



BARRON COUNTY BOARD OF SUPERVISORS

Monday, May 18, 2020 - 7:00 p.m.

Barron County Government Center – Veterans Memorial Auditorium
335 East Monroe Avenue – Barron, Wisconsin 54812

HEALTH ALERT

Do not attend this meeting if you are experiencing any of these symptoms or
if you have been in contact with anyone with these symptoms:

Shortness of Breath Cough Fever (100.4F) Chills Nasal Congestion Sore Throat
Achiness Loss of Sense of Taste Loss of Sense of Smell

AGENDA

1. Call to Order – Roll Call – Public Notification
2. Invocation and Pledge of Allegiance
3. Special Matters and Announcements (Non-Action Items)
4. Public Comment (*Prior Registration with County Clerk Required / Maximum Allotted Time is 3 Minutes*)
5. Approve Agenda
6. Approve Minutes of April 21, 2020 Meeting
7. Election of Elective Positions
 - a. County Board Chair
 - b. County Board Vice Chair
 - c. County Board 2nd Vice Chair
 - d. Highway Committee
8. Review and Approve Barron County Communicable Diseases Health Response for COVID-19 (§ 252.03)
9. Resolution – To Amend the Federal Grant Procurement Policy
10. Resolution – Establishing 2021 Barron County Budget Preparation Guidelines and Timeline
11. Ag Commission Scholarship Recommendation
12. Rescind Resolution 2020-11 Authorizing Declaration of Local State of Emergency due to COVID-19
13. Report from County Administrator
 - a. Special County Board Meeting 5-27-20
 - b. 1st Quarter Financials
 - c. Health Insurance Update
 - d. Leadership in an Evolving Workforce
14. Appointments
 - a. 2020-2022 Organizational Appointments
15. Claims, Petitions & Correspondence
16. Suggestions for Future Agenda Items
17. Adjournment

Any person who has a qualifying disability under the Americans with Disabilities Act and requires the meeting or materials at the meeting to be in an accessible format must contact the County Clerk's office at 715-537-6200 at least 24 hours prior to the meeting so that arrangements can be made to accommodate your request.



County Board Meeting
Monday May 18th, 2020

7pm Meeting Start Time:

Administrator's Update
May 12th, 2020

JJA

3. **Special Matters and Announcements:**

I have nothing at this time

7. **Elective Positions:**

Election of the Chair and Vice-Chairs will be by secret ballot, and generally what has happened in the past, candidates are allowed approximately five minutes to address the Board regarding their nomination prior to voting.

- a. *County Board Chair:* It is my recommendation Chair Okey relinquish running the meeting after the approval of the minutes, and that County Clerk Cook Chair the meeting during the process for electing a County Board Chair.
- b. *First and Second Vice-Chairs:* As I indicated above these elections will be by secret ballot.
- c. *Highway Committee:* In past elections those interested have stood and stated their interest in serving on this Committee, followed by secret ballot with voting occurring until the five members are selected based on whoever receives a majority of the votes cast.

NOTE In the past as balloting has been occurring we typically allow the Administrator's Updates to occur so-as to save meeting time. I would recommend we do this again this year.

8. **Barron County Communicable Diseases Health Response for COVID-19 (§ 252.03):**

I have added this agenda item as a result of the Wis. Supreme Court decision regarding Secretary Designee Palm's Safer at Home extension to 5-26-2020. The plan, at this time and subject to change, is to present to the Board for their approval a COVID-19 response plan specific to Barron County. Understand this is a very fluid situation that may change substantially before Monday night.

9. **Resolution to Amend Federal Grant Procurement Policy:**

This Resolution is recommended by Finance Director Bush as a result of Federal Policy changes, I have no issues or concerns with this request and recommend approval. It should be noted that Barron County passed a Federal Grant Procurement Policy a few years back this resolution is simply an update to the current requirements.

10. **Resolution Establishing 2021 Budget Preparation Guidelines and Timeline:**

This resolution is our yearly resolution setting for how and when the 2021 Budget will be prepared and presented to the Board and Committees. This is a very important resolution and critical to the success of Barron County. I recommend approval, as printed and presented.

11. **Motion to Approve Ag Commission Scholarship Recommendations:**

The Ag Commission met on Friday May 8th but unfortunately could not meet the Committee quorum requirements. Therefore, those in attendance, Supervisor Rindsig, Dave Lentz and I are recommending the County Board approve the following \$750 scholarships from the Ag Endowment Fund, one to Jonathan Scheps and one to Elizabeth Erb.

