

*County of Buffalo*  
Alma, Wisconsin  
**Notice of Public Meeting**

**Committee:** Buffalo County Board of Supervisors  
**Date:** Tuesday, April 20, 2021  
**Time:** 9:00 a.m.  
**Location:** 3rd Floor County Board Room

[Click here to join the meeting](#)

**COUNTY BOARD AGENDA**

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

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Public Comment Regarding Posted Agenda Items
5. Review/Discussion/Action ~ Approval of Previous Meeting Minutes
6. Review/Discussion ~ ATV/UTV Project Update
7. Review/Discussion/Action ~ Parliamentary Procedure Training
8. Review/Discussion/Action ~ Appointment of Ms. Josie Knauber – Public Health Supervisor/Health Officer
9. Review/Discussion/Action ~ Resolution #21-04-01 A Resolution to Create and Fill a Parts/Safety & Training Coordinator Position – Highway Department
10. Review/Discussion/Action ~ Resolution #21-04-02 A Resolution to Modify Wage Scales to Include County Patrol Superintendent, Parts/Safety & Training Coordinator, and Change Materials Recovery Facility Supervisor/Truck Driver Scales
11. Review/Discussion/Action ~ Resolution #21-04-03 A Resolution for County Aid for Towns Bridges and Culverts – Section 82.08 of the Statutes – Town of Canton Owen Valley Road
12. Review/Discussion/Action ~ Employee Return to Workplace Guidelines – Modification to Air Travel Based on CDC Guidance & Wellness Workout Center
13. Committee Chair Reports
14. Administrative Coordinator Report
15. County Board Chair Report
16. Adjournment

Date: April 14, 2021

Dennis Bork, County Board Chair

*Roxann Halverson*

By: Roxann M. Halverson, County Clerk

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

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

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

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

**MARCH ATV/UTV ORDINANCE PUBLIC HEARING  
MONDAY, MARCH 22, 2021 AT 6:30 P.M.**

Chair Bork called the Public Hearing to order at 6:30 p.m.

The Notice of the Public Hearing was read.

ATV/UTV Ordinance was discussed and public testimony was heard. Correspondence that was received by March 18<sup>th</sup> was reviewed. Safety concerns and municipality input were discussed.

Ms. McMillan Urell made a motion to adjourn the public hearing, seconded by Mr. Ruff. Carried.

**MARCH COUNTY BOARD SESSION  
Monday, March 22, 2021 at 7:00 p.m.**

The Board met. Mr. Dennis Bork in the Chair.

The Pledge of Allegiance was said.

The roll was called, and all members were present, except Mr. David Danzinger (who attended via TEAMS). Others in attendance for all or portions of the meeting were Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Lee Engfer, Sheriff Mike Schmidtknecht, Mr. Dale Klopp, Mr. Steve Schiffl, Ms. Polly Glentz, Mr. Rick Diermeier, Ms. Nettie Rosenow, and other citizens.

**Public Comments:** Mr. Diermeier spoke regarding the Flyway Trail. He read a letter from Ms. Jean Galasinski who is in support of completing the next phase of the bike trail. Mr. Diermeier also pledged matching funds to begin the engineering study for the next phase.

Ms. Rosenow spoke regarding the trail and the work and fundraising that has been completed. She would like to see the project move forward.

**Review/Discussion/Action regarding Previous Meeting Minutes:** Mr. Schmidtknecht made a motion to approve the minutes by roll call vote, seconded by Mr. Taylor. All in favor. Carried.

**Review/Discussion/Action regarding Ordinance #21-03-01 An Ordinance Designating All-Terrain Vehicle Routes and Regulating the Operation of All-Terrain Vehicles:** A discussion was held regarding use of ATV's and UTV's on roadways. The Buffalo County Trail Riders will be paying for the signs and installation and the routes will not open until all signs are installed. Ms. McMillan Urell made a motion to amend the ordinance to change the end time of operation to one hour after sunset, seconded by Mr. Bruegger. All in favor. Carried. Ms. McMillan Urell made a motion to amend the ordinance to add in language to follow state statutes as may be amended, seconded by Mr. Weiss. All in favor. Carried. Mr. Hillert made a motion to approve the amended ordinance,

seconded by Mr. Taylor. A roll call vote was taken. Mr. Sendelbach, Mr. Bruegger, and Mr. Bork voting no. Ordinance enacted.

**Review/Discussion/Action regarding Resolution #21-03-01 A Resolution**

**Recognizing and Honoring the Retirement of Pauline Glentz:** Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Grisen. Carried. Sheriff Schmidtknecht presented Ms. Glentz with a certificate in honor of her retirement.

**Review/Discussion/Action regarding Resolution #21-03-02 A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees to Add Economic Development Coordinator/Grant Writer:**

Ms. Hansen explained the Economic Development Coordinator was previously a contracted position and was not part of the scales. With the combining of the two positions, it is necessary to add it to the wage scales. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding Resolution #21-03-03 A Resolution to Add Addendum to Policy No. 206 of the Buffalo County Employee Handbook – Leaves: Family, Medical, Military and Emergency Health Leave – Coronavirus Response Policy:**

The federal government program for leave has expired and this is a way to cover employees that may be affected. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding Resolution #21-03-04 A Resolution to Amend Buffalo County Budget to Include Expenditures for Economic Development Coordinator/Grant Writer Department:**

An amendment to the budget is needed as this position is no longer contracted. Mr. Hillert made a motion to approve the resolution by roll call vote, seconded by Mr. Schmidtknecht. All in favor. Carried.

**Review/Discussion/Action regarding Resolution #21-03-05 A Resolution in Support of Increased Adult Protective Services:**

Mr. Rynders explained this resolution is to urge the state to increase the funding for adult protective services. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Ruff. Carried.

**Review/Discussion/Action regarding Resolution #21-03-06 A Resolution to Designate Funding for Unbudgeted Intercom System:**

The intercom system in the Sheriff's Department entrance has broken and no parts are available due to the age of the system. Mr. Hillert made a motion to approve the resolution by roll call vote, seconded by Ms. McDonough. All voted in favor. Carried.

**Review/Discussion/Action regarding Resolution #21-03-07 A Resolution to Approve Limited Term Public Health Care Worker Position to Support COVID-19 Response:**

Mr. Rynders explained this resolution will allow a limited term part-time position to be added to the department to assist with vaccination clinics. The position would be 600 hours and only through December 31, 2021. The position would be funded by federal and state COVID funds. Ms. McMillan Urell made a motion to approve, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding Resolution #21-03-08 A Resolution to Merge Buffalo County WIC Program with the Trempealeau County WIC Program:** Mr. Rynders explained this resolution will allow Buffalo and Trempealeau to combine the WIC programs and save money. The state has approved and is encouraging mergers like this. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding Resolution #21-03-09 A Resolution to Approve 2021 Wage Increase for Administrative Coordinator:** Chair Bork indicated this resolution would approve a 3% wage increase for the Administrative Coordinator. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

**Review/Discussion/Action regarding Resolution #21-03-10 A Resolution to Support the Great River State Trail – Winona Connector Phase II:** Mr. Schiffli explained this resolution would allow the engineering study to be performed on the next phase of the project. There have been pledges of matching funds and fundraisers held for completing the project. Grants will be applied for. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Steve Nelson. All in favor. Carried.

