office Supplies/Equip	1R7V-W3KY-GM4R	25.97
02/20/26	3353	DA	Amazon Capital Services, Inc.	EFT	Toner	10017001-531002	Printing & Copying	1NQT-KRLW-GXJR	205.95
02/20/26	3353	DA	Amazon Capital Services, Inc.	EFT	Supplies	10017001-531000	Office Supplies/Equip	1NQT-KRLW-GXJR	59.60
02/20/26	3353	DA	Amazon Capital Services, Inc.	EFT	Supplies	10017002-531000	Office Supplies/Equip	1CFN-MP6H-H4DH	9.49
02/20/26	3353	HR	Amazon Capital Services, Inc.	EFT	Office Headset for HR	10012001-531000	Office Supplies/Equip	11DT-V93W-4RCF	269.99
02/20/26	3354	Finance	Baker Tilly US, LLP	EFT		10023001-521001	Accounting & Auditing Fees	BT3494957	6,023.00
02/20/26	3369	Child Supp	Gordon Flesch Company, Inc.	EFT	Copies/faxes	10020001-531002	Printing & Copying	IN15497025	9.62
02/20/26	3370	Fac Maint	W W Grainger Inc	EFT		10022004-524004	Bldg Maint/Repair	9805320877	36.01
02/20/26	3370	Fac Maint	W W Grainger Inc	EFT		10022008-524004	Bldg Maint/Repair	9803546929	108.54
02/20/26	3370	Fac Maint	W W Grainger Inc	EFT	Copper Cap	10022002-524004	Bldg Maint/Repair	9796590827	96.20
02/20/26	3386	Fac Maint	Village of Muscodia Utility Dept	EFT		10022006-522002	Lights	2475-10 2.6.26	247.18
02/20/26	3404	IT	SHI International Corp	EFT		10024001-524001	Support/Maint Agreements	B20777220	3,087.25
02/20/26	3404	IT	SHI International Corp	EFT		40024001-581000	Capital Projects	B20791442	30,819.93
02/20/26	3409	Clk Courts	TDS Telecommunications	EFT	608-723-5422	10013001-522004	Phone and Internet	608-723-5422 1/26	9.20
02/20/26	3409	County Clk	TDS Telecommunications	EFT	Paystations Phone Bill	10015001-522004	Phone and Internet	608-723-2917 2.4.26	44.29
02/20/26	3409	Cty Board	TDS Telecommunications	EFT	Phone Bill Allocation	10010001-522004	Phone and Internet	608-723-4739	0.08
02/20/26	3409	HR	TDS Telecommunications	EFT	Phone Bill Allocation	10012001-522004	Phone and Internet	608-723-4739	0.15
02/20/26	3409	Clk Courts	TDS Telecommunications	EFT	Phone Bill Allocation	10013001-522004	Phone and Internet	608-723-4739	45.39
02/20/26	3409	Reg Probat	TDS Telecommunications	EFT	Phone Bill Allocation	10014002-522004	Phone and Internet	608-723-4739	45.39
02/20/26	3409	Reg Probat	TDS Telecommunications	EFT	Phone Bill Allocation	10014040-522004	Phone and Internet	608-723-4739	42.63
02/20/26	3409	County Clk	TDS Telecommunications	EFT	Phone Bill Allocation	10015001-522004	Phone and Internet	608-723-4739	0.37

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02/20/26	3409	Fac Maint	TDS Telecommunications	EFT	Phone Bill Allocation	10022001-522004	Phone and Internet	608-723-4739	94.07
02/20/26	3409	Treasurer	TDS Telecommunications	EFT	Phone Bill Allocation	10016001-522004	Phone and Internet	608-723-4739	0.30
02/20/26	3409	DA	TDS Telecommunications	EFT	Phone Bill Allocation	10017001-522004	Phone and Internet	608-723-4739	0.38
02/20/26	3409	DA	TDS Telecommunications	EFT	Phone Bill Allocation	10017002-522004	Phone and Internet	608-723-4739	0.08
02/20/26	3409	Reg Deeds	TDS Telecommunications	EFT	Phone Bill Allocation	10018001-522004	Phone and Internet	608-723-4739	0.45
02/20/26	3409	Child Supp	TDS Telecommunications	EFT	Phone Bill Allocation	10020003-522004	Phone and Internet	608-723-4739	45.34
02/20/26	3409	Veterans	TDS Telecommunications	EFT	Phone Bill Allocation	10021001-522004	Phone and Internet	608-723-4739	0.08
02/20/26	3409	Finance	TDS Telecommunications	EFT	Phone Bill Allocation	10023001-522004	Phone and Internet	608-723-4739	0.08
02/20/26	3409	IT	TDS Telecommunications	EFT	Phone Bill Allocation	10024001-522004	Phone and Internet	608-723-4739	0.08
02/20/26	3409	Corp Couns	TDS Telecommunications	EFT	Phone Bill Allocation	10026001-522004	Phone and Internet	608-723-4739	45.06
02/20/26	3415	IT	USIC Locating Services LLC	EFT		10024001-524001	Support/Maint Agreements	787869	443.63
02/20/26	3416	Clk Courts	United States Postal Service	EFT	USPS POC #8082641	10013001-531001	Postage	56670	679.01
02/20/26	3416	Reg Probat	United States Postal Service	EFT	USPS POC #8082641	10014002-531001	Postage	56670	51.35
02/20/26	3416	Reg Deeds	United States Postal Service	EFT	USPS POC #8082641	10018001-531001	Postage	56670	48.96
02/20/26	3416	Treasurer	United States Postal Service	EFT	USPS POC #8082641	10016001-531001	Postage	56670	8.88
02/20/26	3416	Treasurer	United States Postal Service	EFT	USPS POC #8082641	10016001-531003	Postage - Check Distribution	56670	154.50
02/20/26	3416	County Clk	United States Postal Service	EFT	USPS POC #8082641	10015001-531001	Postage	56670	8.63
02/20/26	3416	DA	United States Postal Service	EFT	USPS POC #8082641	10017001-531001	Postage	56670	65.79
02/20/26	3416	DA	United States Postal Service	EFT	USPS POC #8082641	10017002-531001	Postage	56670	15.80
02/20/26	3416	Child Supp	United States Postal Service	EFT	USPS POC #8082641	10020003-531001	Postage	56670	227.94
02/20/26	3416	Veterans	United States Postal Service	EFT	USPS POC #8082641	10021001-531001	Postage	56670	27.93
02/20/26	3416	HR	United States Postal Service	EFT	USPS POC #8082641	10012001-531001	Postage	56670	21.17
02/20/26	3416	Cty Board	United States Postal Service	EFT	USPS POC #8082641	10010001-531001	Postage	56670	0.74
02/20/26	3416	Finance	United States Postal Service	EFT	USPS POC #8082641	10023001-531001	Postage	56670	2.96
02/20/26	3455	IT	Cardmember Services	Direct		10024001-533002	Registration, Fees, & Tuition	IT #5064 01/2026	175.00
02/20/26	3456	County Clk	Cardmember Services	Direct	mail ink cart	10015004-534000	Operating Supplies	feb26cc	202.75

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02/20/26	3456	Veterans	Cardmember Services	Direct	veterans relief	10021002-534008	Veterans Relief	feb26cc	150.00
02/20/26	3456	Cty Board	Cardmember Services	Direct	Keeney Leg Exchange	10010001-533006	Lodging	feb26cc	239.00
02/20/26	3456	Cty Board	Cardmember Services	Direct	Ranum Leg Exchange	10010002-533006	Lodging	feb26cc	239.00
02/20/26	3457	Fac Maint	Cardmember Services	Direct	Medical Gloves	10022001-534006	Janitorial Supplies & Services	Maintenance 2.4.26	353.15
02/20/26	3457	Fac Maint	Cardmember Services	Direct	Paint	10022002-524004	Bldg Maint/Repair	Maintenance 2.4.26	192.25
02/20/26	3470	Clk Courts	Cardmember Services	Direct	Supplies	10013001-539000	Other Expense	a/c ending 0965 1/26	700.54
02/20/26	3470	Clk Courts	Cardmember Services	Direct	Jury Supplies	10013001-534021	Jury Supplies	a/c ending 0965 1/26	33.34
02/20/26	3470	Clk Courts	Cardmember Services	Direct	Conference Hotel	10013001-533006	Lodging	a/c ending 0965 1/26	101.00
02/20/26	3470	Clk Courts	Cardmember Services	Direct	Jury Meals	10013001-533005	Meals reimbursed	a/c ending 0965 1/26	93.23
02/20/26	3470	Clk Courts	Cardmember Services	Direct	Crt Reporter Supp	10013001-521083	Transcripts	a/c ending 0965 1/26	8.97
02/20/26	3470	Clk Courts	Cardmember Services	Direct	Office	10013001-531000	Office Supplies/Equipt	a/c ending 0965 1/26	285.98
02/20/26	3474	Reg Probat	Cardmember Services	Direct	Gas Cards	10014041-539000	Other Expense	KwTr11226	200.00
02/20/26	3475	Reg Probat	Cardmember Services	Direct	Gift Cards	10014041-539000	Other Expense	Subway2326	100.00
02/20/26	3476	Reg Probat	Cardmember Services	Direct	Lodging - WATCP Conference	10014040-533006	Lodging	C77Y07P8	101.00
02/20/26	2023933	DA	Access Systems	Printed	Contract Printer	10017001-531002	Printing & Copying	1927218	218.96
02/20/26	2023937	Fac Maint	Tina Jones	Printed	Maintenance Fuel	10022001-535001	Fuel	0167883	88.34
02/20/26	2023940	Reg Probat	Paul Angel	Printed		10014003-521082	Appt Guardian ad Litem/Counsel	56132	800.00
02/20/26	2023942	County Clk	Argyle Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	1,419.98
02/20/26	2023943	Clk Courts	A T & T Corp	Printed	608-723-5422	10013001-522004	Phone and Internet	608-723-5422	202.62
02/20/26	2023944	Treasurer	Attolles Law, s.c.	Printed	Elliot v State of Wisconsin	10016001-521002	Legal Fees/Attorney	1056-0001 Stmt #5099	50.67
02/20/26	2023946	Reg Probat	Dr. Marshall J Bales	Printed		10014002-521081	Psychiatric Evaluations	56139	666.00
02/20/26	2023949	County Clk	Belmont Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	119.08
02/20/26	2023951	County Clk	Benton Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	1,256.66
02/20/26	2023952	County Clk	Bloomington Public Library	Printed	LIBRARY PAYMENT	10015007-572000	Grants and Contributions	LIB2026	23,412.10
02/20/26	2023958	County Clk	Boscobel Public Library	Printed	LIBRARY PAYMENT	10015007-572000	Grants and Contributions	LIB2026	54,893.88
02/20/26	2023961	County Clk	Brewer Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	3,146.09