My recommended motion is: "Motion to approve recommendation from Ag Commission that Jonathan Scheps and Elizabeth Erb each receive \$750 scholarships from the County Ag Endowment Account".

12. **Rescinding Resolution 2020-11 Authorizing Declaration of Local State of Emergency Due to Covid-19**

I am asking the County Board *take no action* because this Resolution allows the Committees to meet electronically and the Emergency Declaration, ED, automatically expires, on June 16th. The Board however,

may extend the ED if it so desires. It is my opinion that the ED in-place gives the Board Chair and COVID19 Response Team flexibility in this very fluid environment. My purpose in placing this item on the Agenda was in case any member had strong feelings to rescind.

13. Report from County Administrator:

a. Special County Board Meeting 5-27

Chair Okey has scheduled a Special County Board meeting for 5-27 at 7pm for the purpose of meeting as a Committee of the Whole, COW to discuss the possibility of moving forward with construction of a new Hwy facility. The presenters scheduled to attend are CBS Squared, Architects and Ehlers and Associates, the County's financing counselors.

b. First Quarter Financials:

Jodi, will present the first quarter 2020 financials

c. Health Insurance Update:

We will not be going into a Closed Session to discuss this information, I plan on keeping it high level. Furthermore it is anticipated that Alex Beaudry from Horton Group will be attending the June Executive Committee, by phone and attending the August meeting in person to review specific claims data.

Statistics to March 30th, 2020

Total plan costs:	\$ 657,962.25
Plan funding:	\$ 1,334,436.00
Loss ratio:	49.3%
Total costs per employee per year:	\$ 10,402.57

d. Leadership in an evolving workforce:

In February I attended a leadership seminar hosted by WITC, I will be making a few brief comments on what potentially the next decade will hold for employee recruitment, retention and work-life.

14. Appointments:

a. 2020-2022 Organization Appointments:

Louie and I have reviewed and constructed the 2020-2022 Committee appointments based on feedback from the Supervisors. My request is that you will approve them as presented. Louie and I have endeavored to honor everyone's requests as best we were able.

b. Commission on Aging: Cheryl Hakseth, reappointment three year term

c. ADRC Governing Board; Vlad Sajka, (Barron County), reappointment three year term
Sharon Rollins, (Barron County), reappointment three year term
Rudy Walz, (Barron County), reappointment three year term
Jenny Hengst, (Rusk County), reappointment three year term
Bob Olsgard, (Washburn County), reappointment two year term

d. Veterans Service Commission: Tom Pichelman

My recommendation is the County Board approve all appointments as contained in this document and the Agenda documents as one motion and action.

15. Claims, Petitions, Correspondence:

I will let Mr. Muench or Mrs. Cook take the lead on this.

16. Suggestions for Future Agenda Items

Meth Update

Keith Poulson to discuss upgrades at the Barron Diagnostic Lab

If you have any questions of concerns on any Agenda item please give me a call, 715-537-6840.



BARRON COUNTY BOARD OF SUPERVISORS

TUESDAY, APRIL 21, 2020 – 9:00 AM

BARRON COUNTY GOVERNMENT CENTER - VETERANS MEMORIAL AUDITORIUM
335 EAST MONROE AVENUE - BARRON, WISCONSIN 54812

MINUTES

PRESENT: John Banks, Karolyn Bartlett, Stan Buchanan, Pam Fall, Dale Heinecke, Dana Heller, Don Horstman, Steve Johnson, Jerry McRoberts, Carol Moen, Louie Okey, Bill Schradle and Bert Skinner.

PRESENT ONLINE: Robert Anderson, Bill Effertz (9:15am), Tod Gerland, Jim Gores, Bun Hanson, Terry Lee, Roberta Mosentine, Gary Nelson, Pete Olson, Eric Pannier, Russell Rindsig, Bob Rogers, Oscar Skoug, Gary Taxdahl, Marv Thompson and Stacey Wenzel.

CALL TO ORDER-ROLL CALL-PUBLIC NOTIFICATION: County Clerk Cook called the meeting to order at 9:00am. County Clerk Cook took attendance and stated the County's compliance with open meeting laws.

OATH OF OFFICE & SWEARING IN OF ALL SUPERVISORS: Judge Babler administered the Oath of Office to Supervisors.

INVOCATION: Led by Pastor Ned Lenhart from the Living Waters Church located in Cameron.

PLEDGE OF ALLEGIANCE: Recited.

APPROVE AGENDA: Motion: (Mosentine/McRoberts) to approve the agenda. Carried.