**Review/Discussion/Action regarding Rule 24 of the Rules of Government to County Board Attendance:** Chair Bork discussed attendance and issues members have been having with the tablets. Ms. Halverson advised everyone to go to our website and sign up for alerts when agendas are posted to ensure they are notified of upcoming meetings. Ms. Hansen will look into further training on the tablets to be held before the April meeting.

**Review/Discussion/Action regarding Modification to Buffalo County Employee Return to Workplace Guidelines:** The changes were reviewed. The state is still recommending masks being worn. The state mask mandate is set to expire April 5<sup>th</sup>. Mr. Ruff made a motion to approve the guidelines, seconded by Ms. McMillan Urell. Carried.

**Review/Discussion/Action regarding Appointment of Kimberly A. Beseler to Department of Health & Human Services and Veterans Services Committee:** Ms. Beseler would replace a citizen appointment on the DHHS Committee. Ms. McMillan Urell made a motion to approve the appointment, seconded by Mr. Schmidtknecht. Carried.

**Committee Chair Reports:** Law Enforcement is looking for a Communications/Corrections Officer and a Deputy. DHHS has approval for a current employee to be hired as the Public Health Officer. Land Conservation is working with some ongoing issues regarding Buffalo White Sands. The bond company allowed Buffalo White Sands to drop the bond without any reclamation being done and did not inform the county. This may very well end up in court. There are 42 acres that need to be reclaimed. Land Use has sent the ordinance amendments to the towns. Economic Development has been working on broadband. Highway had a recent accident with an employee that passed away.

**Administrative Coordinator Report:** Ms. Hansen gave her report.

- The GIS Technician position has been posted. Mr. Ebert and Ms. Poser have been coming in to assist with some projects.

- A Community Health Study has been completed by UW Extension on the effects COVID has had in the community.
- Buffalo County will be receiving some American Rescue Act funds. The first half will come within 60 days of the passage of the bill and the rest at a later date. WCA is working on things the money can be used for.
- Public Health is working on large gathering guidelines.
- There are some issues with the brick wall in front of the courthouse. There will be someone coming to look at how it can be repaired.
- Redistricting is being held off due to a delay in census numbers.
- The annual WCA conference in September will be held. Watch for info to come out on that soon.

**County Board Chair Report:** Chair Bork reported on the CVTC meeting he attended.

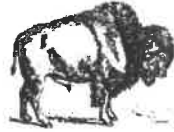
**Public Comments:** None.

**Adjournment:** Ms. McDonough made a motion to adjourn at 8:50 p.m., seconded by Mr. Bruegger. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk

# Buffalo County Resolution



**Drafted By:**

Sonya J. Hansen

**Presented Month/Year:**

March 2021

**Involved Committees:**

Highway Committee

Human Resources Committee

Finance Committee

**County Department:**

Highway

**Fiscal Impact:** YES / NO

**AC Approved:** YES / NO

**RESOLUTION # \_\_\_\_\_**

**A RESOLUTION TO CREATE AND FILL A PARTS / SAFETY & TRAINING COORDINATOR POSITION**

WHEREAS, the Buffalo County Highway Department has significantly reduced the department's staff by consolidation of positions and snow plowing sections over the years; and,

WHEREAS, the Buffalo County Highway Department has contracted services to continue the core level of service expected by the public, and;

WHEREAS, the Buffalo County Highway Committee evaluates each vacated position to ensure consolidation strategies are thoroughly reviewed for effectiveness; and,

WHEREAS, a Parts position was consolidated with the Shop Foreman position in 2010 and the duties and responsibilities of the Shop Foreman have expanded over the past years; and,

WHEREAS, the Highway Committee realizes that a Parts position is vitally needed at this time to ensure that core shop services and repairs will continue in a timely manner, and even more important, to manage parts and materials inventories in a more economical and cost effective manner; and,

WHEREAS, the Buffalo County Highway Committee recognizes the need to increase attention to safety training and programs. The Highway Department fulfills its annual Mining, Safety and Health Administration (MSHA) training requirements and recognizes the need for additional safety trainings in specialized tasks and equipment operation to reduce risk exposure.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby grants authorization to the Highway Department to create and fill a Parts/Safety & Training Coordinator position; and,

BE IT FURTHER RESOLVED that should a current Highway employee be hired into the Parts/ Safety Training Coordinator position; the Highway Department will be authorized to fill the position being vacated as a result.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
County Clerk

ATTEST:

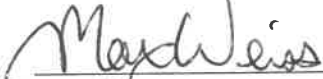
\_\_\_\_\_  
County Board Chairperson

Respectfully Submitted:

Highway Committee



Donald A. Hillert, Chair

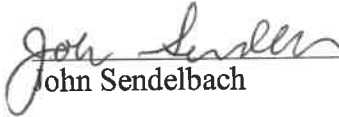


Max Weiss

David Danzinger



Dwight Ruff



John Sendelbach

Human Resources Committee

Larry Grisen, Chair

Michael Taylor

Mary Anne McMillan Urell

Nathan Nelson

Donald A. Hillert

Finance Committee

Dennis Bork, Chair

Max Weiss

Brad Schmidtkecht

David Danzinger

Donald A. Hillert

**ANTICIPATED FINANCIAL IMPACT STATEMENT**

YEAR 1 (8 months)

2021 Wages	\$28,482.13
2021 Benefits	\$16,741.80
Other Costs	\$ 2,500.00

Total Estimated                      \$47,723.93

YEAR 2

2022 Wages	\$42,723.20
2022 Benefits	\$25,112.70
Other Costs	\$     0.00

Total Estimated                      \$67,835.90

# ***Buffalo County Resolution***



**Drafted By:**  
Sonya J. Hansen  
**Presented Month/Year:**  
April 2021  
**Involved Committees:**  
Human Resources  
Finance

**County Department:**  
Administration  
**Fiscal Impact:** YES / NO  
**AC Approved:** YES / NO

**RESOLUTION # \_\_\_\_\_**

## **A RESOLUTION TO AMEND SALARY CLASSIFICATION AND COMPENSATION SYSTEM FOR NON-REPRESENTED EMPLOYEES**

WHEREAS, the County Board of Supervisors adopted Resolution 21-03-02 to establish job categories and pay grades for non-represented employees for 2021; and,

WHEREAS, the Human Resources Committee completed a revision to the position description and the wage appeal for the reclassification of the position of Materials Recovery Facility Supervisor and Truck Driver in the Recycling Department and recommends reclassification in the wage scales for such position effective March 13, 2021; and,

WHEREAS, the Human Resources Committee completed review and approval of the position of County Patrol Superintendent, which requires the establishment of such position on the wage scales effective April 11, 2021; and,

WHEREAS, the Human Resources Committee completed review and approval of the new position of Parts/Safety Training Coordinator, which requires the establishment of such position on the wage scales effective upon filling the position; and,

WHEREAS, the Human Resources Committee makes the following recommended changes / additions to the 2021 Wage Scale for non-represented employees:

### **Skilled Craft Technicians –**

Reclassify Materials Recovery Facility Supervisor and Truck Driver to Class IV of the wage scale.