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02/20/26	2023962	County Clk	Brickl Memorial Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	45,252.33
02/20/26	2023963	Reg Deeds	Wisconsin Department of Corrections	Printed	Vital Records Security Paper	10018001-531000	Office Supplies/Equip	435-0000148927	571.80
02/20/26	2023964	Fac Maint	Capital Sanitary Supply Co Inc	Printed	Bathroom Supplies	10022001-534006	Janitorial Supplies & Services	D168290	635.00
02/20/26	2023964	Fac Maint	Capital Sanitary Supply Co Inc	Printed	Bathroom Supplies	10022001-534006	Janitorial Supplies & Services	D168320	730.47
02/20/26	2023964	Fac Maint	Capital Sanitary Supply Co Inc	Printed	Cleaning Supplies	10022001-534006	Janitorial Supplies & Services	D168337	289.50
02/20/26	2023965	County Clk	Cassville Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	36,764.62
02/20/26	2023970	IT	CDW Government Inc.	Printed	Unitrends Autotask ULT CLD LIC	10024001-524001	Support/Maint Agreements	AH5LX1G	1,214.13
02/20/26	2023970	IT	CDW Government Inc.	Printed		10024001-524001	Support/Maint Agreements	AF66J7B	1,937.50
02/20/26	2023970	DA	CDW Government Inc.	Printed	Software Subscription	10017001-539000	Other Expense	AE9ZF9K	27.00
02/20/26	2023971	Clk Courts	CenturyLink	Printed	Phone Allocation	10013001-522004	Phone and Internet	772272698	0.20
02/20/26	2023971	Reg Probat	CenturyLink	Printed	Phone Allocation	10014002-522004	Phone and Internet	772272698	0.20
02/20/26	2023971	Reg Probat	CenturyLink	Printed	Phone Allocation	10014040-522004	Phone and Internet	772272698	0.09
02/20/26	2023971	Child Supp	CenturyLink	Printed	Phone Allocation	10020003-522004	Phone and Internet	772272698	3.86
02/20/26	2023975	County Clk	Cobb Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	666.12
02/20/26	2023978	Fac Maint	Complete Control Inc	Printed	Service HVAC	10022004-524004	Bldg Maint/Repair	85553	7,437.33
02/20/26	2023980	Fac Maint	Crescent Electric Supply Company	Printed	LED Replacement Lamps	10022003-524004	Bldg Maint/Repair	S513892155.001	540.24
02/20/26	2023984	County Clk	Cuba City Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	28,431.04
02/20/26	2023985	Clk Courts	Julie A Dadoun	Printed	24FA405	10013001-521080	Guardian ad litem	24FA405	1,167.60
02/20/26	2023986	DA	Dane County Treasurer	Printed	25CF115	10017001-521100	Paper Service Fee	26000810	60.30
02/20/26	2023987	County Clk	Darlington Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	642.51
02/20/26	2023995	County Clk	Dodgeville Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026lib	4,461.78
02/20/26	2023996	County Clk	Dwight Parker Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	32,474.44
02/20/26	2023999	County Clk	Employee Benefits Corporation	Printed		10015006-515010	Flex Spending Expense	5284147	436.56
02/20/26	2024004	Fac Maint	Faherty, Inc.	Printed	Garbage Removal	10022004-524011	Garbage Collection/Recycling	427184	3,995.63



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02/20/26	2024004	Fac Maint	Faherty, Inc.	Printed	Garbage Removal	10022004-524011	Garbage Collection/Recycling	427241	1,862.76
02/20/26	2024015	Reg Probat	Jacob Gardner	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	56137	580.00
02/20/26	2024015	Clk Courts	Jacob Gardner	Printed	16FA211	10013001-521080	Guardian ad litem	16fa211	3,180.00
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Connector	10022004-524004	Bldg Maint/Repair	853313	15.58
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Hose Clamp, Barb Mender	10022002-524004	Bldg Maint/Repair	853320	17.34
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Connector	10022003-524004	Bldg Maint/Repair	853607	14.58
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Paint, Bolts	10022004-524004	Bldg Maint/Repair	853770	7.99
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Coupling	10022008-524004	Bldg Maint/Repair	853991	36.99
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Nipple, Elbow, Pipe	10022008-524004	Bldg Maint/Repair	854104	33.98
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Ball Valve	10022004-524004	Bldg Maint/Repair	854129	39.96
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Pipe, Coupling, Elbow, Nipple	10022004-524004	Bldg Maint/Repair	854131	57.02
02/20/26	2024016	Fac Maint	Gasser Hardware, Inc	Printed	Cement CLR, Pipe Cleaner	10022004-524004	Bldg Maint/Repair	854132	23.98
02/20/26	2024017	County Clk	Gays Mills Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	591.96
02/20/26	2024020	IT	Civia Inc	Printed		40024001-581000	Capital Projects	INV-0172	25,000.00
02/20/26	2024026	DA	Philip Wolf	Printed	Letterhead	10017002-531000	Office Supplies/Equip	52181-2	76.95
02/20/26	2024026	Reg Deeds	Philip Wolf	Printed	#10 & 9x12 Envelopes	10018001-531000	Office Supplies/Equip	52312	238.00
02/20/26	2024026	County Clk	Philip Wolf	Printed	County Clerk - Self inking public stamper ID400	10015001-539000	Other Expense	52314	50.80
02/20/26	2024032	County Clk	Hazel Green Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	33,827.67
02/20/26	2024044	Fac Maint	J.F. Ahern Co	Printed	Fire Extinguisher Inspection	10022008-524001	Support/Maint Agreements	02.05.26	178.50
02/20/26	2024044	Fac Maint	J.F. Ahern Co	Printed	Fire Equipment Inspection	10022004-524001	Support/Maint Agreements	793133	837.71
02/20/26	2024044	Fac Maint	J.F. Ahern Co	Printed	Fire Equipment Inspection	10022002-524001	Support/Maint Agreements	793133	365.39
02/20/26	2024044	Fac Maint	J.F. Ahern Co	Printed	Fire Equipment Inspection	10022003-524001	Support/Maint Agreements	793133	77.00
02/20/26	2024044	Fac Maint	J.F. Ahern Co	Printed	Pre-Engineered Inspection	10022004-524001	Support/Maint Agreements	793150	380.64
02/20/26	2024045	Clk Courts	Michael Kirchman	Printed	25FA257	10013001-521005	Mediation Services	25FA257	100.00

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DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
02/20/26	2024045	Clk Courts	Michael Kirchman	Printed	19PA90PJ	10013001-521005	Mediation Services	19PA90PJ	120.00
02/20/26	2024047	DA	Lafayette County Health Department	Printed	26CF23	10017001-521100	Paper Service Fee	2561	51.60
02/20/26	2024053	Child Supp	Language Line Services, Inc.	Printed	Interpreter Fees-Child Support	10020001-521079	Interpreter Fees	11842472	4.32
02/20/26	2024064	County Clk	Martin Allen Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	6,290.82
02/20/26	2024067	Fac Maint	McDonald Supply/Div of HAJOCA	Printed	Boiler Project	10022008-524004	Bldg Maint/Repair	S022907961.002	84.84
02/20/26	2024067	Fac Maint	McDonald Supply/Div of HAJOCA	Printed	Boiler Project	10022008-524004	Bldg Maint/Repair	S022907961.001	8,850.00
02/20/26	2024067	Fac Maint	McDonald Supply/Div of HAJOCA	Printed	Boiler Project	10022008-524004	Bldg Maint/Repair	S022912862.001	565.59
02/20/26	2024067	Fac Maint	McDonald Supply/Div of HAJOCA	Printed	Chrome	10022004-524004	Bldg Maint/Repair	S022906459.001	111.40
02/20/26	2024067	Fac Maint	McDonald Supply/Div of HAJOCA	Printed	Boiler Project	10022008-524004	Bldg Maint/Repair	S022934772.001	738.95
02/20/26	2024073	Fac Maint	Menards	Printed		10022009-524004	Bldg Maint/Repair	57757	450.69
02/20/26	2024074	Reg Probat	Midwest Monitoring & Surveillance	Printed	January Monitoring Services	10014041-521084	Testing Costs	0126602	1,509.30
02/20/26	2024074	Reg Probat	Midwest Monitoring & Surveillance	Printed	Screen and Confirm Costs	10014041-521084	Testing Costs	DT 0126142	935.00
02/20/26	2024079	County Clk	Mineral Point Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	937.81
02/20/26	2024080	IT	MNJ Technologies Direct Inc	Printed		10024001-539002	Information Tech Supplies	03922743P	123.41
02/20/26	2024081	County Clk	Montfort Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	7,377.64
02/20/26	2024082	Cty Board	Morris Newspaper Corp of Wisconsin	Printed	535714	10010002-532001	Publication-Legal Notices & Pr	681.30	164.85
02/20/26	2024083	Clk Courts	Morris Newspaper Corp of Wisconsin	Printed	Deputy Clerk of Court Advertising	10013001-531000	Office Supplies/Equipt	535-842, 843, 844	1,004.00
02/20/26	2024086	County Clk	Muscoda Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	20,988.72
02/20/26	2024089	Fac Maint	New Horizons Supply CO-OP	Printed	Maintenance Fuel	10022001-535001	Fuel	26-4440	144.76
02/20/26	2024095	Clk Courts	Alan Lee Flesch	Printed		10013001-521065	Jury pay	1/26 Jury Import 58	36.22
02/20/26	2024095	Clk Courts	Alan Lee Flesch	Printed		10013001-521065	Jury pay	1/26 Jury Import 59	61.22
02/20/26	2024096	Clk Courts	Amber Marie Tranel	Printed		10013001-521065	Jury pay	1/26 Jury Import 100	41.32

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DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
02/20/26	2024096	Clk Courts	Amber Marie Tranel	Printed		10013001-521065	Jury pay	1/26 Jury Import 101	41.32
02/20/26	2024097	Clk Courts	Blake Alexander Cwynar	Printed		10013001-521065	Jury pay	1/26 Jury Import 50	70.40
02/20/26	2024097	Clk Courts	Blake Alexander Cwynar	Printed		10013001-521065	Jury pay	1/26 Jury Import 51	45.40
02/20/26	2024098	Clk Courts	Charles F Scanlan	Printed		10013001-521065	Jury pay	1/26 Jury Import 92	32.14
02/20/26	2024099	Clk Courts	Christina Ann Lindell	Printed		10013001-521065	Jury pay	1/26 Jury Import 77	66.32
02/20/26	2024099	Clk Courts	Christina Ann Lindell	Printed		10013001-521065	Jury pay	1/26 Jury Import 78	66.32
02/20/26	2024100	Clk Courts	Christine Ethel Schaefer	Printed		10013001-521065	Jury pay	1/26 Jury Import 93	41.32
02/20/26	2024100	Clk Courts	Christine Ethel Schaefer	Printed		10013001-521065	Jury pay	1/26 Jury Import 94	41.32
02/20/26	2024101	Clk Courts	Clarence N Kipper	Printed		10013001-521065	Jury pay	1/26 Jury Import 69	25.00
02/20/26	2024101	Clk Courts	Clarence N Kipper	Printed		10013001-521065	Jury pay	1/26 Jury Import 70	50.00
02/20/26	2024102	Clk Courts	Cody James Harwick	Printed		10013001-521065	Jury pay	1/26 Jury Import 66	55.60
02/20/26	2024103	Clk Courts	Cory Arthur Cooper	Printed		10013001-521065	Jury pay	1/26 Jury Import 48	74.48
02/20/26	2024103	Clk Courts	Cory Arthur Cooper	Printed		10013001-521065	Jury pay	1/26 Jury Import 49	74.48
02/20/26	2024104	Clk Courts	Craig Lee Mellor	Printed		10013001-521065	Jury pay	1/26 Jury Import 83	41.32
02/20/26	2024104	Clk Courts	Craig Lee Mellor	Printed		10013001-521065	Jury pay	1/26 Jury Import 84	41.32
02/20/26	2024105	Clk Courts	Dana Marie Bendorf	Printed		10013001-521065	Jury pay	1/26 Jury Import 42	67.34
02/20/26	2024105	Clk Courts	Dana Marie Bendorf	Printed		10013001-521065	Jury pay	1/26 Jury Import 43	42.34
02/20/26	2024106	Clk Courts	Dana Marie Cooley	Printed		10013001-521065	Jury pay	1/26 Jury Import 46	74.48
02/20/26	2024106	Clk Courts	Dana Marie Cooley	Printed		10013001-521065	Jury pay	1/26 Jury Import 47	74.48