MOTION TO TEMPORARILY ELECT EXISTING CHAIR, VICE CHAIR, 2ND VICE CHAIR AND HIGHWAY COMMITTEE UNTIL SUCH TIME THE BOARD OF SUPERVISORS DEEMS SAFE AND APPROPRIATE TO HOLD ELECTION OF THESE POSITIONS: County Clerk Cook explained that normally we would hold elections at this time but due to the circumstances we are asking for the motion. **Motion: (Hanson/Heller)** to temporarily elect the previous Chair, Vice Chair, 2nd Vice Chair and Highway Committee until such time the Board of Supervisors deems safe and appropriate to hold election of these positions. Carried.

Chair Okey began presiding over the meeting.

INTRODUCTION OF NEW SUPERVISORS: Chair Okey discussed how to utilize the program for those attending the meeting online. Tod Gerland from District 22 and Stacey Wenzel from District 18 introduced themselves to the Board.

APPROVE MINUTES OF MARCH 16, 2020: Motion: (Banks/Heinecke) to approve. Carried.

Effertz joined the meeting online at 9:15am. (He was able to hear the meeting but we were unable to hear him until this point.)

2020-11 RESOLUTION – AUTHORIZING DECLARATION OF LOCAL STATE OF EMERGENCY DUE TO COVID-19: Motion: (Skinner/Heller) to approve. Chair Okey explained the need for the declaration to the Board. Carried.

2020-12 RESOLUTION – APPROVING EXPENDITURES OF MONIES CREATING A RESERVE FUND FOR THE PURPOSE OF PURCHASING EMERGENCY MEDICAL SUPPLIES: Motion: (Schradle/Mosentine) to approve. Administrator French and Chair Okey explained the need to allow Emergency Services Manager Judy to

purchase COVID supplies prior to the depletion of supplies across the Nation, as well as the inevitable prices increases that occurred. Corporation Counsel Muench explained the agreement with Heritage Manor in Rice Lake for use as triage hospital if needed. French, Okey and Muench answered questions from the Board. Carried on a Roll Call vote with 29 Yes, 0 No and 0 Absent.

2020-13 RESOLUTION – TO FORGIVE INTEREST AND PENALTIES ON POSTPONED TAXES UNDER ACT 185: Motion: (Horstman/Hanson) to approve. Administrator French and Chair Okey explained the resolution will allow individuals and businesses who paid their first installment of taxes by January 31, 2020, to pay any other installments of 2019 taxes up until October 1, 2020 without interest and penalties. Individual municipalities will have to have adapted a similar resolution in order for their taxpayers to take advantage of this program. Treasurer Ritchie will be updating the County Board as to how many taxpayers, both individuals and businesses, take advantage of this program later this fall. Carried on a Roll Call Vote with 29 Yes, 0 No and 0 Absent.

REPORT FROM COUNTY ADMINISTRATOR

- A. SPECIAL APRIL 27, 2020 MEETING REGARDING NEW HIGHWAY FACILITY:** Postponed due to COVID-19 and will be rescheduled at a later date.
- B. COVID-19 80 HOUR LEAVE BANK:** There is a possibility of allowing employees to transfer an 80 hour leave bank donation who have sufficient vacation or sick leave to another employee who could use this time and accompanying income. More information will be released as developments arise.
- C. EXTENSION OF HEALTH INSURANCE COVERAGE FOR TEMPORARY LAYOFFS, FURLOUGHS OR REDUCTION IN HOURS:** An extension of health insurance for employees who experience reduced hours, layoffs or a furlough as a result of the COVID-19 outbreak. To date there are no employees that have been laid off or furloughed.
- D. FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) POLICY & TEMPORARY SICK LEAVE:** Barron County personnel policies and procedures have been updated to comply with FFCRA.
- E. UPDATE ON COVID-19:** Information from Health and Human Services Director Stacey Frolik is included in the packet.
- F. THANK YOU FROM ADMINISTRATOR FRENCH:** French wanted to compliment the County staff and County Board Chair Okey for their excellent attitudes, work ethic, flexibility and desire to serve the citizens of Barron County during this time. Chair Okey and other County Board Supervisors also expressed their appreciation of the Barron County staff during this stressful time.

APPOINTMENTS: None at this time.

CLAIMS, PETITIONS & CORRESPONDENCE: None at this time.

SUGGESTIONS FOR FUTURE AGENDA ITEMS:

- A. Alice in Dairyland Presentation
- B. Meth Update for the County
- C. Barron Diagnostic Lab Upgrades

Adjourned by unanimous consent at 9:54am.