Add Parts/Safety Training Coordinator position to Class III of the wage scale.

### **Supervisor/Assistant Managers –**

Add County Patrol Superintendent to the wage scale, with the same wage step levels as Hwy Patrol Superintendent.

WHEREAS, the above positions will be filled, and the Human Resource Committee has reviewed the salary classification and compensation system and recommends modifying the salary classification and compensation pay grades implemented on January 1, 2021, to include the changes noted above, a copy of which is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby approves the amended Buffalo County Job Classification Pay Grade implemented on January 1, 2021 as identified in Exhibit A to include the reclassification of the Materials Recovery Facility Supervisor and Truck Driver effective March 13, 2021 and the addition of the County Patrol Superintendent effective April 11, 2021 and the Parts/Safety Training Coordinator position effective upon filling the position; and,



NOW, THEREFORE BE IT FURTHER RESOLVED, that the Buffalo County Board of Supervisors amend the budget to transfer funds from the General Fund to the Highway Fund for the County Patrol Superintendent and the Parts/Safety Training Coordinator and transfer funds from the Recycling Fund to the Recycling Department to cover the adjustment in the reclassification of the Materials Recovery Facility Supervisor and Truck Driver.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
County Clerk

ATTEST:

\_\_\_\_\_  
County Board Chairperson

Respectfully Submitted,

**Human Resource Committee**

\_\_\_\_\_  
Larry Grisen

\_\_\_\_\_  
Donald A. Hillert

\_\_\_\_\_  
Mary Anne McMillan Urell

\_\_\_\_\_  
Nathan Nelson

\_\_\_\_\_  
Michael Taylor

**Finance Committee**

\_\_\_\_\_  
Dennis Bork

\_\_\_\_\_  
Donald A. Hillert

\_\_\_\_\_  
David Danzinger

\_\_\_\_\_  
Brad Schmidtknecht

\_\_\_\_\_  
Max Weiss

**ANTICIPATED FINANCIAL IMPACT STATEMENT:**

Recycling - 2021 Budget Salary & Benefits \$ 1,393.60  
Highway Department – 2021 Budget Salary & Benefits  
County Patrol Superintendent \$ 16,118.11  
Parts/Safety Training Coordinator \$ 45,723.93

**2021 WAGE SCALES - EXHIBIT A**  
**VERSION: 3/23/2021, effective 3/23/2021**

DRAFT. For HR Committee 4/2021

**OFFICIALS & ADMINISTRATORS**

<b>DIRECTORS/MANAGERS</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSD DIRECTOR	37.14	37.98	38.82	39.66	40.50	41.34	42.18	43.02
HIGHWAY COMMISSIONER I (Less than 4 year degree)	33.25	34.00	34.75	35.50	36.25	37.00	37.75	38.50
HIGHWAY COMMISSIONER II (4 year degree +)	37.14	37.89	38.64	39.39	40.14	40.89	41.64	42.39
ZONING ADMINISTRATOR	26.22	26.80	27.38	27.96	28.54	29.12	29.70	30.28
LAND CONSERVATIONIST	25.09	25.70	26.31	26.92	27.53	28.14	28.75	29.36
ECONOMIC DEVELOPMENT COORDINATOR / GRANT WRITER	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
EMERGENCY MANAGEMENT/RECYCLING DIRECTOR	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
COMMUNITY JUSTICE SERVICES COORDINATOR	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
GIS LAND RECORDS COORD. LAND INFO OFFICER	24.33	24.87	25.41	25.95	26.49	27.03	27.57	28.11
VETERANS SERVICE OFFICER	22.34	22.84	23.34	23.84	24.34	24.84	25.34	25.84

<b>SUPERVISORS/ASSISTANT MANAGERS</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
HHSD SOCIAL SERVICES MANAGER	29.92	30.58	31.24	31.90	32.56	33.22	33.88	34.54
PUBLIC HEALTH SUPERVISOR/HEALTH OFFICER	31.23	31.92	32.61	33.30	33.99	34.68	35.37	36.06
HWY PATROL SUPERINTENDANT	26.42	27.01	27.60	28.19	28.78	29.37	29.96	30.55
<b>COUNTY PATROL SUPERINTENDANT</b>	<b>26.42</b>	<b>27.01</b>	<b>27.60</b>	<b>28.19</b>	<b>28.78</b>	<b>29.37</b>	<b>29.96</b>	<b>30.55</b>
TRANSPORTATION & ADULT PROTECTION MANAGER	25.75	26.33	26.91	27.49	28.07	28.65	29.23	29.81
PUBLIC HEALTH DIETICIAN/WIC DIRECTOR	24.32	24.86	25.40	25.94	26.48	27.02	27.56	28.10
REGISTER IN PROBATE	20.52	21.02	21.52	22.02	22.52	23.02	23.52	24.02
BUILDING & GROUNDS MANAGER	17.22	17.72	18.22	18.72	19.22	19.72	20.22	20.72

**PROFESSIONALS**

<b>PROFESSIONALS</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
SOCIAL WORKER I; PUBLIC HEALTH NURSE I	21.78	22.26	22.74	23.22	23.70	24.18	24.66	25.14
SOCIAL WORKER II; PUBLIC HEALTH NURSE II; HEALTH EDUCATOR I	23.34	23.86	24.38	24.90	25.42	25.94	26.46	26.98
SOCIAL WORKER III; PUBLIC HEALTH NURSE III; ENVIRONMENTAL HEALTH SPECIALIST; HEALTH EDUCATOR II	25.06	25.62	26.18	26.74	27.30	27.86	28.42	28.98

**TECHNICIANS**

<b>TECHNICIANS</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ZONING TECHNICIAN; CONSERVATION TECHNICIAN/PLANNER; GIS/LAND INFORMATION TECHNICIAN	21.24	21.71	22.18	22.65	23.12	23.59	24.06	24.53

**PROTECTIVE SERVICE WORKERS**

<b>LAW ENFORCEMENT</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CHIEF DEPUTY SHERIFF	29.79	30.45	31.11	31.77	32.43	33.09	33.75	34.41
JAIL ADMINISTRATOR	25.15	25.71	26.27	26.83	27.39	27.95	28.51	29.07
JAIL SERGEANT	23.33	23.85	24.37	24.89	25.41	25.93	26.45	26.97
PART TIME DEPUTIES	See part time scale below							
<b>LAW ENFORCEMENT SUPPORT -</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
COMMUNICATION/CORRECTION OFFICERS	21.34	21.81	22.28	22.75	23.22	23.69	24.16	24.63

