

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Buffalo County Board of Supervisors
Date: Tuesday, November 10, 2020
Time: 7:00 p.m.
Location: 3rd Floor County Board Room [Join Microsoft Teams Meeting](#)

2021 FINANCIAL BUDGET HEARING AND COUNTY BOARD AGENDA ~ AMENDED

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. Public comment regarding the 2021 Buffalo County Financial Budget and Property Tax Levy Proposal
4. Adjournment

Buffalo County Board 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/Action ~ 2021 Budget Presentation
7. Review/Discussion/Action ~ Appointment of Ms. Kristin Foehringer-County Land Conservationist
8. Review/Discussion/Action ~ Suspend Rules of Government to Allow Members to Vote Remotely at County Board thru December 31, 2020
9. Review/Discussion/Action ~ Public Access to Courthouse During COVID-19 Pandemic
10. Review/Discussion/Action ~ Ordinance #20-11-01 An Ordinance to Update Truancy Dispositions
11. Review/Discussion/Action ~ Resolution #20-11-01 A Resolution to Approve 2021 Tax Levy and Budget
12. Review/Discussion/Action ~ Resolution #20-11-02 A Resolution to Approve County Aid for Town Bridges and Culverts – Section 82.08 of the Statutes
13. Review/Discussion/Action ~ Resolution #20-11-03 A Resolution to Amend Policy 103 to Include Shift Differential Pay for Corrections/Communications in Overtime and Compensation Section of Employee Handbook
14. Review/Discussion/Action ~ Resolution #20-11-04 A Resolution to Amend Policy 508 of the Employee Handbook – Performance Reviews
15. Review/Discussion ~ Status of ATV/UTV Advisory Referendum
16. Committee Chair Reports
17. Administrative Coordinator Report
18. County Board Chair Report
19. Adjournment

Date: November 9, 2020

Dennis Bork, County Board Chair



By: Roxann M. Halverson, County Clerk

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 608-685-6209 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Any committee member that is unable to attend must call the County Clerk's Office at 608-685-6209 to report their absences.

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.

County of Buffalo
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Buffalo County Board Meeting

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8. Review/Discussion/Action ~ Ordinance #20-11-01 An Ordinance to Update Truancy Dispositions
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12. Review/Discussion/Action ~ Resolution #20-11-04 A Resolution to Amend Policy 508 of the Employee Handbook – Performance Reviews
13. Review/Discussion/Action ~ Resolution #20-11-05 A Resolution to Extend Three Limited Term 2020 Health Positions through December 2021
14. Review/Discussion ~ Status of ATV/UTV Advisory Referendum
15. Committee Chair Reports
16. Administrative Coordinator Report
17. County Board Chair Report
18. Adjournment

Date: November 7, 2020

Dennis Bork, County Board Chair

By: Roxann M. Halverson, County Clerk

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OCTOBER SESSION
MONDAY, OCTOBER 26, 2020 AT 7:00 P.M.

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

The roll was called, and all members were present, except Mr. Max Weiss, Mr. Michael Taylor, and Mr. Dwight Ruff, whom all were excused. Others in attendance for all or portions of the meeting were Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Dave Rynders, Ms. April Loeffler, Mr. David Brommerich (via TEAMS), Ms. Patricia Malone (via TEAMS) and Ms. Carol Burmeister (via TEAMS).

The Pledge of Allegiance was said.

Public Comment Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Previous Meeting Minutes: Mr. Bruegger made a motion to approve the minutes, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Safe Business Practices to Help Prevent the Spread of COVID-19: Mr. Rynders explained the Safe Business Practices program is a voluntary program that businesses can join to let citizens know they are practicing safe measures to prevent the spread of COVID-19. The names of these businesses will be displayed on the county website and the business will get a poster to display at their business. There was concern over listing the businesses online and how this would look for businesses that do have safe practices but choose not to be a part of the program. Mr. Rynders indicated that there could be some wording drawn up to let citizens know this is a voluntary program and that if a business is not on this list it does not mean they are not following safe practices. Mr. Grisen made a motion to support this program, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Resolution #20-10-03 “A Resolution to Add Communicable Disease Program Duties to One Limited Term 2020 Health Position”: Mr. Rynders explained this resolution would allow flexibility in the position to allow the individual to work on other communicable disease programs in addition to COVID duties. This change does not affect the levy request. Mr. Nathan Nelson made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding 2021 UW Extension Budget -136 Contract: Ms. Pat Malone joined the meeting via TEAMS. She explained this is a yearly contract entered into between UW Extension and Buffalo County to offer services in the courthouse. The cost of the 2021 contract is down slightly compared to 2020, but we will not be losing any services or staff. Ms. McMillan Urell made a motion to approve the contract, seconded by Mr. Bruegger. Carried.