Respectfully Submitted,
Jessica Hodek, Deputy County Clerk

MINUTES ARE NOT OFFICIAL UNTIL APPROVED BY THE COUNTY BOARD AT THE NEXT MEETING.

BARRON COUNTY RESOLUTION NO. 2020 -

Resolution to Amend the Federal Grant Procurement Policy

TO THE BARRON COUNTY BOARD OF SUPERVISORS:

1
2 **WHEREAS**, on September 14, 2015 the Barron County Board of Supervisors
3 passed Resolution 2015-30 approving a Federal Grant Procurement Policy based on
4 guidance from the Federal Office of Management and Budget (OMB) with regard to
5 Federal Grants in the areas of Internal Controls, Procurement, Personal Services and Fringe
6 Benefits and Indirect Costs; and

7
8 **WHEREAS**, the original dollar thresholds stated for Micro Purchases (less than
9 \$3,000), Small Purchases (items between \$3,000 and \$150,000) and Large Purchases
10 (Items greater than \$150,000) have been increased to Micro Purchases (less than \$10,000),
11 Small Purchases (items between \$10,000 and \$250,000) and Large Purchases (Items
12 greater than \$250,000), and

13
14 **WHEREAS**, to comply with these new dollar thresholds and maintain eligibility
15 for Federal Grant funding, it is necessary to amend the current procurement policy for
16 purchases made with Federal Grant dollars; and

17
18 **NOW, THEREFORE, BE IT RESOLVED**, that the Barron County Board of
19 Supervisors does adopt the attached amended Federal Grant Funded Purchase Policy.

20
21 **BE IT FURTHER RESOLVED**, that publication of this resolution may occur
22 through posting in accordance with Section 985.02 of the Wisconsin Statutes.
23

BARRON COUNTY RESOLUTION NO. 2020 -

Resolution to Amend the Federal Grant Procurement Policy

OFFERED THIS 18th day of May, 2020.

<p>Number of readings required: One <input checked="" type="checkbox"/> Two ()</p> <p>Vote required for passage: Majority <input checked="" type="checkbox"/> 2/3 Entire Board (20) ()</p> <p>Source of funding: Budgeted () General Fund () Grant () Contingency () Other <input checked="" type="checkbox"/> N/A</p> <p>Fiscal impact: - Current year total amount: \$ 0 - Future years total amount: \$ 0 - Effect on tax levy – current year: \$ 0 - Effect on tax levy – future years: \$ 0</p> <p>Fiscal impact reviewed by: _____ Jodi Busch, Finance Director</p> <p>Approved as to form by: _____ Jeffrey French, County Administrator</p> <p>_____ John Muench, Corporation Counsel</p>	<p>_____ Louie Okey, Executive Committee Chair</p> <p>(The Committee Chair signature verifies the action taken by the Committee.)</p> <p>Board Action: Adopted () Failed () Tabled ()</p> <p>Motion:</p>
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FEDERAL GRANT FUNDED PROCUREMENT POLICY

As per Resolution 2020-

Unless specifically prohibited by the granting authority, grants must be administered through a written contractual agreement between the County and the party providing the service. All purchases made with grant funds must comply with the terms and conditions of the grant and this policy. If the grant requirements conflict with this policy, the County Administrator may suspend those provisions of this policy only for the specific grant and for the duration of that grant. The Department Head is responsible to comply with purchases covered by grant funds.

Uniform Grant Guidance issued by the Federal Office of Management and Budget (OMB) outlined the following procurement standards for all dollars applied to federal grant programs:

A. Micro Purchases (Items less than ~~\$3,000~~ \$10,000):

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (\$200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

B. Small Purchases (Items between ~~\$3,000 and \$150,000~~ \$10,000-\$250,000):

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from two or more qualified sources. Any rates for placements set by the State of Wisconsin or other Regulator will be used in lieu of obtaining quotations from other qualified sources.

C. Large Purchases (Items greater than ~~\$150,000~~ \$250,000):

Follow requirements under 1 (construction) or 2 (all other) below depending on applicability.