BAILIFF	See part time scale below							
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**PARAPROFESSIONALS**

<b>CLERICAL SUPPORT</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
PART TIME CLERICAL	See part time scale below							
PUBLIC HEALTH/SOCIAL SERVICES SUPPORT STAFF SPECIALIST; ADMINISTRATIVE CONFIDENTIAL	15.41	15.75	16.09	16.43	16.77	17.11	17.45	17.79
<b>ADVANCED CLERICAL SUPPORT</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CHIEF DEPUTY CLERK OF COURT II; CHIEF DEPUTY COUNTY CLERK I; CHIEF DEPUTY REGISTER OF DEEDS; DEPUTY REGISTER IN PROBATE; LEGAL ASST (DA); SUPPORT STAFF SPECIALIST-CHILD SUPPORT	16.90	17.27	17.64	18.01	18.38	18.75	19.12	19.49
<b>ADVANCED TECHNICAL SUPPORT</b>	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
REAL PROPERTY LISTER / CHIEF DEPUTY COUNTY TREASURER (less than Associates Degree)	18.65	19.04	19.43	19.82	20.21	20.60	20.99	21.38
REAL PROPERTY LISTER / CHIEF DEPUTY COUNTY TREASURER (Associates degree or higher)	19.58	19.97	20.36	20.75	21.14	21.53	21.92	22.31
DEPUTY COUNTY TREASURER / MAPPING COORDINATOR	17.45	17.84	18.23	18.62	19.01	19.40	19.79	20.18

**2021 WAGE SCALES - EXHIBIT A**  
**VERSION: 3/23/2021, effective 3/23/2021**

DRAFT. For HR Committee 4/2021

CASE MANAGEMENT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
CASE WORKER - HHSD BENEFIT SPECIALIST	17.70	18.09	18.48	18.87	19.26	19.65	20.04	20.43
CASE MANAGER I (less than Associates degree); CJS Case Manager I; FAMILY & COMMUNITY SPECIALIST	18.63	19.04	19.45	19.86	20.27	20.68	21.09	21.50
CASE MANAGER II (Associates degree or higher); CJS Case Manager II; Victim Witness Coordinator	19.57	20.00	20.43	20.86	21.29	21.72	22.15	22.58

**ADMINISTRATIVE SUPPORT**

ACCOUNTING SUPPORT	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
VETERANS SERVICE BENEFIT SPECIALIST; HHSD CHILD SUPPORT FINANCIAL SPECIALIST; HHSD ECONOMIC SUPPORT SPECIALIST; HHSD ACCOUNT CLERK/ECONOMIC SUPPORT SPECIALIST; HHSD ECONOMIC SUPPORT SPECIALIST LEAD; HHSD ACCOUNT CLERK; HWY OFFICE ASSISTANT;	17.36	17.75	18.14	18.53	18.92	19.31	19.70	20.09
ADMINISTRATION - FINANCIAL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ADMINISTRATION ADMINISTRATIVE ASSISTANT; LAW ENFORCEMENT ADMINISTRATIVE ASSISTANT; ZONING ADMINISTRATIVE ASSISTANT; UW ADMIN ASST (RECLASSIFIED)	17.70	18.09	18.48	18.87	19.26	19.65	20.04	20.43
ADMINISTRATION PERSONNEL ADVISOR; HHSD ACCOUNT CLERK SUPERVISOR; HWY OFFICE MANAGER; ADMINISTRATION FINANCIAL ADVISOR	22.09	22.51	22.93	23.35	23.77	24.19	24.61	25.03

**SKILLED CRAFT TECHNICIANS**

* Temporary Highway Team Leader receives .50/hour increase	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Class V - General Foreman - shop, construction, general	22.19	22.61	23.03	23.45	23.87	24.29	24.71	25.13
Class IV - Signman; Experienced Mechanic; <b>Materials Recovery Facility Supervisor / Truck Driver</b>	21.68	22.10	22.52	22.94	23.36	23.78	24.20	24.62
Class III - State Patrolman, Operator of high level equipment (ie: paver, grader, dozer, excavator, steel roller, etc.) Entry Level Mechanic, <b>Parts/Safety Training Coordinator</b>	21.06	21.48	21.90	22.32	22.74	23.16	23.58	24.00
Class II - Patrolman w/5 years experience, and low level equipment operation experience (ie: loader, skid steer, broom, rubber tired roller, etc.)	20.54	20.96	21.38	21.80	22.22	22.64	23.06	23.48
Class I - Entry level Patrolman	20.02	20.44	20.86	21.28	21.70	22.12	22.54	22.96
E-911 Coordinator (Part Time)	20.38	20.83	21.28	21.73	22.18	22.63	23.08	23.53

**SERVICE - MAINTENANCE**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
BUILDING & GROUNDS JANITOR	15.07	15.40	15.73	16.06	16.39	16.72	17.05	17.38
SENIOR DINING CENTER MANAGER	10.60	10.83	11.06	11.29	11.52	11.75	11.98	12.21
HHSD VAN DRIVER	10.93	11.17	11.41	11.65	11.89	12.13	12.37	12.61
HWY-SEASONAL - WITHOUT CDL	See part time scale below							
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL	See part time scale below							
PART TIME SERVICE / MAINTENANCE	See part time scale below							

**PART TIME (non-benefits eligible / seasonal)**  
**The ONE RATE, part time positions, aligned with other non-represented staff**

PART TIME DEPUTIES - Certified	22.30
PART TIME DEPUTIES - Non Certified, includes Transport	20.30
PART TIME COMMUNICATION/CORRECTION OFFICER - Certified	21.34
PART TIME CLERICAL - Confidential, includes <b>Bailiff</b>	15.41
PART TIME CLERICAL	14.41
HWY-SEASONAL/PART TIME RECYCLING TRUCK DRIVER - WITH CDL	20.25
HWY-SEASONAL - WITHOUT CDL	18.25
PART TIME SERVICE / MAINTENANCE - INCLUDING SEASONAL / INTERNSHIPS (Unless grant funded)	11.25

**OTHER ADDITIONAL COMPENSATION**  
**(Policy guidelines provide further direction on eligibility)**

Corrections / Communication Officers (Law Enforcement) - Shift Differential	0.50	per hour
Social Services / Crisis Response On Call	2.50	per hour
Public Health (COVID) On Call	1.75	per hour
Mileage Reimbursement (Business Travel - Please check with Administration for Buffalo County Fleet)	0.53	per mile with current personal insurance on file
Mileage Reimbursement	0.26	per mile with expired personal insurance on file

# Buffalo County Resolution

**Drafted By:** Bob Platteter, Commissioner  
**Presented:** April 2021  
**Involved Committees:** Highway



**County Department:** Highway  
**Fiscal Impact:** YES  
**CA Approved:** YES

## RESOLUTION # 21- -

### COUNTY AID FOR TOWN BRIDGES AND CULVERTS – SECTION 82.08 OF THE STATUTES

WHEREAS, under section 82.08 (4) of the Statutes, the Towns hereinafter named, have filed the following Emergency petition with the Buffalo County Highway Commissioner pursuant to this Statute, and

TOWNSHIP	PROJECT	TOWN SHARE	COUNTY SHARE	TOTAL COST
CANTON	OWEN VALLEY ROAD	9,500.00	9,500.00	19,000.00
<b>TOTALS</b>		<b>9,500.00</b>	<b>9,500.00</b>	<b>19,000.00</b>

WHEREAS, under section 82.08 (2), the Buffalo County Board shall levy a tax for the County’s share of this appropriation, and

WHEREAS, under 82.08 (7), these petitions shall not authorize the levy of a tax upon the property in any city or village required to maintain its own bridges,

NOW, THEREFORE, BE IT RESOLVED, that the Buffalo County Board of Supervisors does hereby levy this special tax to meet said appropriations.