Review/Discussion/Action regarding Preliminary 2021 Buffalo County Budget Review: Ms. Hansen reviewed the preliminary budget. The ADRC budget was added back in as Pepin County was unable to take over the fiscal duties for 2021. This however does not have any impact on the levy. Departments worked hard to keep expenses down and find revenue sources. COVID-19 has had an impact on revenue streams. Bond funds were used to balance the Highway budget as road maintenance and construction is the only things bond funds can be used for. There were unused

funds from last year that if not used in 2021 will have to be given back. Some work may need to be contracted out. The November meeting is when the levy and the budget will be approved. Ms. McMillan Urell made a motion to approve the preliminary budget, seconded by Mr. Schmidtknecht. Carried.

Review/Discussion/Action regarding Ordinance #20-10-01 An Ordinance to Amend the Official “Buffalo County Zoning District Map”, Town of Glencoe: This rezone is for a property that the owner would like to construct storage sheds. This would require the property to be rezoned from ag to commercial. The municipality had no concerns of the change. Ms. McMillan Urell made a motion to approve the ordinance, seconded by Ms. McDonough. Carried.

Review/Discussion/Action regarding Resolution #20-10-01 “A Resolution to Approve County Aid for Town Bridges and Culverts – Section 82.08 of the Statues”: This resolution was approved by the Finance Committee but needs a final approval by the Highway Committee. Mr. Bruegger made a motion to table the resolution to November, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Resolution #20-10-02 “A Resolution to Approve Health Insurance Benefit Plan for 2021”: Mr. Grisen explained this resolution will approve the health insurance plan with an increase of 1.5%. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Hillert. Carried.

Committee Chair Reports: The HR Committee will be working on Department Manager evaluation forms. The Highway Committee will be holding a round of interviews prior to its meeting on November 10th. The County Road E project will be worked on this week to remove the wall and grade the hillside for better visibility. The DHHS Committee met with Pepin County and will continue to meet with them yearly. Ms. Hager withdrew her request for additional staff for her office due to budget constraints. The Land Conservation Committee hired Ms. Kristin Foehringer as the new Land Conservationist. This will leave her Technician position vacant and needs to be filled. Mississippi River Regional Planning Commission will be assisting Buffalo County with the Recreation Plan. The Finance Committee has been focused on the budget. The Broadband Committee was notified that the Town of Cross received a grant for a pilot program. There were only 6 grants awarded in the state.

Administrative Coordinator Report: Ms. Hansen report there will be a Department Manager meeting tomorrow to review the evaluation process.

County Board Chair Report: None.

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

Respectfully Submitted:

Roxann Halverson
Buffalo County Clerk

Buffalo County Ordinance



Drafted By:

County Department:

Presented Month/Year:

Fiscal Impact: YES / NO

Involved Committees:

AC Approved: YES / NO

ORDINANCE # _____

A ORDINANCE TO UPDATE TRUANCY DISPOSITIONS

WHEREAS, Buffalo County Ordinance No. 95-08-01 (99-02-01) prohibited a person being from habitually truant; and,

WHEREAS, 1997 Wisconsin Act 239 amended the State Statutes covering county ordinances on this subject.