1. Sealed Bids for Construction Contracts: Note that a federally funded public works project shall follow the lower dollar threshold requirements of Wisconsin Statutes 66.0901 and 59.52(29) outlined in the public works projects section above. Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from two or more known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

2. Competitive Proposals for Other Contracts Greater than ~~\$150,000~~ \$250,000: The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- (ii) Proposals must be solicited from an adequate number of qualified sources;
- (iii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- (iv) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- (v) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

D. Noncompetitive Proposals:

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- (1) The item is available only from a single source;
- (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

Approved

BARRON COUNTY RESOLUTION NO. 2020 -

**RESOLUTION ESTABLISHING 2021 BARRON COUNTY
BUDGET PREPARATION GUIDELINES**

TO THE BARRON COUNTY BOARD OF SUPERVISORS:

1
2 **WHEREAS**, pursuant to Wis. Stat. §59.18(5), it is the responsibility of the County
3 Administrator to prepare an annual budget for County Board review and final
4 consideration; and

5
6 **WHEREAS**, it is prudent for the County Administrator and Department Directors
7 to have certain guidelines and policies to follow in order to plan, compile, and present a
8 proposed annual budget; and

9
10 **WHEREAS**, it is the objective of the Barron County Board of Supervisors to
11 remain under the state imposed levy cap for operating expenses; and

12
13 **WHEREAS**, expected revenue reductions from the State of Wisconsin and Federal
14 Government make it prudent to identify all County programs, services and funding sources
15 in order to prioritize the needs and expenditures of the County; and

16
17 **NOW, THEREFORE, BE IT RESOLVED** by the Barron County Board of
18 Supervisors that the following guidelines and policies shall be used for the preparation of
19 the County's 2021 Annual Budget:

20
21 SERVICES. New County services shall be considered only if:

- 22
23 A. State or federal law specifically mandates such services; or
24 B. The County Board approves a new service or an increase in the level of
25 existing services based on the recommendation of a department, its standing
26 committee, board or commission, County Administrator, and the Executive
27 Committee; or
28 C. An existing program or activity is replaced with a new program or activity
29 which has been approved by the appropriate standing committee, board or
30 commission, County Administrator, and the new program or activity has no
31 adverse impact on the tax levy; or
32 D. The County Board has, by resolution, made a commitment or other
33 contractual arrangement for the support of a new program or activity.

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35 REVENUES. General Guidelines and Policies:

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37 A. Property Tax (Real Estate Tax Revenue):
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- 40 1. The 2021 County Budget shall comply with the rules set forth by the
41 Wisconsin Legislature for property tax rate limits, including Wis. Stat. §§
42 59.605, 67.03 and 67.045.
43 2. The tax rate for debt service shall be determined by the County Board if
44 new debt service is incurred.
45 3. The special tax rates for the Library Tax Levy and the Highway Special
46 Bridge Aids shall be set as required by contract, petition, or statute.
47

48 B. Intergovernmental Revenues:

- 49
50 1. Intergovernmental grants-in-aid will be budgeted using a calendar year
51 accounting basis, but the actual grant award may be allocated according to
52 the grantor agency fiscal period.
53 2. Continuing grants will be budgeted based upon the unexpended or prorated
54 term of the fiscal grant, provided that the County's contribution toward the
55 project does not exceed the total amount authorized.
56 3. New grant application amounts will only be incorporated in the budget if
57 they have been previously approved by the appropriate standing committee,
58 board or commission, and County Administrator.
59 4. Intergovernmental Charge for Service. Fees will be adjusted to reflect any
60 proportionate increase in costs associated with providing services or as
61 directed by statute, administrative rule, or by action of any authorized board,
62 committee or commission.
63

64 C. User Fees and Charges:

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66 Every effort will be made to establish appropriate user fees or charges and to
67 re-evaluate existing charges.

68 D. Use of County Sales Tax:

69 Pursuant to Wis. Stat. § 77.70 it is the desire of the County Board to utilize the
70 county sales tax for the purpose of reducing the property tax levy. However, if
71 the revenues collected from the sales tax exceed the budget amount any amount
72 determined by the County Board will be used to reduce the operating tax levy.
73

74 III. EXPENDITURES: General Guidelines and Policies: (The classification of
75 expenditures/expenses shall follow the Uniform Chart of Accounts for Wisconsin
76 Counties)
77

78 A. Personnel

- 79
80 1. Staffing Levels. The County Administrator and Executive Committee
81 shall recommend to the County Board staffing levels and all new
82 positions or position changes in compliance with the Position
83 Justification Process.
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2. All departments shall make a diligent effort to minimize budgeted overtime and compensatory time and must justify any overtime or compensatory time.

3. Employee Compensation. Personnel services (salaries, wages and fringe benefits) will be budgeted utilizing the Salaries and Fringe Benefit worksheet. Sufficient funds shall be budgeted to cover the wages and benefits contained within the established WPPA collective bargaining agreement. The County Administrator and Executive Committee shall recommend increases to be budgeted for non-represented employees.

B. Contracted Services: Contracted services will be identified on the Contracted Services Worksheet using a zero-based budgeting approach.