Respectfully Submitted,  
Buffalo County Highway Committee

\_\_\_\_\_  
Donald Hillert, Chairman

\_\_\_\_\_  
Max Weiss, Vice Chair

\_\_\_\_\_  
David Danzinger

\_\_\_\_\_  
John Sendelbach

\_\_\_\_\_  
Dwight Ruff

Adopted at a duly called and noticed meeting of the Buffalo County Highway Committee this 13th day of April 2021.

Respectfully Submitted,  
Buffalo County Finance Committee

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Dennis Bork, Chairman

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Max Weiss, Vice Chair

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David Danzinger

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Donald Hillert

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Brad Schmidtkecht

Adopted at a duly called and noticed meeting of the Buffalo County Finance Committee this 15th day of April 2021.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors this 26th day of April 2021.

ATTEST:

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Dennis Bork, County Board Chair

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Roxann Halverson, County Clerk

**BUFFALO COUNTY EMPLOYEES RETURN TO WORK PLACE / GUIDELINES**  
Version I: May 18, 2020 Updated: July 13, 2020 (HR Committee)  
Updated: July 31, 2020 (Governor Emergency Order #1)  
Updated: March 8, 2020 (HR Committee) March 22, 2021 (County Board)  
Updated: April 12, 2021 (HR Committee)

**The health and safety of our citizens and employees remains our top priority. Buffalo County continues to receive guidance from other governmental agencies and public health authorities to ensure that the most up-to-date information and protocols are in place.**

**Basic Facts About Coronavirus:**

COVID-19 is a respiratory illness caused by a virus. Symptoms often include a cough or shortness of breath and may also include fever, chills, muscle pain, headache, sore throat, diarrhea, vomiting, fatigue and a new loss of taste or smell or as additional symptoms are identified and updated from the CDC. The virus is spread mainly from person-to-person:

Between people who are in close contact with one another (within about six feet)

Through droplets produced when an infected person coughs, sneezes, or talks

The virus may be spread by people who are not showing symptoms. It may be possible for a person to get COVID-19 by touching a surface or object that has the virus on it and then touching their face. Older adults and those with serious underlying medical conditions may be at higher risk for more serious complications.

No later than June 1, 2021, employees are to return to work at the courthouse unless they have received prior approval from the Department Manager/Elected Official and the Administrative Coordinator for alternative work arrangements. If formal telecommuting is being requested, Home Committee approval is also required.

**Basic Facts About Face coverings:**

Face coverings are a critical step to help prevent people from getting and spreading COVID-19. A cloth face covering offers some protection to you as well as protecting those around you. CDC recommends that people wear face coverings in public settings, at events and gatherings, and anywhere you will be around other people.

Effective, April 21, 2021 at 12:01 a.m. or by a subsequent superseding emergency order or other state legislative action, all Buffalo County employees, and visitors age 2 and older are strongly encouraged to wear a mask or cloth face-covering that covers his or her mouth and nose when inside a Buffalo County building. In accordance with CDC guidance, the following individuals are exempt from this face covering requirement:

- Individuals who have trouble breathing.
- Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.

- When Federal or state law or regulations prohibit wearing a face covering.

Additional guidance for employees is listed below. Employees and visitors are also reminded to maintain a six-foot physical distance from other people whenever possible, even when wearing a face covering. Visitors and employees may remove their face coverings when necessary to confirm the individual's identity.

**Employee Health and Hygiene:**

- Face Coverings:
  - Employees working in the field will always be required to wear face coverings as communicated by their Department Manager/Elected Official. If the face covering causes some other unforeseen safety hazard, these issues should be brought to the attention of their supervisor and addressed through work accommodation or physical adjustments to the worksite.
  - Employees scheduling appointments should inform visitors that face coverings are **strongly encouraged**.
  - Employees are **strongly encouraged** to wear a face covering when entering or leaving their office (i.e., in hallways, lobby areas and stairwells, going to the restroom or break room, etc.) as timing your move through these spaces to avoid others is not feasible or practical.
  - Employees riding in Buffalo County vehicles with multiple persons on board are required to wear a face covering **unless all individuals are fully vaccinated**. Vehicles should be cleaned regularly and after use, like workstations.
  - Employees should always keep face coverings with them and to notify their supervisor if they need any additional face coverings, or if you need training on the use of face coverings.
  - Employees should remove their face coverings when communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
  - Employees working in the Buffalo County Jail shall follow department protocol to ensure the health and safety of its staff and individuals in its care.
  - Additional information regarding face coverings can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> .
- Employees are encouraged to self-monitor daily for signs and symptoms of COVID-19 prior to reporting to work using the tool provided to them by their direct supervisor.
  - Self and monitoring tool: <https://www.dhs.wisconsin.gov/publications/p02598a.pdf>
  - Temperature Kiosk devices are available. Employees are encouraged to use them. If an employee experiences an abnormal temperature reading after two attempts, they should immediately contact their direct supervisor or designee to determine what steps should be taken prior to entering their department.
- Employees shall talk with their supervisors if they have any concerns about this return to workplace guidelines.

- Employees must report contact with any person who tests positive or who have symptoms for COVID-19 to their supervisor and their local health officer.
- Employees shall wash their hands frequently and effectively (at least 20 seconds) with soap and water throughout the day. Some workstations may have hand-sanitizer dispensers that can be used for hand hygiene in place of soap and water, if hands are not visibly soiled.
- Employees shall cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Employees should avoid touching others including handshakes, hugs or other close contact.
- Department Managers/Elected Officials shall post signage to promote worker hygiene. Signage may be found in the P Drive/Department Manager/COVID-19/Signs.
- Employees are discouraged from using other workers' phones, desks, offices or other work tools and equipment, when possible. Department Managers/Elected Officials are responsible to make sure that shared workspaces allow for social distancing (6 feet) between employees.
- Employees working from shared phones, desks, offices and other work tools and equipment shall sanitize shared workplace items before and after each use.
- Employees accepting cash and papers should avoid touching their face afterwards. Any cash exchanged should be placed on the counter (not in hand), including when providing change back to visitor. Clean the counter after each visitor.