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DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
02/20/26	2024107	Clk Courts	John Joseph Reuter	Printed		10013001-521065	Jury pay	1/26 Jury Import 90	66.32
02/20/26	2024107	Clk Courts	John Joseph Reuter	Printed		10013001-521065	Jury pay	1/26 Jury Import 91	41.32
02/20/26	2024108	Clk Courts	John Michael Noel	Printed		10013001-521065	Jury pay	1/26 Jury Import 87	35.20
02/20/26	2024109	Clk Courts	Joseph Daniel Klais	Printed		10013001-521065	Jury pay	1/26 Jury Import 73	37.24
02/20/26	2024109	Clk Courts	Joseph Daniel Klais	Printed		10013001-521065	Jury pay	1/26 Jury Import 74	37.24
02/20/26	2024110	Clk Courts	Karen Lynn Lee	Printed		10013001-521065	Jury pay	1/26 Jury Import 75	47.44
02/20/26	2024110	Clk Courts	Karen Lynn Lee	Printed		10013001-521065	Jury pay	1/26 Jury Import 76	72.44
02/20/26	2024111	Clk Courts	Kelly J Mayernik	Printed		10013001-521065	Jury pay	1/26 Jury Import 79	51.52
02/20/26	2024111	Clk Courts	Kelly J Mayernik	Printed		10013001-521065	Jury pay	1/26 Jury Import 80	51.52
02/20/26	2024112	Clk Courts	Leeann Michelle Droessler	Printed		10013001-521065	Jury pay	1/26 Jury Import 54	50.00
02/20/26	2024112	Clk Courts	Leeann Michelle Droessler	Printed		10013001-521065	Jury pay	1/26 Jury Import 55	25.00
02/20/26	2024113	Clk Courts	Lisa Ann Fuerstenberg	Printed		10013001-521065	Jury pay	1/26 Jury Import 62	62.24
02/20/26	2024113	Clk Courts	Lisa Ann Fuerstenberg	Printed		10013001-521065	Jury pay	1/26 Jury Import 63	62.24
02/20/26	2024114	Clk Courts	Margaret Lorayne Thoren	Printed		10013001-521065	Jury pay	1/26 Jury Import 98	56.62
02/20/26	2024114	Clk Courts	Margaret Lorayne Thoren	Printed		10013001-521065	Jury pay	1/26 Jury Import 99	56.62
02/20/26	2024115	Clk Courts	Mark Joseph Eder	Printed		10013001-521065	Jury pay	1/26 Jury Import 56	47.44
02/20/26	2024115	Clk Courts	Mark Joseph Eder	Printed		10013001-521065	Jury pay	1/26 Jury Import 57	72.44
02/20/26	2024116	Clk Courts	Mark O Christianson	Printed		10013001-521065	Jury pay	1/26 Jury Import 44	47.44
02/20/26	2024116	Clk Courts	Mark O Christianson	Printed		10013001-521065	Jury pay	1/26 Jury Import 45	47.44

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DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
02/20/26	2024117	Clk Courts	Michael Francis Deutsch	Printed		10013001-521065	Jury pay	1/26 Jury Import 52	70.40
02/20/26	2024117	Clk Courts	Michael Francis Deutsch	Printed		10013001-521065	Jury pay	1/26 Jury Import 53	70.40
02/20/26	2024118	Clk Courts	Michael Leo Schmitt	Printed		10013001-521065	Jury pay	1/26 Jury Import 96	53.56
02/20/26	2024118	Clk Courts	Michael Leo Schmitt	Printed		10013001-521065	Jury pay	1/26 Jury Import 97	78.56
02/20/26	2024119	Clk Courts	Nicole Lynn Heal	Printed		10013001-521065	Jury pay	1/26 Jury Import 67	47.95
02/20/26	2024119	Clk Courts	Nicole Lynn Heal	Printed		10013001-521065	Jury pay	1/26 Jury Import 68	47.95
02/20/26	2024120	Clk Courts	Patricia Dianne Reed	Printed		10013001-521065	Jury pay	1/26 Jury Import 88	64.28
02/20/26	2024120	Clk Courts	Patricia Dianne Reed	Printed		10013001-521065	Jury pay	1/26 Jury Import 89	64.28
02/20/26	2024121	Clk Courts	Rachael Rae Woods	Printed		10013001-521065	Jury pay	1/26 Jury Import 102	59.69
02/20/26	2024121	Clk Courts	Rachael Rae Woods	Printed		10013001-521065	Jury pay	1/26 Jury Import 103	34.69
02/20/26	2024122	Clk Courts	Richard Paul Mcquillan	Printed		10013001-521065	Jury pay	1/26 Jury Import 81	48.46
02/20/26	2024122	Clk Courts	Richard Paul Mcquillan	Printed		10013001-521065	Jury pay	1/26 Jury Import 82	48.46
02/20/26	2024123	Clk Courts	Rodney Allen Freymiller	Printed		10013001-521065	Jury pay	1/26 Jury Import 60	37.24
02/20/26	2024123	Clk Courts	Rodney Allen Freymiller	Printed		10013001-521065	Jury pay	1/26 Jury Import 61	37.24
02/20/26	2024124	Clk Courts	Sara M Goodney	Printed		10013001-521065	Jury pay	1/26 Jury Import 64	57.65
02/20/26	2024124	Clk Courts	Sara M Goodney	Printed		10013001-521065	Jury pay	1/26 Jury Import 65	32.65
02/20/26	2024125	Clk Courts	Shena Marie Moon	Printed		10013001-521065	Jury pay	1/26 Jury Import 85	42.85
02/20/26	2024125	Clk Courts	Shena Marie Moon	Printed		10013001-521065	Jury pay	1/26 Jury Import 86	42.85
02/20/26	2024126	Clk Courts	Susan Jane Schildgen	Printed		10013001-521065	Jury pay	1/26 Jury Import 95	25.00

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DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
02/20/26	2024127	Clk Courts	Terry Lee Kirk	Printed		10013001-521065	Jury pay	1/26 Jury Import 71	53.56
02/20/26	2024127	Clk Courts	Terry Lee Kirk	Printed		10013001-521065	Jury pay	1/26 Jury Import 72	78.56
02/20/26	2024129	DA	Hamilton County Sheriff's Office	Printed	17CF268	10017001-521100	Paper Service Fee	26000084	4.00
02/20/26	2024134	DA	Waupaca County Sheriff's Office	Printed	25JV29	10017001-521100	Paper Service Fee	260078	75.00
02/20/26	2024151	IT	OPG-3, Inc.	Printed		10024001-581004	Capital Outlay - Software	9491	3,527.99
02/20/26	2024152	Fac Maint	Keith Oyen	Printed		10022009-524004	Bldg Maint/Repair	1015	1,310.31
02/20/26	2024152	Fac Maint	Keith Oyen	Printed		10022009-524005	Grounds Maintenance	1015	3,862.62
02/20/26	2024152	Fac Maint	Keith Oyen	Printed		10022009-524005	Grounds Maintenance	1015	1,332.34
02/20/26	2024152	Fac Maint	Keith Oyen	Printed		10022009-524001	Support/Maint Agreements	1015	4,660.66
02/20/26	2024152	Fac Maint	Keith Oyen	Printed		10022009-524004	Bldg Maint/Repair	1015	76.00
02/20/26	2024160	County Clk	City of Platteville	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	204,564.62
02/20/26	2024167	County Clk	Prairie du Chien Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	8,419.52
02/20/26	2024171	Reg Probat	James Black	Printed		10014002-521081	Psychiatric Evaluations	56140	1,300.00
02/20/26	2024180	Fac Maint	Richland Electric Cooperative	Printed	Electric Tower	10022006-522002	Lights	2368700 2.2.26	64.96
02/20/26	2024183	Fac Maint	Scenic Rivers Energy Cooperative	Printed	Electric Tower	10022006-522002	Lights	3079300 2.7.26	1,127.00
02/20/26	2024185	County Clk	Schreiner Memorial Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	187,122.93
02/20/26	2024186	Child Supp	Christopher Schultz	Printed	Civil Process-Richardson	10020001-521100	Paper Service Fee	26077	85.00
02/20/26	2024186	Child Supp	Christopher Schultz	Printed	Civil Process-Bartels	10020001-521100	Paper Service Fee	26092	85.00
02/20/26	2024187	Fac Maint	Schumacher Elevator Company	Printed	Elevator Maintenance	10022002-524008	Elevator Maintenance	90673637	613.80
02/20/26	2024189	Child Supp	Woodward Community Media	Printed	Admin Asst I Child Support Advertising	10020003-521006	Administrative Fees	012618876	169.40
02/20/26	2024190	County Clk	Shullsburg Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	813.25
02/20/26	2024193	County Clk	Soldiers Grove Public Library	Printed	2026 LIBRARY PAYMENT	10015007-572000	Grants and Contributions	2026LIB	22.13
02/20/26	2024197	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	56133	150.00
02/20/26	2024197	Reg Probat	Sheila Stuart Kelley	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	56134	150.00

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DATE	CHK #	DEPT #	VENDOR NAME	TYPE	INVOICE DESCRIPTION	ACCOUNT	OBJECT DESCRIPTION	INVOICE #	AMOUNT
02/20/26	2024200	Clk Courts	SWITS	Printed	Services	10013001-521079	Interpreter Fees	#II-14008	375.00
02/20/26	2024206	Clk Courts	Thies Law Firm, LLC	Printed	25CT46	10013001-521002	Legal Fees/Attorney	25CT46	916.20
02/20/26	2024206	Reg Probat	Thies Law Firm, LLC	Printed		10014002-521082	Appt Guardian ad Litem/Counsel	56136	490.00
02/20/26	2024207	Clk Courts	West Publishing Corporation	Printed	#853145971	10013001-532002	Law Library	#853145971	511.68
02/20/26	2024207	DA	West Publishing Corporation	Printed	Subsription	10017001-532002	Law Library	853219351	238.40
02/20/26	2024219	Reg Probat	WATCP	Printed	WATCP Conference Registration - Grant County	10014040-533002	Registration, Fees, & Tuition	259-93787	1,400.00
02/20/26	2024223	Clk Courts	Wisconsin Clerks of Circuit Court Association	Printed	Annual Dues 2026	10013001-533002	Registration, Fees, & Tuition	Annual Dues 2026	125.00
02/20/26	2024224	Clk Courts	WCCO Treasurer	Printed	2026 Dues	10013001-533002	Registration, Fees, & Tuition	2026 Dues	10.00
02/20/26	2024226	County Clk	West Bend Mutual Insurance Company	Printed	Acct #100003775000	10015005-515008	Workers Comp	02/20261	6,248.16
02/20/26	2024234	Child Supp	Wood Law Firm, LLC	EFT	Legal Fees	10020001-521002	Legal Fees/Attorney	February26	5,600.00
02/20/26	2024234	Child Supp	Wood Law Firm, LLC	EFT	Office Rent	10020001-482400	Office Rent	February26	-200.00
02/20/26	2024234	Corp Couns	Wood Law Firm, LLC	Printed		10026001-521003	Legal Fees-Contracted Counsel	February 2026	8,266.67
02/20/26	2024234	Corp Couns	Wood Law Firm, LLC	Printed		10026001-482400	Office Rent	February 2026	-300.00
								Total	999,700.31

**Finance Director's Report**  
**Executive Committee**  
**March 10, 2026**

**AUDIT**

- We have completed the 2025 Preliminary Audit process this month.
- The Kickoff Call is scheduled with Baker Tilly for March 18<sup>th</sup>. We will review at that time and be sure we are on track for the Primary Audit to begin in late April.
- Our main focus is to ensure that each department is current and prepared for audit.