NOW, THEREFORE BE IT RESOLVED that the Buffalo County Board of Supervisors amends Ordinance No. 98-08-01 to read as follows:

Section 1: Prohibition of Truancy

- (a) A person who is seventeen (17) years of age is prohibited from being a truant.
- (b) "Truant" means a pupil who is absent from school without an acceptable excuse under §§ 118.15 and 118.16 (4), Wis. Stats., for part or all of any day on which school is held during a school semester.
- (c) Upon finding that a person is a truant, the Court shall enter an order making one or more of the following dispositions:
 - (1) An order for the person to attend school
 - (2) A forfeiture of not more than \$50 plus costs for a first violation, or a forfeiture of not more than \$100 plus costs for any 2nd or subsequent violation committed within 12 months of a previous violation, subject to § 938.37 and subject to a maximum cumulative forfeiture amount of not more than \$500 for all violations committed during a school semester. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.

Section 2: Prohibition of Habitual Truancy

- (a) A person who is seventeen (17) years of age is prohibited from being a habitual truant.
- (b) "Habitual truant" means a pupil who is absent from school without an acceptable excuse under §§ 118.163 (4) and 118.15 for part of all of 5 or more days on which school is held during a school semester.
- (c) Upon finding that a person is a habitual truant, the Court shall enter an order making one or more of the following dispositions:
 - (1) Suspension of the person's operating privilege for not less than 30 days nor more than one year. The court may take possession of any suspended license. If the court takes possession of a license, it shall destroy the license. The court shall forward to the department of transportation a notice stating the reason for and the duration of the suspension.

- (2) An order for the person to participate in counseling or a supervised work program or other community service work as described in § 938.34 (5g). The costs of any such counseling, supervised work program or other community service work may be assessed against the person, the parents or guardian of the person, or both. Pursuant to § 118.163, Wis. Stats., any county department of human services or social services, community agency, public agency or nonprofit charitable organization administering a supervised work program or other community service work to which a person is assigned pursuant to an order under this paragraph acting in good faith has immunity from any civil liability in excess of \$25,000 for any act or omission by or impacting on that person.
- (3) An order for the person to remain at home except during hours in which the person is attending religious worship or a school program, including travel time required to get to and from the school program or place of worship. The order may permit a person to leave his or her home if the person is accompanied by a parent or guardian.
- (4) An order for the person to attend an educational program as described in § 938.34 (7d).
- (5) An order for the department of workforce development to revoke, under § 103.72, a permit under § 103.70 authorizing the employment of a person.
- (6) An order for the person to be placed in a teen court program as described in § 938.342 (1g) (f).
- (7) An order for the person to attend school.
- (8) A forfeiture of not more than \$500 plus costs, subject to § 938.37. All or part of the forfeiture plus costs may be assessed against the person, the parents or guardian of the person, or both.
- (9) Any other reasonable conditions consistent with this subsection, including a curfew, restrictions as to going to or remaining on specified premises and restrictions on associating with other children or adults.
- (10) An order placing the person under formal or informal supervision, as described in § 938.34 (2), for up to one year.
- (11) An order for the person's parent, guardian, or legal custodian to participate in counseling at the parent's, guardian's or legal custodian's own expense or to attend school with the person, or both.
- (12) An order for the person to report to a youth report center after school, in the evening, on weekends, on other nonschool days, or at any other time that the person is not under immediate adult supervision, for participation in the social, behavioral, academic, community service, and other programming of the center as described in § 938.342 (1g) (k).

Section 3: A person under the age of seventeen (17) years on the date of disposition is subject to § 938.342, Wis. Stats.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2020.

County Clerk

ATTEST:

County Board Chairperson

DHHS Committee

Marguerite M. Miller

Paul W. Donofrio

Steve Nelson

Larry Green

Patricia Hill

Richard Mueller

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
November 2020
Involved Committees:

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

RESOLUTION # _____

A RESOLUTION TO APPROVE 2021 TAX LEVY AND BUDGET

WHEREAS, it is the responsibility of the Buffalo County Board of Supervisors to adopt a budget for the operations and fiscal management of the County for the year beginning January 1, 2021; and,

WHEREAS, the Finance Committee did offer a budget for review by the County Board at its meeting of September 21, 2020 and October 26, 2020 meetings; and,

WHEREAS, that budget was published for public review and a public hearing has been conducted as required by the laws of the State of Wisconsin.