Buffalo County will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, Department Managers/Elected Officials may send employees home who report to work that display symptoms to prevent the spread of COVID-19 to others. Department Managers/Elected Officials shall consult with Buffalo County Administration before sending an employee home. Employees who are experiencing COVID-19 symptoms are highly recommended to stay home.

**Basic Facts About Vaccines:**

COVID-19 vaccines are effective at protecting you from getting sick. People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you do not meet these requirements, you are not fully vaccinated. Keep taking all precautions until you are fully vaccinated.

**EMPLOYEES WHO HAVE BEEN TESTED, DIAGNOSED, OR CAME INTO CONTACT WITH SOMEONE WITH COVID-19 AND NOT FULLY VACCINATED:**

Employees who have been tested, diagnosed, or come into contact with someone with COVID-19 should report the situation to their supervisor or their department manager immediately. Supervisors/department managers should then consult with Public Health, who will collaborate with Buffalo County Administration, in determining the work status for the employee.



**A. Employees with COVID-19 symptoms:**

- a. Employee should stay home, call their supervisor, and call their primary health care provider.
  - i. Mayo Clinic
    - 1. Eau Claire: 715-838-5222
    - 2. La Crosse: 608-785-0940
    - 3. Mondovi: 715-926-4858
  - ii. Winona Health
    - 1. General line: 507-454-3650
    - 2. COVID-19 Nurse Line: 507-457-7619
  - iii. Gundersen
    - 1. General line: 608-782-7300
    - 2. After hours: 608-775-4454 or 800-858-1050
- b. Employees who are tested:
  - i. Employee will need to stay home and self-quarantine until they receive the results of their tests.
  - ii. If test is negative, employee may return to work once symptoms have resolved for 24 hours and continue to self-monitor for symptoms.
  - iii. If test is positive, the employee's local health department will work with them to determine when they may resume working. Employee should report test results to their supervisor and discuss guidance provided by the local health department. Department Manager/Elected Official shall notify the Administration Office as soon as possible.
  - iv. Antibody tests do not rule out illness. Consult with public health if questions or concerns arise.
- c. If employee chooses not to get tested, there is no way to know if their symptoms are because of COVID-19 or something else. Therefore, public health will work with them to determine if we suspect them to have COVID-19. Generally, we will recommend:
  - i. Self-isolating at their home until symptoms have resolved for 72 hours and 10 days after symptom onset (whichever is later).
  - ii. Working from home if they can.

**B. Directions for employees with symptoms that aren't typical for COVID-19:**

- a. Employee should not come to work, call their supervisor, and call their primary health care provider if needed. Consult with public health if there are questions or concerns about whether symptoms could be related to COVID-19.
- b. Employee may resume working once their symptoms have resolved for 24 hours.

- i. This is a general practice that all employees should practice, and it is not specific to COVID-19.

**C. Directions for employees with a contact exposure:**

You are a “close contact” if any of the following situations happened while you spent time with the person with COVID-19, even if they didn’t have symptoms:

- Had direct physical contact with the person (for example, a hug or handshake).
  - Were within 6 feet of the person for more than 15 minutes.
  - Had contact with the person’s respiratory secretions (for example, cough or sneezed on; contact with a dirty tissue; sharing a drinking glass, food, towel, or other personal items).
  - Stayed overnight for at least one night in a household with the person.
- a. Employees should report their exposure to their supervisor and local health department.
  - b. The local health department for the employee will work with them to determine when they may resume working.
    - i. Generally, recommendations include:
      - 1. Self-quarantine for 14 days following exposure.
      - 2. In some circumstances, employees may work if they remain asymptomatic and have the ability to wear a face covering at all times or able to telecommute.
      - 3. If an employee develops symptoms during this time and they resolve before their quarantine period is over, they still need to self-quarantine for the full 14 days since their exposure.
  - c. The Department Manager/Elected Official shall notify Buffalo County Administration to report incident.
  - d. Administration will discuss with Department Manager / Elected Official (and the applicable employee) in collaboration with the Public Health Department:
    - 1) The appropriate form(s) to complete, and
    - 2) The expectations for returning to work, which follows the State of WI Dept. of Health Services (DHS) isolation timeframe – regardless if they have been tested for COVID-19. Isolation Release: <https://www.dhs.wisconsin.gov/publications/p02632.pdf>

If you had contact with someone who was diagnosed, but it was not close contact, you may be able to work and should self-monitor for 14 days from the date of contact. If you develop any symptoms you should stay home from work. The local health department will contact you if you were considered to have ‘close contact’ with someone who was diagnosed with COVID-19. For more information go to <http://www.dhs.wisconsin.gov/covid-19/diagnosed.htm> .

**EMPLOYEES WHO COME INTO CONTACT WITH SOMEONE WITH COVID-19 AND WHO HAVE BEEN FULLY VACCINATED:**

The CDC has issued modified public health recommendations for people who have been fully vaccinated for COVID-19.

They are no longer required to quarantine following close contact with a person with COVID-19 and should monitor themselves for symptoms for 14 days after the last date of exposure. If you develop any symptoms of COVID-19, isolate from others, contact your health care provider, and notify your immediate supervisors, and get tested.

Because data about the duration of vaccine-induced protection are still accumulating, the duration of quarantine exemption for vaccinated persons is currently limited to the ninety (90) days after receiving the last dose in a vaccine series.

Employees still need to practice normal pandemic behavior to protect themselves and others.

This guidance may be subject to change in the future as more data is collected and will adjust and follow CDC recommendations.

**REFERENCES:**

- A. [COVID 19: Businesses, Employers, and Workers](#)
- B. [COVID-19 Health Alert #2](#)
- C. [FAQs for Law Enforcement Agencies and Personnel](#)
- D. [COVID-19: Symptoms of Illness](#)
- E. [What is the difference between isolation and quarantine?](#)
- F. [Isolation Guidance](#)

**Building Access and Safeguards:**

- Access to the courthouse will be limited to the Sheriff's Department entrance door. Exceptions will be approved on a case-by-case basis by the County Administrative Coordinator.
- Signage will be posted at the entrance to remind people experiencing COVID-19 symptoms should not enter the building and call for services. A list of contact numbers will be posted at the entrance.
- Appointments for services are encouraged. Services may be available to the public via other means than physically coming to the courthouse. The county website will encourage the public to call for services prior to arrival.
- Signage will instruct visitors to maintain social distancing for the duration of their visit.
- All office counter windows will have a physical barrier in place.
- Face coverings **are strongly encouraged** by visitors who meet with employees in their offices or workspace. Employees shall also wear face coverings when meeting with visitors. Face coverings will be available for sale at the County's cost to the public. Face covering will be provided for employees.
- Department Managers may develop their own face covering/face covering policy for employees to follow within their departments that may be more restrictive than this policy.
- Employees will immediately clean their workspace after the conclusion of the meeting. Supplies will be available in each department.
- Employees are encouraged to utilize curbside services as much as possible. Employees shall wear a face covering when delivering services in this manner and shall sanitize any shared resources and wash their hands after delivery of services.