C. Operation and Maintenance: The following specific line items contained with the operation and maintenance category shall be detailed on the Operation and Maintenance Worksheet using a zero-based budgeting approach. The specific line items are: #314 Small Equipment Under \$500 per item; # 322 Subscriptions, Newspapers & Periodicals; #320 Publications; #329 Manuals/Books & Pamphlets; #324 Membership Dues; # 325 Conference/Training Registration Fees; # 335 Meals & Lodging; #'s 330,332,337,338,339 relating to Travel; and #'s 310, 312, 319, 349 relating to Office, Operating Supplies & Expenses.

D. Fixed Charges: Fixed charges shall be budgeted by each Department as necessary.

E. Capital Improvement, Capital Outlay and Capital Projects Fund:

Each department will update the five-year Capital Improvement Request Plan.

New major capital projects, which require the issuance of debt, shall be accounted for in a Capital Projects Fund.

F. Contingency Fund

There shall be a Contingency Line Item Appropriation in the 2021 Budget for costs that cannot be identified at the time the budget is prepared and are not ordinary expenses. Pursuant to Wis. Stats 65.90 § 4(b) the Executive Committee is authorized to transfer funds between budgeted items of an individual county office or department, if such budgeted items have been separately appropriated, and to supplement the appropriations for a particular office, department or activity by transfers from the contingent fund. Such committee transfers shall not exceed the amount set up in the contingency fund as adopted in the annual budget, nor aggregate in the case of an individual office, department or activity in excess of 10 per cent of the

133 funds originally provided for such office, department or activity in such
134 annual budget.

135
136 G. An expenditure is defined as: those which are ordinary, reasonable and
137 necessary for the purposes for which that department and its' statutory
138 functions were created and /or in accordance with the governing rules of a
139 grant agreement.

140
141 H. Revenue shall be defined per the basis of accounting of the fund in which
142 the revenue is to be recognized in accordance with the Government
143 Accounting Auditing and Financial Reporting Guide as prepared by the
144 Government Finance Officers Association.

145
146 I. Any ambiguity as to the appropriateness of an expenditure of the
147 recognition of revenue shall be referred to the County Administrator.

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149 IV. FUND BALANCES

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151 Fund Balances shall be maintained in accordance with Barron County Rule and
152 Procedures.

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155 V. COMPLIANCE WITH BUDGET PROCEDURES:

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157 A. All county departments shall submit a listing of programs, services and
158 funding sources including services provided to other units of government
159 and county overmatches of state and federal funds in a format as determined
160 by the County Administrator.

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162 B. All county departments shall prepare and submit their 2021 budget request
163 in accordance with the budget calendar attached hereto, which may be
164 updated or amended by the County Administrator and Executive
165 Committee.

166
167 C. Failure to provide timely information on the required form or in the required
168 format may result in a department's 2021 budget being set at an amount as
169 determined by the County Administrator.

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171 D. The County Administrator shall first review each department's budget prior
172 to review by each appropriate standing committee, board or commission.

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174 E. No Department shall transfer funds between the individual line items
175 without permission of the Executive Committee.

176
177 F. No Department shall expend funds other than for the purpose for which
178 the original appropriation was authorized by the final County Board
179 approved budget.

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BE IT FURTHER RESOLVED, that publication of this resolution may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

OFFERED THIS 18th day of May, 2020.

<p>Number of readings required: One (X) Two ()</p> <p>Vote required for passage: Majority (X) 2/3 Entire Board (20) ()</p> <p>Source of funding: Budgeted (X) General Fund () Grant () Contingency () Other () Details _____</p> <p>Fiscal impact:</p> <ul style="list-style-type: none">- Current year total amount: \$ Budgeted- Future years total amount \$ Budgeted- Effect on tax levy – current year \$ Budgeted- Effect on tax levy – future years \$ Budgeted <p>Fiscal impact reviewed by:</p> <p>_____ Jodi Busch, Finance Director</p> <p>Approved as to form by:</p> <p>_____ Jeffrey French, County Administrator</p> <p>_____ John Muench, Corporation Counsel</p>	<p>_____ Louie Okey, Executive Committee Chair</p> <p>(The Committee Chair signature verifies the action taken by the Committee.)</p> <p>Board Action: Adopted () Failed () Tabled ()</p> <p>Motion:</p>
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**Barron County
2021 Budget Process Timeline**