**REPORTS**

- Included in the packet is the February 2026 monthly report.
- Review of 2025 YTD Budget Report.

**TYLER MUNIS**

- We completed a Financial Investment Assessment with Tyler MUNIS. I will update the Board once I receive the results.
- We continued our "Tyler Users Group Discussions" last month. We have heard positive feedback from the departments. We will continue to be present and host the discussion.
- The Finance team has two dates in March for Tyler Training. We are focusing on building out the Grant Management portion of the software.

**DEPT UPDATES**

- Cody completed the Worker's Compensation audit. It was very nice to hear the audit comment on how smoothly everything went this year and his information tied out perfectly!
- Staffing updates: we filled the accountant role by adding Amy Belscamper to the Finance Department team.
- Continued working with the Administrator to review expenses and meet with departments to identify any cost savings.

## Out-of-Budget Expenditure Request

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Grant County – Out-of-Budget Spending Request (OBSR)

Request Date: 3/2/2026

Requestor Name/Title/Dept: UCS

Amount Requested (not-to-exceed): \$ 53,112

One-time or Ongoing:  One-time  Ongoing (explain impact below)

### Description & Justification

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Purpose/What is being purchased:

Supplement for Institutional Costs in excess of \$40,000, per prior resolution.

Public purpose/program need:

Supplement for Institutional Costs in excess of \$40,000, per prior resolution.

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### Budget Impact (Required)

(attach report or indicate source)

Current budget line to be charged (if known):

Available appropriation remaining in line: \$

Reason it is “out of budget”:

- No appropriation exists for this object/program
- Appropriation exists but is insufficient
- New mandate/unplanned event
- Price increase/volume increase beyond adopted assumptions
- Other:

**Proposed Funding Source (Choose one)**

**Use of unassigned fund balance** (specify fund and rationale): \_\_\_\_\_

**Grant / restricted funding** (specify) \_\_\_\_\_

**Insurance/settlement proceeds** (claim #): \_\_\_\_\_

**New revenue/fee increase** (document authority & estimate):

**General Fund request**

**Transfer from General Fund to UCS**

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**Approvals (Routing)**

**Dept Head:**

**Date:**

**Finance Director/County Auditor:** Angela Runde

**Date:** 3/2/26

**County Administrator:**

**Date:**

**Corporation Counsel (if required):**

**Date:**

**Committee/Board action required?**  No  Yes (meeting date):

**Resolution/Minutes reference:**

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**Emergency Out-of-Budget Purchase Request (24 to 72-hour turnaround)**

**Emergency Out-of-Budget Expenditure Authorization (E-OBEA)**

**Incident/Event:**  Flood  Facility failure  Cyber incident  Public safety  Other

**Date/time identified:**

**Required-by date:**

**Total estimated cost:** \$

**Minimal Documentation**

1. **What happened/operational impact if not purchased:**
2. **Immediate action requested:**
3. **Vendor(s) contacted/price basis:**
4. **Funding plan (temporary if needed):**
5. **After-action requirement:** "Within 30 days, department will submit full OBSR + supporting docs, and Finance will process budget amendment/transfer as required."

**Emergency approval:**

Dept Head:

Date/Time:

Finance Director/Auditor:

Date/Time:

County Administrator:

Date/Time:

County Board Chair:

Date/Time:

**Attachments**

- Department memo (1 page)
- Vendor quote/estimate
- Impact statement (one-time vs ongoing; future year implications)
- Draft resolution language



**UNIFIED COMMUNITY SERVICES**

*Serving Grant and Iowa Counties*

February 12, 2026

Grant County  
Attn: Finance Department  
111 S Jefferson Street  
Lancaster, WI 53813

Please consider this Unified' s invoice in the amount of \$53,112 for the Grant County Institute Supplement. Three Grant County clients had institute costs that exceeded \$40,000 in 2025.

Thank you,

Jessica Munson  
Finance Director  
Unified Community Services  
200 W Alona Lane  
Lancaster, WI 53813

x 200 West Alona Lane, Lancaster, WI 53813 – Phone 608-723-6357 – Fax 608-723-4417

□ 1122 Professional Drive, Dodgeville, WI 53533 – Phone 608-935-2776 – Fax 608-935-3174

**2025 Institute Cost by Month  
Client 009097**

January	\$ -
February	\$ -
March	\$ -
April	\$ -
May	\$ -
June	\$ -
July	\$ -
August	\$ 23,628.00
September	\$ 47,256.00
October	\$ -
November	\$ -
December	\$ -

Total:	\$ 70,884.00
Over 40	\$ 30,884.00
\$30,000 Cap	\$ 30,000.00

**2025 Institute Cost by Month  
Client 002266**

January	\$ -
February	\$ -
March	\$ -
April	\$ -
May	\$ -
June	\$ -
July	\$ -
August	\$ -
September	\$ -
October	\$ -
November	\$ 7,024.00
December	\$ 38,632.00

Total:	\$ 45,656.00
Over 40K	\$ 5,656.00

Client 009097	\$ 30,000.00
Client 002266	\$ 5,656.00
Client 000805	\$ 17,456.00
<b>Total</b>	<b>\$ 53,112.00</b>

**2025 Institute Cost by Month  
Client 000805**

January	\$ 49,476.00
February	\$ 7,980.00
March	\$ -
April	\$ -
May	\$ -
June	\$ -
July	\$ -
August	\$ -
September	\$ -
October	\$ -
November	\$ -
December	\$ -

Total:	\$ 57,456.00
Over 40K	\$ 17,456.00

RESOLUTION APPROVING PARTIAL PAYMENT FOR TREATMENT  
IN STATE MENTAL HEALTH INSTITUTES

WHEREAS, from time to time seriously ill, high risk patients who are residents of Grant County require treatment in a State Mental Health Institute; and,

WHEREAS, such patients are characterized by their extreme potential to commit violence unpredictably against themselves or other persons; and,

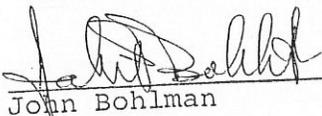
WHEREAS, the cost of care for such patients is typically in excess of \$70,000 per year; and,

WHEREAS, payment of the entire cost of treatment for such patients by the Community Mental Health/Developmental Disabilities Board (51.42/.437 Board) would result in serious reductions in community programs for the mentally ill, alcohol and other drug abusers, and the developmentally disabled.

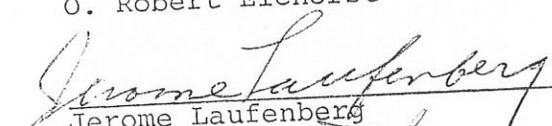
THEREFORE, BE IT RESOLVED, That if a Grant County resident requires treatment in a State Mental Health Institute, and if the cost of treatment for such a patient exceeds \$40,000 per year, then Grant County will assume financial responsibility for treatment cost in excess of \$40,000 per year, up to a maximum County obligation of \$30,000.

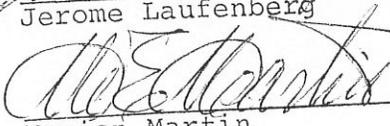
Recommended for passage by the Unified Board of Grant and Iowa Counties.

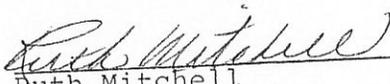
\_\_\_\_\_  
Lois Bartels

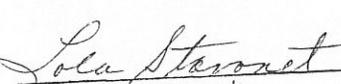
  
John Bohlman

\_\_\_\_\_  
O. Robert Eichorst

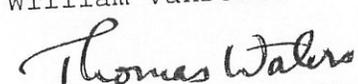
  
Jerome Laufenberg

  
Marion Martin

  
Ruth Mitchell

  
Lola Stavonet

\_\_\_\_\_  
William VanDeest

  
Thomas Waters

  
Coletta Wegmann

**RESOLUTION NO. 2026-08**  
**A RESOLUTION AMENDING THE GRANT COUNTY 2026 BUDGET**

**WHEREAS**, the Grant County Board of Supervisors adopted the County's 2026 Annual Budget; and

**WHEREAS**, during the 2026 fiscal year, the County has identified the need to amend certain appropriations to account for (a) 2025 projects not completed and requiring continuation in 2026, (b) an omitted 2026 budgeting item, and (c) unforeseen and unanticipated 2026 expenses; and

**WHEREAS**, under Wis. Stat. § 65.90(5)(ar), after adoption of the budget the amounts of appropriations and the purposes for such appropriations may not be changed unless authorized by a two-thirds (2/3) vote of the members-elect of the governing body (and the County must publish a Class 1 notice or post notice on the County website within 15 days after any change is made); and

**WHEREAS**, the County desires to amend the 2026 budget as set forth below.

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

**1) The 2026 Budget is hereby amended as follows (appropriation increases)**

**A. Orchard Manor (carryover of 2025 projects not completed)**

- Increase 2026 Expenditures (Orchard Manor – Projects/Capital/Carryover) by: **\$1,507,000**
- Increase Financing Source (Orchard Manor Fund Balance Applied/Use of Fund Balance) by: **\$1,507,000**

**B. Conservation, Sanitation & Zoning Department (Non-Metallic Mining)**

- Increase 2026 Expenditures (CS&Z – Non-Metallic Mining) by: **\$30,000**

**C. Emergency Management (CodeRED system)**

- Increase 2026 Expenditures (Emergency Management – CodeRED) by: **\$8,000**

**D. Clerk of Courts (Interpreter expenses incurred in January 2026)**

- Increase 2026 Expenditures (Clerk of Courts – Interpreters) by: **\$4,000**

**2) Funding source for General Fund-related amendments (B–D)**

To fund items **B–D** above (**total \$42,000**) without increasing the property tax levy, the 2026 budget is further amended as follows:

- **Increase** Financing Source (General Fund/Use of Fund Balance) by **\$42,000**
- **Increase** 2026 Expenditures (CS&Z – Non-Metallic Mining) by: **\$30,000**
- **Increase** 2026 Expenditures (Emergency Management – CodeRED) by: **\$8,000**
- **Increase** 2026 Expenditures (Clerk of Courts – Interpreters) by: **\$4,000**

**3) Administrative implementation**

The Finance Director and County Administrator are authorized and directed to make the necessary accounting entries to implement these amendments consistent with County financial policies and applicable law.

**4) Statutory notice**

Consistent with Wis. Stat. § 65.90(5)(ar), the County Clerk shall ensure the required notice of these budget changes is provided within 15 days after the change is made (by Class 1 notice under ch. 985 or by posting notice on the County’s website, as permitted by statute).

**5) Effective date**

This resolution shall take effect upon passage by the County Board and required posting/publication.

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Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.

AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_

**GRANT COUNTY BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Chair, County Board

Attest: \_\_\_\_\_  
County Clerk

## **RESOLUTION NO. 2026-09**

### **A RESOLUTION AUTHORIZING A ONE-TIME INSTITUTE SUPPLEMENT PAYMENT TO UNIFIED COMMUNITY SERVICES AND AMENDING THE 2026 GRANT COUNTY BUDGET BY USE OF GENERAL FUND BALANCE**

**WHEREAS**, from time to time, seriously ill, high-risk patients who are residents of Grant County require treatment in a Mental Health Institute; and

**WHEREAS**, such patients are characterized by their extreme potential to commit violence unpredictably against themselves or other persons; and

**WHEREAS**, the cost of care for such patients is typically in excess of \$70,000 per year; and

**WHEREAS**, payment of the entire cost of treatment for such patients by the Community Mental Health/Developmental Disabilities Board (51.42/.437 Board) would result in serious reductions in community programs for the mentally ill, alcohol and other drug abusers, and the developmentally disabled; and

**WHEREAS**, Unified Community Services has requested a one-time Institute Supplement in the amount of \$53,112; and

**WHEREAS**, the Grant County Board of Supervisors finds that providing this one-time Institute Supplement supports the continuity of services and mitigates adverse impacts on community-based programs; and

**WHEREAS**, the adopted 2026 budget does not include an appropriation sufficient to fund this one-time Institute Supplement; and

**WHEREAS**, pursuant to Wis. Stat. § 65.90(5)(ar), after adoption of the budget, the amounts of appropriations and the purposes for such appropriations may not be changed unless authorized by a two-thirds (2/3) vote of the members-elect of the County Board, and the County Clerk must provide the required notice within the statutory timeframe.

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

#### **1) Authorization of one-time Institute Supplement**

Grant County hereby authorizes a one-time payment to Unified Community Services for an Institute Supplement in an amount not to exceed \$53,112.

#### **2) 2026 Budget Amendment — General Fund balance funding**

The Grant County 2026 budget is hereby amended as follows:

- **Increase** 2026 Expenditures (General Fund Transfers to Special Revenue– Unified Community Services / Institute Supplement) by **\$53,112**; and
- **Increase** 2026 Financing Source (UCS – Transfers from General) by **\$53,112**.

**3) Administration/payment processing**

The Finance Director and County Administrator are authorized and directed to take the actions necessary to implement this resolution and to process payment upon receipt of appropriate documentation from Unified Community Services consistent with County claims and payment procedures.

**4) Statutory notice**

Consistent with Wis. Stat. § 65.90(5)(ar), the County Clerk shall ensure the required notice of this budget change is provided within 15 days after the change is made (by Class 1 notice under ch. 985 or by website posting, as permitted).

**5) Effective date**

This resolution shall take effect upon passage and required posting/publication.

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**Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026.**

**AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_**

**GRANT COUNTY BOARD OF SUPERVISORS**

By: \_\_\_\_\_  
Chair, County Board

Attest: \_\_\_\_\_  
County Clerk

## **RESOLUTION NO. 2026-07**

### **A RESOLUTION AMENDING THE 2026 GRANT COUNTY BUDGET TO INCREASE THE UNIFIED COMMUNITY SERVICES (UCS) APPROPRIATION BY \$30,000 FROM FUND BALANCE FOR TEMPORARY FINANCE DEPARTMENT ASSISTANCE**

**WHEREAS**, Unified Community Services (“UCS”) has identified a short-term operational need for additional capacity in its Finance Department to maintain continuity of operations, timely financial reporting, and appropriate internal controls; and

**WHEREAS**, UCS intends to engage temporary contract assistance through Truity Partners for an estimated four (4) to six (6) week period starting March 9, 2026, subject to applicable contracting and purchasing requirements; and

**WHEREAS**, the adopted 2026 UCS budget does not include sufficient appropriation within the UCS budget to cover this expenditure; and

**WHEREAS**, UCS would utilize up to \$30,000 from its fund balance to fund this contract assistance; and,

**WHEREAS**, pursuant to Wis. Stat. § 65.90(5)(ar), after adoption of the budget, the amounts of appropriations and the purposes for such appropriations may not be changed unless authorized by a two-thirds (2/3) vote of the members-elect of the County Board, and the County Clerk must provide the required notice within the statutory timeframe.

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

#### **1) 2026 Budget Amendment — UCS Appropriation Increase**

The Grant County 2026 budget is hereby amended to increase the UCS budget for temporary finance department assistance through Truity Partners as follows:

- Increase 2026 Expenditures (UCS – Temporary Finance support) by: \$30,000

#### **2) Funding source — UCS fund balance (no levy impact)**

To fund this amendment without a levy impact, the 2026 budget is further amended as follows:

- Increase 2026 Financing Source (UCS – Use of UCS Fund Balance) by: \$30,000

This budget amendment has no impact on the county property tax levy and requires no additional levy appropriation.

#### **3) Administrative implementation**

The Finance Director and County Clerk are authorized and directed to make the necessary accounting entries to implement this amendment consistent with County financial policies and audit requirements.

#### **4) Statutory notice**

Consistent with Wis. Stat. § 65.90(5)(ar), the County Clerk shall ensure the required notice of this budget change is provided within 15 days after the change is made (by Class 1 notice under ch. 985 or by website posting, as permitted by law).

**5) Effective date**

This resolution shall take effect upon passage and required posting/publication.

**UCS Oversight Commission — Initial Approval (Recommendation)**

Approved for recommendation to the UCS Board this 5th day of March, 2026.

By: \_\_\_\_\_

Chair, UCS Oversight Commission

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Adopted this 17th day of March, 2026.

AYES: \_\_\_\_ NOES: \_\_\_\_ ABSTAIN: \_\_\_\_ ABSENT: \_\_\_\_

GRANT COUNTY BOARD OF SUPERVISORS

By: \_\_\_\_\_

Chair, County Board

Attest: \_\_\_\_\_

County Clerk

# GRANT COUNTY BOARD OF SUPERVISORS

## RESOLUTION NO. 2026-06

**Subject:** Executive Committee authorizing the County Treasurer to take the tax deed parcels which have taxes owing on the 2022 tax rolls (2023 tax certificates)

**WHEREAS,** Grant County is the owner of numerous tax certificates for the year 2023 based on the tax levy of 2022.

**NOW, THEREFORE, BE IT RESOLVED,** that the County Treasurer is herewith instructed to execute and have signed by the County Clerk for tax deeds, pursuant to Paragraph 75.36 of the Wisconsin Statutes on 2023 certificates based on the 2022 taxes remaining unpaid after 'notices' have been served on the owners of record in the office of the Register of Deeds, by the County Treasurer, pursuant to Paragraph 75.12 of the Wisconsin Statutes. Such tax deeds to be executed on behalf of the County of Grant.

Respectfully submitted,  
Executive Committee

\_\_\_\_\_  
Robert Keeney, Co. Board Chair

\_\_\_\_\_  
Roger Guthrie, Vice Chairman

\_\_\_\_\_  
Gary Ranum, Secretary

\_\_\_\_\_  
Joseph Mumm

\_\_\_\_\_  
Gary Northouse

\_\_\_\_\_  
Kathy Kopp

\_\_\_\_\_  
Rick Sanson

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 March 17, 2026.

\_\_\_\_\_  
Tonya White, County Clerk

## Chapter 242. Taxation

### Article I. Purchase of Tax Deed Lands

#### § 242-1. Intent.

This article is intended to establish a procedure which will allow preference to former owners to repurchase tax-deeded lands.

#### § 242-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except when the context clearly indicates a different meaning:

#### **APPRAISED VALUE**

Appraised Value means the value determined by the Executive committee of the County Board, or a certified appraiser, as defined in 458.01(7) Wis. Stats.

#### **BENEFICIARY**

Beneficiary shall have the meaning ascribed to such term in Wis. Stat. § 851.03

#### **FORMER OWNER**

A person who lost his or her title through delinquent tax collection enforcement procedure, or his or her heirs.

#### **HEIR**

Heir shall have the meaning ascribed to such term in Wis. Stat. § 851.09

#### **OWNER-OCCUPIED, SINGLE-FAMILY RESIDENCE**

Owner-Occupied, Single-Family Residence means any single-family residential unit used by one family which owns the property as their permanent and primary residence and, upon request, is able to provide the County Treasurer with evidence establishing the satisfaction of these terms (e.g., a utility bill.)

#### **TAX DEED**

A tax deed executed under § 75.14, Wis. Stats., a deed executed under § 75.19, Wis. Stats., or a judgment issued under § 75.521, Wis. Stats.

## **TAX-DEEDED LANDS**

Tax-deeded lands shall have the meaning ascribed to such term in Wis. Stat. § 75.35(1).

### **§ 242-3. (Reserved)**

(As adopted 5-16-2000 by Ord. No. 39, Repurchase Option, is hereby Repealed and Reserved)

### **§ 242-4. (Reserved)**

(As adopted 5-16-2000 by Ord. No. 39, Option Period, is hereby Repealed and Reserved)

### **§ 242-4.1 Administration and Management of Tax-Deeded Lands.**

(Adopted \_\_\_\_\_, 2026, by Ord. No. \_\_\_\_)

- (1) The County shall comply with the provisions of Wis. Stats. §§ 75.35, 75.36 and 75.69 in the disposition of tax-deeded lands.
- (2) Pursuant to Wis. Stat. § 75.35(2)(d), the County Board of Supervisors hereby delegates to the County Treasurer the power to acquire, manage and sell tax-deeded lands including the power to determine which properties to acquire.
- (3) The County Board of Supervisors recognizes that there may be properties where it is undesirable for the County to acquire the property through the process set forth in Wis. Stats. Chap. 75 and hereby delegates to the Treasurer the authority to make such determination.
- (4) The Treasurer shall notify the former owner, by registered mail or certified mail sent to the former owner's mailing address on the tax bill, that the former owner may be entitled to a share of the proceeds of a future sale of the tax-deeded land.
- (5) The Treasurer, under the general oversight of the Executive Committee, shall determine the appraised value of the tax-deeded land. The appraisal/opening bid should be established as the market value of the most recent tax bill issued to the former owner prior to County acquisition as reviewed by the County Treasurer or a certified appraiser as defined in Wis. Stat. § 458.01(7).
- (6) The following provisions in this Section (6) relate to tax-deeded lands that are owner-occupied, single-family residences. This Section (6) may, in the sole

discretion of the Treasurer be applied to tax-deeded lands that are not owner-occupied, single-family residences. <sup>1</sup>

- a. The Treasurer shall provide notice of the right to redeem tax deeded lands to the former owner, heirs or beneficiaries by sending a letter by certified mail addressed to the former owner at their last known address on file with the Treasurer. The notice shall be deemed delivered as of the earlier of:
    - i. The date the letter is actually received by the former owner;
    - ii. The date a receipt is given for the letter by or on behalf of the former owner; or
    - iii. The date the USPS indicates service by certified mailing cannot be completed.
  - b. If a former owner of tax-deeded land, or such former owner's heir or beneficiary, notifies the Treasurer of an intent to repurchase the tax-deeded land within 60 days of the date the County acquired the tax-deeded land, the Treasurer shall order a title report from a title insurance company showing all liens of record against the tax-deeded land in existence on the day prior to the judgment of foreclosure in favor of the County, the cost of which shall be paid in advance by the person(s) notifying the Treasurer of the intent to repurchase the tax-deeded land.
  - c. If the former owner, or such former owner's heir or beneficiary, provides proof of satisfaction of all liens of record as established in the title report within 30 days of the date of the title report; and has provided the County with funds necessary to satisfy all costs and expenses due to the County as provided in Wis. Stat. § 75.36(3)(a)(1); the Treasurer shall convey the tax-deeded land to the former owner, or such former owner's estate by quit-claim deed.
- (7) Unless a tax-deeded land is repurchased under Section (6), within 180 days for tax-deeded lands acquired on or after January 1, 2026, the Treasurer shall publish on the County's website along with a class 1 notice of the listing of tax deeded lands available for purchase and the appraised value, as determined in Section (5). The publications shall include information regarding the method of sale to be utilized.
- (8) The Treasurer, under the general oversight of the Executive Committee, may accept the bid most advantageous to it but, at the first attempt to sell a tax-

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<sup>1</sup> Section 75.35(3) requires this process for single-family, owner-occupied properties, but this process may also be utilized for other properties if the county chooses.

deeded land, every bid less than the appraised value of the tax-deeded land shall be rejected. Tax-deeded land previously advertised for sale may be sold for any amount determined by the Treasurer but only after advertising the sale of such tax-deeded land by publication of a class 1 notice, under Wis. Stat. Chap. 985. No tax-deeded land may be sold for an amount that is less than the tax-deeded land's appraised value determined under Section (5) unless the Executive Committee has reviewed and approved such a sale and no tax-deeded land may be sold for an amount that is less than the amount of the highest bid unless the Executive Committee prepares a written statement, available for public inspection, that explains the reasons for accepting a bid that is less than the highest bid. The Treasurer shall notify, by mail, the clerk of the municipality in which a tax-deeded land is located of the sale of a tax-deeded land at least three weeks prior to the time of the sale.