NOW, THEREFORE, BE IT RESOLVED, that there be a tax levied upon all taxable property in Buffalo County for operation and maintenance for the 2021 budget in the amount of: County Operating Levy \$6,158,754.00.00, Debt Service \$654,784.00, County Library \$117,749.06, and County Aid Bridges \$187,245.56 for a total of \$7,118,532.62.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2020.

County Clerk

ATTEST:

County Board Chair

Anticipated Financial Impact:
2020 Tax Mill Rate \$5.714930 per \$1,000
2021 Tax Mill Rate \$5.713507 per \$1,000

Buffalo County Resolution

Drafted By: Janet LaDuke, Office Manager
Presented: October 2020
Involved Committees: Highway



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

RESOLUTION # 20- -

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

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

TOWNSHIP	PROJECT	TOWN SHARE	COUNTY SHARE	TOTAL COST
CROSS	BARTH ROAD (2020)	13,000.00	13,000.00	26,000.00
CROSS	RIVER ROAD	11,500.00	11,500.00	23,000.00
DOVER	RUD STEINKE	3,750.00	3,750.00	7,500.00
NAPLES	NICHOLAS ROAD	2,750.00	2,750.00	5,500.00
NAPLES	WULFF ROAD	3,500.00	3,500.00	7,000.00
NAPLES	COLE RD.	2,750.00	2,750.00	5,500.00
NAPLES	MUNSON ROAD	2,750.00	2,750.00	5,500.00
NAPLES	MUNSON ROAD #2	2,750.00	2,750.00	5,500.00
GLENCOE	PRONSCHINSKE BRIDGE 7230-00-70	33,420.44	33,420.44	66,840.88
MODENA	HANSON BLUFF BRIDGE 7234-00-70	29,138.13	29,138.12	58,276.25
NAPLES	ALLEMAN BRIDGE 7218-00-71	81,937.00	81,937.00	163,874.00
TOTALS		187,245.57	187,245.56	374,491.13

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 10th day of November 2020.

Respectfully Submitted,
Buffalo County Finance Committee

Dennis Bork, Chairman

Max Weiss, Vice Chair

David Danzinger

Donald Hillert

Brad Schmidtkecht

Adopted at a duly called and noticed meeting of the Buffalo County Finance Committee this 22nd day of October 2020.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors this 10th day of November 2020.

ATTEST:

Dennis Bork, County Board Chair

Roxann Halverson, County Clerk

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
November 2020
Involved Committees:
Human Resources

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

RESOLUTION # _____

A RESOLUTION TO AMEND POLICY NO. 103 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – OVERTIME AND COMPENSATORY TIME

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to include updating the name of the policy from OVERTIME AND COMPENSATORY TIME to OVERTIME, COMPENSATORY TIME, ON CALL AND SHIFT DIFFERENTIAL, which more accurately reflects the full content of the policy. Additional revision includes Shift Differential language for the Corrections and Communication Officer employees of the Buffalo County Employee Handbook. The draft language states Corrections and Communication non-exempt employees receive extra compensation for working during evening, or night shifts. The language includes approval by HR Committee, Finance Committee and Full County Board through the annual budget process. The shift differential will not apply towards any paid leave and only when employees work the entire shift.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends POLICY 103 **OVERTIME AND COMPENSATORY TIME** of the Buffalo County Handbook effective January 1, 2021. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2020.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2020 Budget	None
2021 Budget	\$7,750 included in proposed budget