Event	Date	Responsible Party
1. Adopt Budget Guidelines	May 18	County Board
2. Deliver Budget Worksheets to Departments	July 10	Finance Director
3. Administrator Meets with Dept Heads	July 13-Aug 7	Administrator/Dept Heads Finance Director
4. Budget Request Deadline	Aug 7	Dept Heads/Finance Director
5. Preliminary Budget Presentation To Executive Committee	Sept 2	Administrator/Executive
7. Preliminary Budget Presentation To County Board of Supervisors	Sept 14	Administrator/County Board
8. Executive Committee Recommendation To County Board of Supervisors	Oct 7	Administrator/Executive
9. Publish Budget Publication Per Statute 59.60	Oct 12	Finance Director
10. County Board Meeting	Oct 19	Administrator/County Board
11. Public Hearing***	Nov 2 – 6:00 pm	County Board
12. Adoption of 2021 budget	Nov 10 – 9:00 am	County Board

*****The County Board may adopt the 2021 Budget after the close of the Public Hearing during the November 2nd County Board meeting.**

BARRON COUNTY RESOLUTION NO. 2020 – 11
Authorizing Declaration of Local State of Emergency Due to COVID-19

TO THE BARRON COUNTY BOARD OF SUPERVISORS:

1 **WHEREAS**, in December, 2019, a novel strain of coronavirus known as COVID-19 was
2 detected, and COVID-19 has continued to spread throughout the world, including to the United
3 States and the State of Wisconsin; and

4
5 **WHEREAS**, the federal government, state governments, and local governments are
6 working together to contain the further spread of the disease and treat existing cases; and

7
8 **WHEREAS**, on January 31, 2020, the United States Department of Health and Human
9 Services declared a Public Health Emergency, on March 11, 2020, the World Health Organization
10 declared COVID-19 a pandemic, and on March 12, 2020 the Governor of the State of Wisconsin
11 declared a Health Emergency in the State; and

12
13 **WHEREAS**, Barron County (the “County”) has been working to protect the health and
14 well-being of its residents from the spread of COVID-19, and to prepare for the impacts the disease
15 is likely to have on the County; and

16
17 **WHEREAS**, the County Board (the “Board”) has determined that it is necessary to make
18 all possible resources and means available to the County in order to protect the health, safety, and
19 welfare of its residents from the threat posed by the continued spread of COVID-19; and

20
21 **WHEREAS**, Wis. Stat. § 323.11 states “The governing body of any local unit of
22 government may declare, by ordinance or resolution, an emergency existing within the local unit
23 of government whenever conditions arise by reason of a riot or civil commotion, a disaster, or
24 imminent threat of a disaster, that impairs transportation, food or fuel supplies, medical care, fire,
25 health or police protection, or other critical systems of the local unit of government. The period
26 of the emergency shall be limited by the ordinance or resolution to the time during which the
27 emergency conditions exist or are likely to exist.”

28
29 **WHEREAS**, Wis. Stat. § 323.14(4) entitled “Powers During An Emergency” provides as
30 follows:

31 “(a) The emergency power of the governing body conferred under § 323.11 includes the
32 general authority to order by ordinance or resolution, whatever is necessary and expedient for the
33 health, safety, protection and welfare of person and property with the local unit of government in
34 the emergency and include the power to bar, restrict or remove all unnecessary traffic, both
35 vehicular and pedestrian, from the highways, notwithstanding any provision of chs. 341 to 349

36
37 (b) If, because of the emergency conditions, the governing body of the local unit of
38 government is unable to meet promptly, the chief executive officer or acting chief executive
39 officer of any local unit of government shall exercise by proclamation all of the powers
40 conferred upon the governing body under par. (a) or § 323.11 that appear necessary and
41 expedient. The proclamation shall be subject to ratification, alteration, modification, or repeal by
42 the governing body as soon as that body can meet, but the subsequent action taken by the
43 governing body shall not affect the prior validity of the proclamation.”

44
45 **NOW THEREFORE BE IT RESOLVED** that pursuant to Wis. Stat. § 323.11 the Board

BARRON COUNTY RESOLUTION NO. 2020 – 11
Authorizing Declaration of Local State of Emergency Due to COVID-19

46 finds and declares that an emergency exists within the County by reason of an imminent threat of
47 disaster impairing medical care, health, and other critical systems of the County due to the spread
48 of COVID-19 and the Board hereby ratifies the Declaration of Local State of Emergency issued
49 on the 16th day of March, 2020 by the Barron County Administrator Jeffrey French, County
50 Board Chair Louie Okey, 1st Vice Chair Don Horstman and 2nd Vice Chair Burnell Hanson; and
51