- Employees are encouraged to direct visitors to use the drop box in the Sheriff's Department entrance whenever possible.
- Employees will be trained in using cleaners and disinfectants by Buildings and Grounds Manager or Janitor.
- Visitors will be advised to use the hand sanitizer before and after any meetings. Signs will be displayed to inform the public of this safe practice. Employees should either wash their hands or use hand sanitizer before and after any meetings.
- Elevator shall be limited to two (2) persons unless parties are from the same household. Signage will be posted outside the elevator to encourage compliance.
- No loitering signs will be placed throughout the courthouse.
- Department Managers/Elected Officials shall remove items from visitor contact that cannot be sanitized.
- Department Managers/Elected Officials shall sanitize pens between usages or develop a method to sanitize pens at the end of each workday.
- The Second-Floor restroom will be designated as the Public Restroom and will be cleaned and sanitized under a schedule by the Buildings and Grounds Manager. Signage will be posted in the building and on the restroom, doors informing the public of access.
- The First, Third and Fourth Floor restrooms will be designated for employee use only and will be cleaned and sanitized under a schedule by the Buildings and Grounds Manager. Signs will be displayed on the restroom doors.
- Department Managers/Elected Officials will encourage staggered breaks and lunch schedules to minimize occupancy; or limit and monitor occupancy based on the size and layout of the room in order to maintain appropriate social distancing measures.
- Employees are encouraged to prop open doors to reduce touching of handles whenever possible.

**Building Cleaning:**

- Each Department shall develop protocol for cleaning, sanitizing and wiping down high-touch surfaces between visitors and department employees.
- Employees are responsible for cleaning their own tablets, touchscreens and keyboard or other high touch surfaces in their workspace.
- Employees will be provided with disinfectant wipes, cleaner, or sprays that are effective against the virus and will receive training from the Buildings and Grounds department.
- If an employee was present at the job site during their infectious period (within 48 hours) of suspected or confirmed to have COVID-19 infection, the Buildings and Grounds staff will follow the CDC's cleaning and disinfecting guidelines.
- Buildings and Grounds will clean high-touch surfaces in public areas of the courthouse at a minimum of two (2) times per day.
- Buildings and Grounds will work closely with Department Managers/Elected Officials to provide additional cleaning measures on a case-by-case basis.

## **TRAVEL RESTRICTIONS**

This information in this section is subject to change at any time given the fluid nature of the COVID-19 situation. The most current guidance from the CDC, Wisconsin DHS, and/or the Buffalo County Department of Public Health supersedes all other guidance/language in this section.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County recommends stay home as much as possible, especially if the trip is non-essential, and practice social distancing especially if you are at higher risk of severe illness. Don't travel if you are sick or travel with someone who is sick.

### **Business Travel:**

- Business travel will be considered on a case-by-case basis and must be approved by the Department Manager/Elected Official. Travel outside the State of Wisconsin for business shall be highly discouraged and must be approved by Home Committee. Business travel for client services required for program compliance are exempt from requiring Home Committee approval.
- Employees are to self-monitor for symptoms of COVID-19 before travel and cancel if they become sick. Employees shall refer to protocol on pages 2-3.

### **Personal Travel in the United States:**

COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases chances of getting infected and spreading of COVID-19, staying home is the best way to protect yourself and others from getting sick.

At this time, based on the recommendations of federal and state public health authorities, Buffalo County is asking all employees to cooperate in reporting non-essential travel plans outside or beyond their normal routine or attendance or participation in mass gatherings (50 or more people) to their direct supervisor at least two weeks prior to travel or attendance. For purpose of defining normal routine use your recent last month of travel. Air travel is highly discouraged and more than likely will require self-isolation if you are not fully vaccinated. Employees who are fully vaccinated with an FDA-authorized vaccine or have recovered from COVID-19 in the past three months will not need to get tested or self-quarantine after domestic travel. Employees should follow all other travel recommendations from the CDC. Employees should watch for symptoms for 14 days after travel, immediately isolate yourself if you develop symptoms. If you test positive, immediately isolate yourself and follow public health recommendations. Do not travel until it is safe for you to be around others; this includes your return trip home. The Department Manager/Elected Official in consultation with the Administration Office and Public Health will assess and develop a return to work plan based on the risk that may include self-isolation and/or telecommute options. CDC information and data, along with any other relevant information available, will be used as references in developing plans. Notification timelines may be modified on a case-by-case basis.

If an employee voluntarily travels and is subject to a Federal, State or local quarantine or isolation order due to the COVID-19 virus, they may not be eligible for Emergency Paid Sick Leave under the Emergency Family Medical Leave Expansion Act. Employees shall use Personal Time Off (PTO)/Vacation, Sick Leave or Holiday Pay prior to using any unpaid leave.

If you travel protect yourself and others during your trip:

- Clean your hands often.
- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing, and before touching your face or eating.
- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- Avoid touching your eyes, nose, or mouth.
- Avoid close contact with others. Keep 6 feet of physical distance from others.
- Wear a cloth face covering in public.
- Cover coughs and sneezes.
- Pick up food at drive-throughs, curbside restaurant service, or store.

For more information on travel, please go to the CDC website and review the following information <https://www.cdc.gov/coronavirus/2019-ncov/travels/travel-in-the-us.html#travel-restrictions> .

**Personal International Travel:**

The CDC recommends that travelers avoid all nonessential travel to all global destinations. Employees who plan to travel internationally must inform their supervisor/department manager, who will contact the Administration Office, prior to the departure. For more information see <https://www.cdc.gov/coronavirus/2019-non/travelers/map-and-travel-notice.html> .

**Return to Work after Travel:**

If an employee develops symptoms after travel, they should report those symptoms and the situation to their supervisor or department manager immediately. Supervisor/department managers should then consult with the Administration Office, in determining the work status for the employee. The Administration Office will work with the Buffalo County Public Health Department.

**Social Distancing:**

- All departments are encouraged to develop and implement policies to maintain social distancing to reduce the risk of infection. Physical space should always be increased between employees and visitors to maintain at least a six-foot distance.
- Employees are encouraged to use e-mail, text, call or use virtual methods to communicate with co-workers rather than meeting with them in person.
- Markings will be placed throughout the courthouse to identify areas for social distancing.
- Marking will be placed throughout corridors with directional tape where appropriate to encourage one-way traffic flow and minimize interactions.
- Benches located within the courthouse will be moved to improve social distancing practices.
- Breakrooms should limit occupancy to maintain social distancing.
- Signage will be placed throughout the courthouse building to encourage compliance with social distancing.

**Wellness Workout Facility:**

Access will be limited to two (2) employees at a time. A schedule will be posted in the outlook calendar for employees to sign up to use the facility on a first come, first served basis. A sign will be placed on the door indicating when the facility is in use. No guests will be allowed until further notice. Face coverings will be required.

Employees must sign in and sign out to assist if contact tracing becomes necessary.

Employees will wipe down all equipment they use after each use, dispose of the wipes appropriately and will place the placard on the equipment with their initials and date that the equipment was cleaned.