EXHIBIT A

POLICY 103. OVERTIME, COMPENSATORY TIME, ON CALL AND SHIFT DIFFERENTIAL

1. **Purpose:** To provide a consistent system for distributing overtime and compensatory time in compliance with the overtime-pay provisions of the Federal Fair Labor Standards Act (FLSA).
2. **Definition:** Overtime is any time worked in excess of forty (40) hours within a weekly payroll period beginning on Sunday and ending on Saturday.
3. **Accrual:** Any paid benefit time (paid time off, extended leave bank, nonproductive holiday hours, etc.) shall not be counted as hours worked for overtime purposes.
 - 3.1 Compensatory time shall not accumulate beyond sixty (60) hours unless otherwise addressed in this policy. Exceptions may be approved on a case-by-case basis upon the recommendation of the Department Manager and approval by the County Administrative Coordinator. Any request from the Department Manager shall be in writing and include details supporting the request and a plan for reduction of hours.
 - 3.2 The Department Manager or their designee must develop plans to reduce accumulated compensatory time in excess of sixty (60) hours within three (3) months of the time being accumulated. Exceptions may be approved if written supporting documentation is provided by the Department Manager to the County Administrative Coordinator for up to an additional three (3) months.
4. **Approval:** The employee's Department Manager or their designee will have the right to approve or deny overtime and compensatory time requests. Except in emergencies, all overtime and compensatory time either earned or utilized must be approved in advance and documented on the employee's time sheet.
 - 4.1 An employee who works unauthorized overtime or compensatory time may be subject to employee disciplinary action.
5. **Exempt/Non-Exempt Employees:**
 - 5.1. Each position/employee is designated as either "Non-exempt" or "Exempt" from the federal Fair Labor Standards Act (FLSA) and state wage and hour laws. Appendix E

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Revised Date: January 1, 2021

Buffalo County

Employee Handbook

- 5.2 Employees classified as “non-exempt” are paid on an hourly basis and entitled to overtime pay for hours worked in excess of forty (40) hours per week.
- 5.3 Overtime for non-exempt employees shall be compensated by payment of one and one-half (1½) times the regular rate of pay, or as compensatory time off of one and one-half (1½).
- 5.4 Employees classified as “exempt” are paid on a salary basis and are excluded from specific provisions of federal and state wage and hour laws and are not eligible for overtime pay.
- 5.5 Department Managers and “exempt” supervisory employees are not eligible for compensatory time or overtime.
- 5.6 Exempt professional and administrative personnel as defined by FLSA, excluding Department Managers and exempt supervisory employees, working in excess of their respective hourly and weekly schedules earn compensatory time on the basis of one hour compensatory time for one hour worked as approved by the Department Manager.

6. Communication/Corrections Employees Overtime:

- 6.1 Overtime is any time worked in excess of forty (40) hours within a standard work week beginning on Sunday and ending on Saturday. Time worked includes travel to and from trainings held outside of the courthouse building.
 - 6.1.1 Schedules are subject to change due to meetings, staffing needs or training to minimize use of overtime hours.
 - 6.1.2 Overtime will be paid for anything outside the employee’s work schedule if the schedule change is made with less than twenty-four (24) hour notice.
- 6.2 Communications/Corrections cannot accumulate compensatory time. Overtime will be compensated by payment at one and one-half (1 ½) time the regular rate of pay.
- 6.3 If a communication/corrections employee is called in to work to outside of their normal work shift, the employee shall receive overtime pay at the rate of one and one-half (1 ½) his her/hourly wage. The employee’s time sheet shall identify this as “unscheduled”.

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Revised Date: January 1, 2021

Buffalo County

Employee Handbook

- 6.4 If a communications/corrections employee is scheduled for training or staff meeting prior to the start of a shift or immediately after a shift or on their scheduled day off, overtime is paid if the employee has excess of forty (40) hours of time worked within the standard work week.
- 6.5 If a communications/corrections employee is requested to remain at work beyond the normal completion of their scheduled work shift to complete assigned duties, time will be credited towards time worked and overtime will be paid if the employee has excess of forty (40) hour of time worked within the standard work week.

7. Highway Department Overtime:

- 7.1 Overtime shall be compensated by payment of one and one-half (1 ½) times the regular rate of pay.
- 7.2 Due to flexible daily work schedule, overtime shall be paid for any hours that exceeds ten (10) in a day or forty (40) in a standard work week beginning on Monday and ending on Friday.
- 7.3 A minimum of two (2) hours shall be paid to employees called into work for outside the standard work week.
- 7.4 All hours on Saturday, Sunday and holidays shall be compensated at one and one half (1 ½) times the regular rate of pay.