- (9) The Treasurer shall send to the owner any proceeds to which the former owner is entitled under Wis. Stat. § 75.36(2m)(a) by certified mail to the former owner's last known address. If the former owner is deceased, the payment shall be written to the former owner's estate, as determined by law. If the payment to the former owner is returned to the County or otherwise not claimed by the former owner or estate within one year following the mailing of the proceeds, the payment shall be considered unclaimed funds and disposed of pursuant to Wis. Stat. § 59.66(2). Neither the former owner nor any person making a claim for any funds under this Section (10) is entitled to interest on sums owed by the County hereunder.
- (10) Sections (7), (8) and (9) do not apply to the withdrawal and sale of county forest lands, nor to the sale or exchange of lands to or between the County and a municipality or the state. [NOTE: *Tyler* implications]

§ 242-4.2. through § 242-4.4. (Reserved)

§ 242-4.5 Sale of Tax-Deeded Lands to Municipality.

[Added 2-20-2018 by Ord. No. 39]

- A. In the event a parcel of tax-deeded lands is not redeemed by the former owner, the treasurer may offer it to the municipality within which the parcel is located before offering the same to the general public.
- B. Sale of tax-deeded lands to a municipality under this section shall be approved by the Executive Committee and entire Grant County Board before a deed is issued by the County Clerk.

## Article II. Sales and Use Taxes

[Adopted 10-2-2002 by Ord. No. 42]

### § 242-5. Authority and Purpose.

This article is enacted under the authority of Subchapter V, Ch. 77, Wis. Stats., and the County sales and use taxes imposed herein shall be used only for the purpose of directly reducing the property tax levy of Grant County.

### § 242-6. Imposition of Tax.

There are hereby imposed county sales and use taxes at a rate of 0.5% in the manner and to the extent permitted as set forth in their entirety in Subchapter V, Ch. 77, Wis. Stats., and acts amendatory thereto.

### § 242-7. Utilization of revenue.

One hundred percent of the revenue from the County sales and use taxes shall be applied to property tax relief by reducing dollar-for-dollar the amount of the property tax as established annually by the County Board (less amount retained by the State of Wisconsin pursuant to § 77.76, Wis. Stats.).

## **Executive 3/10/2026**

Administration: Everything is good at this time.

Courthouse: The boilers that were budgeted for have been ordered. The older of the two existing boilers is 13 years old. Installation is getting underway.

Community Service Building: Additional leaks have developed in the crawl space above the jail cells.

During the heavy winds on 2/18, power was lost to the Lancaster Tower, CSB and Orchard Manor. All three generators started and operated as designed. However, an area was discovered that staff was unaware of that was connected to a generic UPS system. The UPS units were no longer functioning, which affected the heating system controls at CSB and caused the boilers and several pumps to shut down.

The boilers are now back up and running. We are currently working through programming to get the pumps back on a time clock and will be wiring the controls into the building's UPS system to prevent future issues.

Annex: The boilers have been installed and are running. We are waiting for EMC to complete the control wiring and program them into the system.

I spoke with Angie in Finance and Nate about the \$30,000 budgeted in Capital improvements for new A/C units at the Annex. I plan to use a portion of those funds to cover the cost of the new boilers. We will attempt to get through this year using the existing A/C units. If an issue arises this summer requiring replacement, it will be addressed at that time.

Orchard Manor: Several RFP's will be distributed in the next few days for CIP projects.

Towers: Everything is good at this time.

Unified Community Services (UCS): Everything appears to be going well.

General: My staff anticipates having a couple of weeks to catch up on work orders before we begin preparing for a busy summer season. I anticipate the workload to increase significantly as outdoor projects ramp up with the change in weather.

Thank you,

Garry Pluemer

## **System Downtimes**

**No downtimes to report**

## **Network review**

**No network infrastructure activity to report**

## **County Systems**

- a. Information Technology has completed a project to allow public access to the County's Laser Fische document management system. This will allow public and cloud vendors access to on-premise documents.
- b. Information Technology is working on an artificial intelligence project for the County. The project is now in the training phase. Multiple departments have a power users involved the training.
- c. Information Technology is working on implementing the following Tyler Munis projects
  - a. eWisAcWis interface for Social Services
  - b. PBJ reporting for Orchard Manor
  - c. Dean Health care interface for Human resources
  - d. Tyler Munis system review for ERP and HRM systems.
- d. 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.
- e. The County's new VDI infrastructure has started the process of being deployed to the county. Currently ADRC has been migrated to the new system. Social Services and Unified Services are next to be migrated.
- f. Information Technology is assisting UWEX with the installation of new carpet. Offices and equipment were moved on February 26<sup>th</sup> to temporary locations.
- g. Maintenance and IT worked on a HVAC issue at CSB. A hidden UPS system was responsible for HVAC operation issues on February 27<sup>th</sup>
- h. A new wildcard SSL certificate for 2026 is being distributed to the needed county systems. All of the systems that use SSL have to be updated by March 14<sup>th</sup>.

## **Public Safety Communications System/ Grant County Fiber optic loop**

- a. Information Technology is finishing firmware updates to the fiber optic loop in preparation of radio network go live.
- b. Information Technology is reviewing what county wide Wi Fi projects need to be completed in 2026.



**County Administrator's Report**  
**Executive Committee**  
**March 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.

**Department Head/Elected Officials Interaction**

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

- Met with Highway, Fair, Maintenance, IT, and Orchard Manor on the status of 2025 Capital Improvement projects, 2026 projects, and the development of another year on the 5-year CIP plan.
- Held a leadership team meeting with all department heads and elected officials.
- Assisted the Finance Director with interviews for an accounting position.
- Regular meetings with various department heads to work through a variety of issues, including personnel, staffing, budget, policy, and other day-to-day operational needs.
- Part of the Tyler users group meetings, which is a recent addition started by the finance director to assist department-level users with their use of the Tyler-Munis system.
- Worked with the new UCS director to continue the onboarding process, as well as assisting with several issues.

**Other Projects**

- Continued to be part of the initial users for the Gov AI product. So far, the program has been very beneficial to other county employees and me.
- Worked on several projects looking to consolidate contracts and vendors to create efficiencies and save cost (currently cell phones, copiers, printers, and insurance).
- Continued work with the finance director and human resources manager on multiple resolutions, policy, and budget items, some being presented today.
- Worked on the year-in-review with departments to be presented to the county board this month.

## Staffing Report 02/03/2026 thru 02/21/2026

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### Total Grant County Employees as of March 04, 2026:

	As of 03/04/2026	Openings
Full-time Benefit	332	13
Regular Part-time Benefit	53	2
Part-time/Limited Term and Seasonal	156	8
<b>Total Employees</b>	<b>541</b>	<b>23</b>

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

Department	Name	Years	Recognition Month
District Attorney's Office	Darla Adams	33	March

### Positions Filled During This Period:

New Hires/Internal Position Transfers	8
---------------------------------------	---

LTE Admission Specialist – Health (1)  
 FTE CLTS/B-3 Program Supervisor (Non-Masters)  
 FTE Sign Technician

FTE Assistant Finance Director (1)  
 PTE CNA (3)  
 FTE Victim/Witness Coordinator (1)

### Position Vacancies as of 03/04/2026

Department	Position	Status (Full-time, etc.)
Health	WIC Director / Dietitian	(1) Full-time- <i>on hold</i>
	Hospice / Home Health Nurse	(1) Full-time
	Administrative Assistant II - Fiscal	(1) Full-time
	Physical Therapist	(1) Full-time
Orchard Manor	CNA'S	(2) Regular part-time
	Health Information / HIPPA Compliance	(1) Full-time
	RN/LPN	(1) Full-time (1) 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	Service Support Specialist	(1) Full-time
Highway	Section Patrol Operator	(2) Full-time- <i>on hold</i>
	Professional Engineer	(1) Full-time- <i>on hold</i>

Sheriff	Jailers (Female)	(1) Part-time (2) Full-time
	Dispatcher	(1) Part-time (1) Full-time
Unified	B-3 / CLTS – Case Manager	(1) Full-time
	Revenue Cycle Manager	(1) Full-time
	Mobile Crisis Workers	(1) Part-time
	Administrative Assistant I	(1) Full-time
	Emergency Services Coordinator I	(1) Full-time

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

## **IV. PERSONAL CONDUCT AND DISCIPLINE**

### **Discipline**

#### **Policy**

Notwithstanding the fact that employees of Grant County are employed "at will", the purpose of discipline is generally to correct the job behavior and performance problems of employees. The County will attempt to inform the employee of standards of conduct and performance which are expected. However, because the County cannot list every conduct or all performance criteria which may make disciplining an employee necessary, an employee is expected to conduct him/herself in a manner which is appropriate to his/her employment setting. An employee is expected to perform to the greatest extent of his/her ability.

#### **Grounds for Disciplinary Action**

The following non-exclusive examples may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense. The County reserves the right to take any disciplinary action it deems appropriate under the circumstances of the individual case.

1. Dishonesty or falsification of records.
2. Reporting to work under the influence of intoxicants or illegal drugs, or using such substances while on county property or while performing county business. Refer to the Grant County Drug Free Workplace and Other Drug Abuse Policy and CDL DOT Policy if applicable.
3. Unauthorized use or abuse of County equipment, property, or supplies.
4. Theft or destruction of County equipment, property, or supplies.
5. Work stoppages such as strikes or slowdowns.
6. Insubordination or refusal to comply with the order or directive of a supervisor.
7. Tardiness, unauthorized or excessive absence, or abuse of sick leave.
8. Use of official position or authority for personal or political profit or advantage.
9. Violating safety rules and regulations.
10. Being wasteful of material, property or working time.

11. Failure to observe property security procedures.
12. Removal of County money, merchandise, or property, including property in custody of the County without permission.
13. Lying to supervisors in connection with your job.
14. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment.
15. Divulging or misusing confidential information, including removal from County premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
16. Intentional falsification of time records for payroll.
17. The representation of false or misleading information on any of the forms and materials made available to the Employer.
18. The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a County employee.
19. Violation of departmental policies and procedures.
20. Violation of applicable county policies, procedures and/or applicable ordinances.
21. Violations of state or federal laws and regulations.

Other circumstances may warrant disciplinary action up to and including termination and will be treated on a case-by-case basis.

## **Conduct Rules**

Employees are expected to conduct themselves in a manner that reflects well on themselves and Grant County. The following rules of conduct reflect general principles of honesty, respect, decorum and professionalism that are expected of all county employees. The conduct rules listed in this policy are not exclusive, but illustrative of the general principles that should guide employee conduct.