Employees should wash their hands before and after leaving the facility.

Signage will be displayed to remind employees of safe practices, such as hand hygiene and cough/sneeze etiquette.

**County Vehicles:**

- Employees shall wipe down keys, steering wheel, doorknobs, shifting lever and other high touch areas after use and complete placard card showing date and initial that vehicle has been cleaned. Sanitary wipes will be placed in county-owned vehicles.
- Occupancy is limited to two (2) people per vehicle and both individuals are required to wear face coverings unless exemptions apply, **or all individuals are fully vaccinated.**

**Committee and Board Meetings and Conference Rooms:**

- Conference rooms will not be available for public meetings until further direction from the Executive Committee or County Administrative Coordinator.
- Conference rooms will be limited to occupancy and set up for social distancing of six (6) feet between attendees.
- Meetings will be held in person only when social distancing practices can be implemented. Meetings may be held virtually if public participation is made available thru virtual means and prior approval is granted by the County Board Chair. Meeting rooms will be set up to accommodate social distancing or an alternative meeting place in an open, well ventilated space will be secured. Face coverings will **be strongly encouraged.**
- Buildings and Grounds staff will clean meeting and conference rooms that are not located in any departments. Department Managers/Elected Officials shall assist with cleaning meeting and conference rooms after use and complete the Verification of Cleaning form.
- Department Managers will coordinate with Buildings and Ground staff to develop any department conference rooms cleaning schedules.

**Vendor Deliveries:**

- Vendors will be **strongly encouraged** to wear face coverings.

**Enforcement:**

Any violation of this policy may be subject to disciplinary action up to and including termination.

**Adoption and Modifications:**

This guideline shall become effective August 1, 2020 at 12:01 a.m. and may be modified or terminated as recommended by the Human Resource Committee and approved by the County Board of Supervisors as of April 20, 2021.



*April 2021 Financial Report*  
*Tina Anibas, Buffalo County Treasurer*

Investment Notes	
3/22/2021	Received Lottery Credit Settlement from State \$748,611.73
3/23/2021	From General to WISC PMA \$1,000,000.00

General Investments Available Cash			
Local Government Investment Pool	0.060%		\$24,066.49
Trust Point Bonds / Money Market	2.210%		\$984,367.76
Alliance Bank Money Market Acct	0.310%		\$641,263.43
Waumandee State Bank Money Market	0.850%		\$617,302.23
PMA WISC Account	0.040%		\$4,089,208.99
Bank of Alma	0.050%		\$640,125.50
			<b>\$6,996,334.40</b>

Long Term Investments				
Effective		Maturity		
5/14/2020	Waumandee State Bank CDARS Acct	5/13/2021	1.250%	\$250,000.00
5/14/2020	Waumandee State Bank CDARS Acct	5/13/2021	1.250%	\$250,000.00
7/5/2019	Waumandee State Bank CDARS Acct	7/1/2021	2.326%	\$250,000.00
8/27/2020	Waumandee State Bank CDARS Acct	8/26/2021	0.950%	\$250,000.00
9/23/2019	Waumandee State Bank CDARS Acct	9/23/2021	1.950%	\$250,000.00
9/24/2020	Waumandee State Bank CDARS Acct	9/23/2021	0.850%	\$250,000.00
2/11/2021	Waumandee State Bank CDARS Acct	2/10/2022	0.500%	\$250,000.00
8/15/2019	Waumandee State Bank CDARS Acct	8/11/2022	2.250%	\$500,000.00
	<b>TOTAL CDARS ACCT</b>			<b>\$2,250,000.00</b>

<b>Total Investments</b>	<b>\$9,246,334.40</b>
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LAND RECORDS			0.060%	
	Local Government Investment Pool			\$101,920.36
VEHICLE REPLACEMENT			0.060%	
	Local Government Investment Pool			\$48,837.98
HEALTH INSURANCE				
	Bank of Alma		0.050%	\$11,909.42
	Local Government Investment Pool		0.060%	\$77,388.99
	TOTAL HEALTH INSURANCE			\$89,298.41
DEBT SERVICE				
	Local Government Investment Pool		0.060%	\$21,825.59
	Citizens Community Federal Money Market		0.080%	\$158,396.92
	TOTAL DEBT SERVICE			\$180,222.51
RECYCLING				
	Local Government Investment Pool		0.060%	\$92,210.42
	1/28/2021 Waumandee State Bank CDARS (6 month)	7/29/2021	0.450%	\$75,568.31
	TOTAL RECYCLING			\$167,778.73
LAND INFORMATION LIDAR			0.060%	
	Local Government Investment Pool			\$27,838.34
CAPX 2020				
	7/2/2020 Waumandee State Bank CDARS Acct	7/1/2021	1.110%	\$425,000.00
	12/31/2020 Waumandee State Bank CDARS Acct	12/30/2021	0.600%	\$250,000.00
	TOTAL CAPX2020 INVESTMENTS			\$675,000.00
<b>2019 Highway Bond Remaining Funds</b>				
	Balance			\$2,902,585.38
	3/31/2021	0.03%		\$74.10
			<b>Balance</b>	<b>\$2,902,659.48</b>

**Monthly Interest Received**

Bank of Alma	\$48.44
Alliance Bank	\$1.56
Alliance Bank Money Market	\$168.79
PMA, WISC and CD's	\$29.00
LGIP	\$1.15
Trustpoint Inc.	\$1,103.93
Waumandee State Bank Money Ma	\$474.03
Waumandee State Bank CDARS	\$0.00
<b>TOTAL</b>	<b>\$1,826.90</b>

<b>Cash Interest Received</b>	<b>2020</b>		<b>2021</b>	
January	\$6,001.68		\$715.53	
February	\$6,219.22	\$12,220.90	\$1,755.15	\$2,470.68
March	\$6,524.54	\$18,745.44	\$1,826.90	\$4,297.58
April	\$4,706.17	\$23,451.61		\$4,297.58
May	\$13,023.71	\$36,475.32		\$4,297.58
June	\$2,719.39	\$39,194.71		\$4,297.58
July	\$7,785.56	\$46,980.27		\$4,297.58
August	\$6,866.90	\$53,847.17		\$4,297.58
September	\$14,444.02	\$68,291.19		\$4,297.58
October	\$1,632.81	\$69,924.00		\$4,297.58
November	\$1,754.03	\$71,678.03		\$4,297.58
December	\$37,454.21	\$109,132.24		\$4,297.58
<b>TOTAL</b>		<b>\$109,132.24</b>		<b>\$4,297.58</b>
<b>March Total Receipts</b>	<b>\$2,659,437.31</b>			
<b>March Total Distributed</b>	<b>\$2,380,291.61</b>			

**UNPAID TAX REPORT PAYABLE**

2017-2019 Delinquent	\$319,335.44
2020 Delinquent	\$340,885.63
2020 Postponed	\$5,430,699.14
<b>Total Taxes</b>	<b>\$6,090,920.21</b>

**April 7, 2021**