8. Highway Department Compensatory Time:

- 8.1 Upon approval of Highway Management, in lieu of overtime payout for any overtime accumulated, an employee may accumulate compensatory time at time and one-half (1½) for each hour worked.
- 8.2 Compensatory time may be accumulated up to a maximum of forty (40) hours; if compensatory time is not used, all hours accrued shall be paid out to zero on the payroll following June 30th and prior to December 31st.
- 8.3 Accumulated or earned compensatory time can only be used in at least one-half (1/2) hour increments. If an employee wishes to use accumulated compensatory time, the employee must do so by indicating on the daily time sheet for that day approved by Highway Management.

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Buffalo County

Revised Date: January 1, 2021

Employee Handbook

9. On Call Pay (Health and Human Services Employees):

- 9.1 Employees required to be on call shall be paid at the rate approved by the Buffalo County Human Resources Committee, Buffalo County Finance Committee and Buffalo County Board of Supervisors through the normal budget process.
- 9.2 Employees performing non-direct duties, i.e. phone contacts, time will be logged in ten (10) minute, non-overlapping increments for the purposes of compensation.
- 9.3 Direct contact situations will be actual time and shall be compensated at a minimum of one (1) hour.
- 9.4 Compensation will be in the form of compensatory time at the straight time rate for exempt professional employees.

10. Shift Differential (Communication/Corrections Employees):

- 10.1 Shift differential policy allows for extra compensation to nonexempt employees who are scheduled on a regular, rotating or sporadic basis to work during evening or night shifts.
- 10.2 Employees required to work shifts designated in 10.3 below shall be paid at the rate approved by the Buffalo County Human Resources Committee, Buffalo County Finance Committee and Buffalo County Board of Supervisors through the normal budget process.
- 10.3 The shift differential rate will be applied for those employees working the entire shift, when the shift starts at 5:00 p.m. or ends at 6:30 a.m.
- 10.4 Shift differential will not be added to any paid leave (PTO, Holiday, Emergency Leave, PSLB, etc.).

Policy 103. OVERTIME & COMPENSATORY TIME

Effective Date: January 1, 2021

Buffalo County

Revised Date: January 1, 2021

Employee Handbook

Buffalo County Resolution



Drafted By:
Sonya J. Hansen
Presented Month/Year:
November 2020
Involved Committees:
Human Resources

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

RESOLUTION # _____

A RESOLUTION TO AMEND POLICY NO. 508 OF THE BUFFALO COUNTY EMPLOYEE HANDBOOK – PERFORMANCE REVIEWS

WHEREAS, the current Buffalo County Handbook requires the Buffalo County Board of Supervisors to authorize by resolution any amendments to the Employee Handbook; and,

WHEREAS, the Human Resource Committee has recommended changes to the performance review section of the Buffalo County Employee Handbook that addresses the procedure for when reviews are due and also the process for Department Manager evaluations, 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 amends POLICY 508 PERFORMANCE REVIEWS of the Buffalo County Handbook effective January 1, 2021. A copy of the amended policy is attached as Exhibit A and to be incorporated herein and to become a part of this resolution.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2020.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted:

Human Resources Committee

Larry Grisen

Mary Anne McMillan Urell

Donald A. Hillert

Nathan Nelson

Michael L. Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

2020 Budget

None

EXHIBIT A

POLICY 508. PERFORMANCE REVIEWS

1. **Purpose:** To provide for periodic review of work performance.
 - 1.1 The purpose of the performance evaluation is to improve individual performance, strengthen supervisor-employee relationships and recognize employee accomplishments and good work.
 - 1.2 Performance evaluation reports may be considered in personnel decisions affecting promotion, demotion, removal, re-employment, and training for exempt and non-exempt personnel.