- A. Care of Equipment and Property** Careless handling of equipment, supplies, or property greatly increases the cost of operations. Any equipment deliberately abused by an employee will be repaired or replaced by the employee.

- B. Conflict of Interest** No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. No employee shall use or disclose "privileged information" gained in the course of, or by reason of, his/her official position or activities.
- C. Dress** The personal appearance of all employees is important to our image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate dress while employees are on duty. Dress should be consistent with standards of the community, business and occupation.
- D. Gifts and Gratuities** The nature of public employment, and the ethics of public service, dictates that no employee is allowed to accept gifts or gratuities from vendors, County residents or others, for any reason.
- E. Personal Mail.** The use of any County facility as a mailing address, for personal purposes, is not permitted.
- F. Solicitation/Distribution.** Solicitation and/or distribution of material, by an employee, to another employee, is prohibited while the person doing the soliciting or distributing, or the one being solicited or distributed to, is on his/her working time. Furthermore, in the interest of employee safety and well-being, the distribution of material of any kind shall not be permitted at any time in working areas of the Courthouse or other County facilities, without the express permission of the Executive Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees, is strictly prohibited. Contributions for charitable fund raising activities may be solicited on County property, only with the advance permission of the Executive Committee or County Board Chair.

- G1. Telephone.** People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Incoming personal calls for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal calls may be made only during breaks or lunch periods. Employees are to reimburse the county for any personal calls made from county phones.
- G2. Cellular Phones.** The telephone policy G1 applies to the use of cellular phones. If employees are issued a county provided cellular phone it must be used for work-related purposes only. **Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for county work purposes (unless responding to a work-related life**

**threatening/emergency situation).** Employees must find a safe spot to park their vehicle before using handheld cellular phones.

- H. Nepotism.** The employing unit, department or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or "significant other", of the immediate supervisor. This prohibition shall also apply to current or former step or adopted parents, children, sisters or brothers. A person considered to be a "significant other" would include a person with whom the supervisor cohabits or whom he/she maintains an intimate relationship. This policy is established to eliminate the possibilities of preferential treatment given in favor of relatives and to reduce possible criticism to appointing authorities.
- I. Disclosure and Reporting Suspected Unlawful Conduct.** Grant County encourages and expects its employees to immediately disclose to appropriate County Officials any and all information, which an employee reasonably believes to show unlawful conduct by the County, its officers, employees or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination and any other activity prohibited by law.

The purpose of the policy is to allow Grant County the opportunity to investigate the alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. Grant County has an affirmative obligation to the general public and its employees to take immediate action when circumstances warrant.

If a Grant County employee has information which he/she reasonably believes to show that the County, its officers, employees or agents are engaged in unlawful conduct or activities, that employee has an affirmative duty to report or disclose that information to Grant County so corrective measures can be instigated immediately for the County's protection.

The report or disclosure should be made in writing and submitted in confidence directly to the Grant County Human Resources Manager and a copy of the original document is to be retained by the reporter.

NOTE: If the Grant County Human Resources Manager is the source of the alleged unlawful activity, then a written disclosure should be made directly to the County Administrator. The Human Resources Manager or the County Administrator shall forward the employee's report to appropriate agents of the county for confidential review and investigation.

The report may be submitted on an anonymous basis if the person so desires. However, an investigation of unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidentiary support. Because investigators are unable to interview anonymous reports, it may be more

difficult to evaluate the credibility of the allegations and therefore, less likely to cause an investigation to be initiated.

Employee reports or disclosures made in good faith by any Grant County employee under this policy will be protected from any adverse employment action, which could be associated with the disclosure. Malicious allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner which would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern. Grant County reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of County government.

### **Complaint Resolution**

Employees are encouraged to discuss matters with their supervisor if they have questions regarding the actions of the County or if they do not agree with an action a supervisor has taken.

## **GRIEVANCE POLICY**

### **Purpose**

This grievance policy is established pursuant to Wis. Stat. § 66.0509(1m) to address employee terminations, employee discipline, and workplace safety as required by law. An employee shall use this grievance policy to resolve disputes regarding employee termination, employee discipline, or workplace safety issues covered by this policy. This policy shall not apply to matters of employee discipline or employee termination if governed by a collective bargaining agreement or by specific provisions of Wisconsin Statute Ch. 59, such as matters governed by Wis. Stat. § 59.26(8).

The terms of this policy may be modified or eliminated by the County at any time, with or without prior notice. This policy is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, express or implied and does not create tenure or a property interest in employment. Unless specifically required otherwise by statute or code, the County's employment relationship with employees covered under this policy is at will, and the employment relationship may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.

### **Definitions**

**Administration** - the person or persons designated by the County to represent the interests of management in a Grievance matter. The Administration may be represented by counsel at any point in the procedure.

## IV. PERSONAL CONDUCT AND DISCIPLINE

### A. Purpose: Our Standards as Public Servants

Grant County exists to serve the public. Every employee's conduct—on duty and when representing the County—impacts public confidence in County government. Employees are expected to uphold a workplace culture grounded in:

- **Professionalism:** dependable performance, sound judgment, and appropriate workplace behavior
- **Service:** timely, helpful, courteous service to the public and to one another
- **Integrity & Honesty:** truthfulness, ethical decisions, accurate records, and responsible stewardship of public resources
- **Respect:** civility, dignity, fairness, and appropriate decorum in all interactions

Employees are expected to perform to the greatest extent of their ability and conduct themselves in a manner appropriate to their employment setting.

This policy applies to all non-represented Grant County employees, including full-time, part-time, temporary, seasonal, and contractual staff. Compliance is mandatory and subject to enforcement through the County's disciplinary process.

### B. General Conduct Expectations

#### 1. General Conduct Expectations

Employees must demonstrate professionalism, honesty, and courtesy at all times. Conduct should reflect positively on the employee, the employee's department, and Grant County as a whole.

Employees must avoid behavior—on or off duty—that could bring the County into disrepute, impair public trust, interfere with County operations, or conflict with the employee's responsibilities as a public servant.

Any inappropriate conduct or violation of these expectations should be reported immediately to the employee's supervisor or department head. Employees may also report concerns consistent with the policy's reporting and complaint-resolution provisions.

#### 2. Conduct Toward the Public

Employees must treat all members of the public with courtesy, respect, and impartiality. Employees are expected to perform their duties with attentiveness, patience, and professionalism.

The use of rude, harsh, profane, demeaning, or insulting language, or inappropriate gestures, is prohibited regardless of provocation. Employees should de-escalate conflict when possible and seek supervisory support when needed to ensure safe, respectful service delivery.

### **3. Conduct Toward Coworkers and Supervisors**

Employees shall be respectful, civil, and cooperative in all workplace interactions. The County will not tolerate behavior that undermines a professional work environment or disrupts operations.

- Harassment, discrimination, or hostility toward other employees is strictly prohibited.
- Disorderly conduct, threats, intimidation, or physical violence will not be tolerated.
- Employees have the right to perform their duties without undue interference, disruption, or sabotage by others.

Violations of this section may result in corrective or disciplinary action up to and including termination, depending on severity and circumstances.

### **C. Discipline Policy**

Notwithstanding the fact that employees of Grant County are employed “at will,” the purpose of discipline is generally to correct job behavior and performance problems. The County will attempt to inform employees of expected standards of conduct and performance. However, because the County cannot list every conduct issue or performance criterion that may warrant discipline, employees are expected to exercise good judgment and act in a manner consistent with the County’s standards and the expectations of public service.

The following non-exclusive examples may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense. The County reserves the right to take any disciplinary action it deems appropriate under the circumstances of an individual case.

### **D. Grounds for Disciplinary Action (Non-Exclusive)**

The following non-exclusive examples may result in disciplinary action ranging from a warning to immediate termination, depending upon the seriousness of the offense:

1. Dishonesty or falsification of records.
2. Reporting to work under the influence of intoxicants or illegal drugs, or using such substances while on County property or while performing County business. Refer to the Grant County Drug and Alcohol-Free Workplace Policy and CDL DOT Policy if applicable.
3. Unauthorized use or abuse of County equipment, property, or supplies.
4. Theft or destruction of County equipment, property, or supplies.
5. Work stoppages such as strikes or slowdowns.
6. Insubordination or refusal to comply with the order or directive of a supervisor.
7. Tardiness, unauthorized or excessive absence, or abuse of sick leave.
8. Use of official position or authority for personal or political profit or advantage.

9. Violating safety rules and regulations.
10. Being wasteful of material, property, or working time.
11. Failure to observe property security procedures.
12. Removal of County money, merchandise, or property, including property in custody of the County without permission.
13. Lying to supervisors in connection with your job.
14. Dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements when applying for employment.
15. Divulging or misusing confidential information, including removal from County premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
16. Intentional falsification of time records for payroll.
17. The representation of false or misleading information on any of the forms and materials made available to the Employer.
18. The use of profanity or abusive language toward a fellow employee or member of the general public while performing official duties as a county employee.
19. Violation of departmental policies and procedures.
20. Violation of applicable County policies, procedures, and/or applicable ordinances.
21. Violations of state or federal laws and regulations.

Other circumstances may warrant disciplinary action up to and including termination and will be treated on a case-by-case basis.

## **E. Conduct Rules (Professional Conduct Standards)**

Employees are expected to conduct themselves in a manner that reflects well on themselves and Grant County. The following rules of conduct reflect general principles of honesty, respect, decorum, and professionalism expected of all County employees. The listed conduct rules are not exhaustive but illustrative of the general principles that should guide employee conduct.

### **1. Care of Equipment and Property**

Careless handling of equipment, supplies, or property greatly increases operational costs. Any equipment deliberately abused by an employee will be repaired or replaced by the employee.

### **2. Conflict of Interest / Privileged Information**

No County employee shall use his/her office or position for personal financial gain or the financial gain of his/her family. No employee shall engage in business activity, accept private employment, or render services for private interests when such employment, business activity,

or service is incompatible with the proper discharge of official duties or would impair independence of judgment or action in the performance of official duties. No employee shall use or disclose “privileged information” gained in the course of, or by reason of, official position or activities.

### **3. Dress**

The personal appearance of all employees is important to the County’s image with the citizens we serve. Without unduly restricting individual tastes, it is the policy of Grant County to require personal cleanliness, good grooming, and appropriate dress while employees are on duty. Dress should be consistent with the standards of the community, business, and occupation.

### **4. Gifts and Gratuities**

The nature of public employment and the ethics of public service dictate that no employee is allowed to accept gifts or gratuities from vendors, County residents, or others, for any reason.

### **5. Personal Mail**

The use of any County facility as a mailing address, for personal purposes, is not permitted.

### **6. Solicitation / Distribution**

Solicitation and/or distribution of material by an employee to another employee is prohibited while the person doing the soliciting/distributing, or the one being solicited/distributed to, is on their working time. Furthermore, in the interest of employee safety and well-being, distribution of material of any kind shall not be permitted at any time in working areas of the Courthouse or other County facilities without the express permission of the Executive Committee.

County time is not to be used to conduct private business. Collections and sales of goods and services (cosmetics, jewelry, and insurance, for example) by employees or non-employees are strictly prohibited.

Contributions for charitable fundraising activities may be solicited on County property only with the advance permission of the Executive Committee or County Board Chair.

### **7. Telephone and Cellular Phones**

People form opinions of an organization based on the treatment they receive when they call. When answering the telephone, you are the County to the person calling. It is important to be friendly, courteous, and helpful. Incoming personal calls for employees are not permitted except in an emergency. In an emergency, a message will be taken and delivered promptly. Outgoing personal calls may be made only during breaks or lunch periods. Employees are to reimburse the County for any personal calls made from County phones.

The telephone policy applies to the use of cellular phones. If employees are issued a County-provided cellular phone, it must be used only for work-related purposes. Handheld cellular phone usage (including dialing) is not permitted while driving a motor vehicle for County work purposes (unless responding to a work-related life-threatening/emergency situation). Employees must find a safe spot to park their vehicle before using handheld cellular phones.

**Personal cellular phone use during work time must be limited.** Except for emergencies or during approved break and meal periods, employees are not permitted to use personal cellular phones for non-work purposes while on duty or while responsible for work activities. This includes, but is not limited to, scrolling social media, streaming content, gaming, online shopping, and personal texting/calls. Employees must ensure personal device use does not interfere with customer service, public safety, job performance, or workplace professionalism.

## **8. Nepotism**

The employing unit, department, or agency shall not hire or arrange for the immediate supervision of an employee who is the spouse, parent, child, brother, sister, niece, nephew, mother-in-law, father-in-law, aunt, uncle, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or “significant other” of the immediate supervisor. This prohibition also applies to current or former step or adopted parents, children, sisters, or brothers.

A “significant other” includes a person with whom the supervisor cohabits or with whom he/she maintains an intimate relationship.

This policy is established to eliminate the possibility of preferential treatment for relatives and to reduce potential criticism of appointing authorities.

## **9. Disclosure and Reporting Suspected Unlawful Conduct (Integrity Reporting / Whistleblower)**

Grant County encourages and expects its employees to immediately disclose to appropriate County officials any information that an employee reasonably believes to show unlawful conduct by the County, its officers, employees, or agents, whenever the employee comes into possession of such information. Unlawful conduct includes fraudulent bookkeeping, embezzling, theft, misappropriation of funds, safety and health violations, discrimination, and any other activity prohibited by law.

The purpose of this policy is to allow Grant County the opportunity to investigate alleged unlawful conduct, determine the veracity of the information submitted, notify enforcement authorities when appropriate, and take corrective action as required. Grant County has an affirmative obligation to the general public and its employees to take immediate action when circumstances warrant.

If a Grant County employee has information that they reasonably believe to show that the County, its officers, employees, or agents are engaged in unlawful conduct or activities, that employee has an affirmative duty to report or disclose that information to Grant County so corrective measures can be instigated immediately for the County’s protection.

The report or disclosure should be made in writing and submitted in confidence directly to the Grant County Human Resources Manager. A copy of the original document is to be retained by the reporter.

**NOTE:** If the Grant County Human Resources Manager is the source of the alleged unlawful activity, then a written disclosure should be made directly to the County Administrator. The

County Administrator shall forward the employee's report to the appropriate County agents for confidential review and investigation.

The report may be submitted anonymously if the person so desires. However, an investigation into unspecified wrongdoing or broad allegations will not be undertaken without verifiable evidence. Because investigators are unable to interview anonymous reports, it may be more difficult to evaluate the credibility of the allegations and, therefore, less likely to initiate an investigation.

Employee reports or disclosures made in good faith by any Grant County employee under this policy will be protected from any adverse employment action that could be associated with the disclosure. Malicious allegations may result in disciplinary action.

This policy shall not be construed or implemented in any manner that would impermissibly restrict any public employee's protected constitutional right to speak freely as a private citizen on his or her own time about matters of public concern. Grant County reserves all rights inherent in its authority to apply this policy as it deems necessary to efficiently and effectively conduct this lawful business of County government.

## **F. Complaint Resolution**

Employees are encouraged to discuss matters with their supervisor if they have questions about the County's actions or if they do not agree with a supervisor's action.

## Performance Reviews

### Purpose

The overall purpose of performance reviews is to provide employees feedback on their performance, acknowledge employee achievements, address areas that need to be strengthened, and periodically record essential information about an employee's work performance and conduct. Performance reviews summarize past performance and plan for future performance.

Performance reviews shall be considered in decisions affecting placement, employment, promotions, transfers, corrective action or discipline, reemployment, and training.

### Policy

Performance reviews should be ongoing throughout the year, and any issues should be addressed immediately. The annual performance review shall be completed by the employee's direct supervisor or designee no later than March 1 each year for the previous calendar year and discussed with the employee face-to-face.

Privacy of performance discussions: Supervisors shall discuss performance concerns, coaching, corrective feedback, and performance review results with the employee in a private setting whenever practicable. Supervisors shall limit discussion of employee performance to those with a legitimate need to know.

Exception: When immediate operational needs, employee/public safety, or other exigent circumstances make a private setting impracticable, supervisors shall limit any discussion to the minimum necessary to address the immediate situation and shall follow up with the employee in private as soon as practicable.

The employee's job description shall be reviewed during the annual meeting and, if necessary, updated as part of the performance review process by submitting recommendations to the Human Resources Manager or designee for approval.

Performance reviews shall be conducted annually for all full-time, part-time, and annual limited-term (LTE) employees. Performance reviews are optional for seasonal limited-term (LTE) employees and shall be determined by the Department Head. A review is not required if an employee starts on November 1 of the review year or later.

A less-than-satisfactory performance review may lead to implementing a performance improvement plan (PIP); however, a PIP could be implemented at any time due to a lack of satisfactory performance. The department head shall approve the direct supervisor's performance review comments. The Human Resources Manager or designee shall monitor the review to ensure its completion and may provide feedback on the review comments if necessary.

The performance review form and process to be used for the annual performance review shall be determined by the County Administrator and administered by the Human Resources Department.

Highlighted area is the addition to the policy

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** County Surveyor

**DEPARTMENT/AGENCY:**

**IMMEDIATE SUPERVISOR:**

**PAY GRADE:** K

**FLSA:** Exempt

### NATURE OF WORK

Under limited supervision, this position fulfills the statutory duties of the County Surveyor as defined in Wisconsin Statutes §§59.45 and 59.74(2) and Wisconsin Administrative Code Chapter A-E 7. The County Surveyor develops, maintains, and perpetuates Public Land Survey System (PLSS) corners, reviews certified survey maps and plats for statutory compliance, and provides surveying services to County departments. This position serves as Grant County's technical authority on land surveying, legal descriptions, and geodetic control, ensuring compliance with State and County requirements.

### MINIMUM QUALIFICATIONS

#### Education:

- Bachelor's degree in Surveying, Geomatics, Civil Engineering, or related field preferred

#### Licenses/Certifications:

- Wisconsin Licensed Professional Land Surveyor (required)
- Valid Wisconsin driver's license and access to an insured vehicle for work travel

#### Experience:

- Minimum two (2) years of professional surveying experience preferred
- Experience with Geographic Information Systems (GIS), Global Positioning Systems (GPS), AutoCAD, and surveying software is desirable

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of PLSS remonumentation, monument preservation, and geodetic control
- Knowledge of Wisconsin Statutes, Administrative Codes, and County ordinances governing land surveying

- Proficiency in survey map review, subdivision plat review, and parcel mapping
- Familiarity with GIS development, coordinate systems, and survey data management
- Ability to prepare and interpret legal descriptions, survey documents, and real estate records
- Strong analytical, research, and problem-solving skills
- Ability to manage multiple projects independently and meet deadlines
- Effective oral and written communication skills for interacting with public, professionals, and elected officials
- Ability to maintain accurate records, organize survey data, and use digital mapping tools
- Competence in Microsoft Office, county GIS platforms, and survey equipment

## **ESSENTIAL FUNCTIONS**

Under general direction:

- Establish, perpetuate, and maintain PLSS corners in compliance with State Statutes and County ordinances
- Develop and maintain a monument maintenance program and coordinate PLSS tie sheet documentation
- Review Certified Survey Maps, plats, and related documents for statutory and ordinance compliance; issue recommendations to appropriate County offices
- Perform field investigations and record research to verify monuments and resolve conflicting survey data
- Provide surveying services and real estate document preparation for County departments, including Planning & Zoning, Highway, and Parks
- Maintain and update digital survey records, GIS layers, and PLSS data in the County's mapping system
- Serve as the County's technical resource on land boundary, legal description, and mapping matters; advise the public, surveyors, and real estate professionals as needed
- Coordinate with State and Federal agencies (e.g., WisDOT, National Geodetic Survey) for maintenance of GPS control monuments
- Train County staff in GPS and survey data collection procedures
- Prepare reports, maintain accurate files, and participate in the Land Information Council as needed
- Attend professional meetings and maintain knowledge of geoid models and coordinate system updates

## **SUPERVISION RECEIVED**

Reports directly to the \_\_\_\_\_. Work is performed with a high degree of autonomy; objectives and project priorities are established by the \_\_\_\_\_

## **SUPERVISION EXERCISED**

No direct supervisory responsibilities. Provides technical guidance to staff as needed.

**ENVIRONMENTAL FACTORS**

Work is performed in both office and field settings. Fieldwork may require exposure to varied weather conditions, rough terrain, and occasional lifting of 40+ pounds. Position requires frequent driving within Grant County and occasional attendance at trainings or conferences.

**CLOSING STATEMENT**

This description is intended to summarize the major responsibilities and requirements of the position. It does not constitute an employment agreement and may be modified by the County as needs change.

I have read and understand this job description and agree to perform the duties as assigned.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

COTTINGHAM & BUTLER

# Total Rewards Consulting

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September 23, 2025

## MEMORANDUM

**TO:** Angie Gerndt, Human Resource Manager

**FR:** Alyssa Woltring, Compensation Analyst

**RE:** Classification Review: County Surveyor and Tourism & Marketing Coordinator

The County has submitted job documentation for two newly created positions within the County. Our point factor job evaluation process, which considers factors such as Thinking Challenges, Decision-Making, Interactions and Communications, Work Environment, and Education and Experience, was applied. Based on these evaluations, our recommendations are as follows:

**County Surveyor:** The County Surveyor serves as Grant County's technical expert in land surveying, fulfilling statutory duties under Wisconsin law. This role involves maintaining Public Land Survey System (PLSS) corners, reviewing survey maps and plats for compliance, and providing surveying services to County departments. The position requires a bachelor's degree and Wisconsin Professional Land Surveyor license, along with two years of experience. The review has been completed, and it is recommended that the County Surveyor be placed in **Grade K** of the County's salary plan.

**Tourism & Marketing Coordinator:** This position is responsible for leading tourism initiatives in Grant County by coordinating events, programs, and marketing strategies aimed at attracting visitors and supporting local economic development. Key duties include managing tourism projects, overseeing events, administering grants, and enhancing the county's digital and social media presence. The role requires an associate's degree and 3–5 years of relevant experience. Following the classification review, it is recommended that the Tourism & Marketing Coordinator position be placed in **Grade H** of the County's salary plan.

Please feel free to contact me with questions on this review.

JOB TITLE	HRS	PAY RANGE	STEP	WAGE
County Surveyor	80	K	3	\$ 35.22
NEW POSITIOIN REQUEST for 1/1/27				Total Hours 2,080.00
				Total Salary \$ 73,257.60
FICA				7.65% \$ 5,604.21
SUTA				0.15% \$ 109.89
FUTA				0.05% \$ 36.63
WPS				6.95% \$ 5,091.40
LTD				0.26% \$ 190.47
Life & AD&D Insurance				\$ 23.00
Health Insurance (Family-Highest Plan)				\$ 23,298.84
<i>POS Plan ER Portion * 12 months</i>				
<b>Total New Hire Cost</b>				<b>\$ 107,612.03</b>

# 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.

<b>SECTION 3</b>	<b>COUNTY BOARD OFFICERS</b>
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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.

<b>SECTION 4</b>	<b>RULES OF PROCEDURE</b>
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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.