2. **Procedure:**
 - 2.1 Each new employee shall be evaluated at the end of the third month of employment and again on the six months of employment with a final evaluation approximately fifteen (15) days prior to the end of their introductory period by the Department Manager. The County may at its discretion, conduct additional performance evaluations if the employee believes that a performance review is needed.
 - 2.2 Department Managers or their designee shall evaluate all department employees annually on forms provided by the County Administration Office. Evaluations must be submitted to the County Administrative Coordinator by December 1st of each year. This date may be extended by the County Administrative Coordinator but may not be extended beyond December 31st of each year without the authorization of the Human Resources Committee.
 - 2.3 If an employee believes that a performance review is needed and/or is past due, the employee should discuss the matter with their immediate supervisor or Department Manager.
 - 2.4 The County Administration Office will supply the necessary forms and it will be the Department Manager or designee's responsibility to complete the evaluation form and submit the original to the County Administrative Coordinator to be retained in the employee's personnel file. No copy will be returned to the Department.
 - 2.5 The County Administrative Coordinator will review the evaluations and discuss any concerns with the Department Manager.

Policy 508. PERFORMANCE EVALUATION

Effective Date: May 31, 2015

Revised Date: 1/23/2017, 11/9/2020

**Buffalo County
Employee Handbook**

3. Department Manager Evaluations:

3.1 At least at one (1) meeting during the year but no later than March 31st of each year, the Home Committee shall review goals and objectives of the department and discuss expectations with the Department Manager.

3.2 The County Administrative Coordinator shall coordinate with the Committee Chair to conduct evaluations on all Department Managers on an annual basis at one (1) of their regularly scheduled meeting but no later than November 30th of each year.

3.2 The Committee Chair and the Administrative Coordinator shall meet with the Department Manager to discuss any issues raised by the Home Committee and the County Administrative Coordinator and sign the evaluation form.

4. County Administrative Coordinator:

4.1 The County Administrative Coordinator evaluation will be completed annually by the members of the Committee of the Board.

5. Review with Employee:

5.1 All employee performance evaluation ratings shall be shared with the employee.

5.2 The evaluator and the employee as well as the County Administrative Coordinator must sign the evaluation forms. If the employee disagrees as to the validity or merit of the evaluation, the employee may request a meeting with the County Administrative Coordinator to attempt to resolve the problem.

5.3 The employee may also prepare a written response to the performance evaluation to be placed in his/her personnel file.

6. Filing and Deadline:

6.1 Department Managers shall complete the performance review form prior to the 12-month introductory period deadline or anniversary of hire date and return it to the County Administration Office within fourteen (14) days of the end of the introductory period or anniversary of hire date or date of completed evaluation. Failure to do so may result in disciplinary action against the responsible manager.

Policy 508. PERFORMANCE EVALUATION
Effective Date: May 31, 2015
Revised Date: 1/23/2017, 11/9/2020

Buffalo County
Employee Handbook

ALL CONTESTS
BUFFALO COUNTY
2020 General Election

SUMMARY STATEMENT OF THE BOARD OF CANVASSERS

The total number of votes cast for the **Buffalo County Clerk**
 was **6,230**

of which	Roxann Halverson	received	6,145
	SCATTERING	received	85

The total number of votes cast for the **Buffalo County Treasurer**
 was **6,724**

of which	Tina Anibas	received	6,689
	SCATTERING	received	35

The total number of votes cast for the **Buffalo County Register of Deeds**
 was **6,188**

of which	Carol Burmeister	received	6,119
	SCATTERING	received	69

The total number of votes cast for the **Buffalo County ATV/UTV use on county roads Referendum**
 was **7,677**

of which	YES	received	4,937
	NO	received	2,740

Certification of the Board of Canvassers

We, the undersigned, certify that we are the members of the Board of Canvassers for BUFFALO County.

We certify that the attached tabular statement of Votes Cast and Summary Statement of the Board of Canvassers, canvassed and prepared by us, are correct and true as compiled from the original returns made to the BUFFALO County Clerk.

We further determine and certify that the following person received the greatest number of votes for the respective office for which each was a candidate on 11/3/2020 6:00:00 AM.

<u>OFFICE</u>	<u>HIGHEST CANDIDATE</u>
Buffalo County Clerk	Roxann Halverson
Buffalo County Treasurer	Tina Anibas
Buffalo County Register of Deeds	Carol Burmeister
Buffalo County ATV/UTV use on county roads Referendum	YES