52 **BE IT FURTHER RESOLVED** that the Board has all the powers set forth pursuant to
53 Wis. Stat. § 323.14(4).
54

55 **BE IT FURTHER RESOLVED** that during the period of emergency prescribed by this
56 Resolution, the Board may order, by ordinance or resolution, whatever is necessary and expedient
57 for the health, safety, protection, and welfare of persons and property within the County; and
58

59 **BE IT FURTHER RESOLVED** that the County Administrator is hereby authorized and
60 directed by the Board to coordinate and administer the County's emergency management response
61 and to carry out the orders of the Board related thereto.
62

63 **BE IT FURTHER RESOLVED** that the Head of Emergency Management of the County
64 is authorized and directed to carry out his duties under the County's Emergency Management
65 Plan under the supervision and direction of the County Administrator and perform such other
66 duties as may be directed by further resolution of the Board.
67

68 **BE IT FURTHER RESOLVED** that Section 2.04 D (2) of the Barron County General
69 Code is hereby suspended during the period of emergency and the County Supervisors are
70 hereby authorized to attend meetings of the Board remotely, and the Board shall take all actions
71 necessary to effectuate the same in compliance with all other applicable laws.
72

73 **BE IT FURTHER RESOLVED** that, based upon the information available to the Board
74 and the ongoing threat posed by the spread of COVID-19, the period of emergency shall continue
75 for sixty (60) days from the effective date of this Resolution unless sooner terminated or extended
76 by further resolution of the Board.
77

78 **BE IT FURTHER RESOLVED** that all actions heretofore taken by the Board and other
79 appropriate public officers and agents of the County with respect to the matters contemplated under
80 this Resolution are hereby ratified, confirmed and approved.
81

82 **BE IT FURTHER RESOLVED** that this Declaration of Local State of Emergency may
83 be extended by action of the Barron County Board of Supervisors.

OFFERED THIS 21st day of April, 2020.

BARRON COUNTY RESOLUTION NO. 2020 – 11
Authorizing Declaration of Local State of Emergency Due to COVID-19

Number of readings required: One (X) Two ()

Vote required for passage: Majority (X)
2/3 Entire Board (20) ()

Source of funding: Budgeted () General Fund ()
Grant () Contingency ()
Other (X) Details: Unknown

Fiscal impact:

- Current year total amount: \$ Unknown
- Future years total amount: \$ Unknown
- Effect on tax levy – current year - \$ - 0 -
- Effect on tax levy – future years - \$ Unknown

Fiscal impact reviewed by:

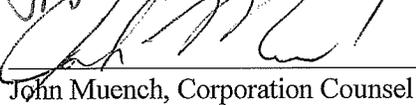


Jodi Busch, Finance Director

Approved as to form by:



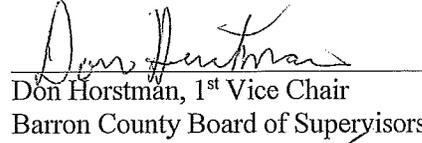
Jeffrey French, County Administrator



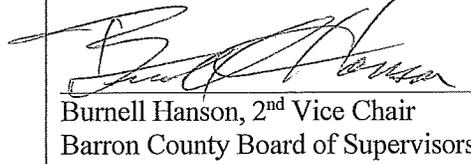
John Muench, Corporation Counsel



Louis Okey, Chair
Barron County Board of Supervisors



Don Horstman, 1st Vice Chair
Barron County Board of Supervisors



Burnell Hanson, 2nd Vice Chair
Barron County Board of Supervisors

(The Committee Chair signature verifies the action taken by the Committee.)

Board Action: Adopted (X) Failed () Tabled ()

Motion: (Skinner/Heller) to approve. Chair Okey explained the need for the declaration to the Board. Carried.

Internal Management Memorandum
Unaudited Draft for Discussion Purposes Only

<u>Revenues in Total for all Funds</u>			<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>Five Year Average</u> <u>2016-2020</u>
Taxes & Transfer Fees	A.	41	2,128,510	2,132,094	3,332,490	1,948,324	1,834,611	2,275,206
Intergovernmental Revenues	B.	43	1,144,954	917,107	1,068,728	1,209,560	975,376	1,063,145
Licenses & Permits	C.	44	135,501	134,001	113,386	116,103	133,505	126,499
Fines, Forfeitures - Penalties	D.	45	69,475	68,660	69,182	78,733	85,685	74,347
Public Charges for Services	E.	46	1,181,548	1,108,580	1,135,581	1,235,882	1,124,307	1,157,180
Intergovernmental Charges for Services	F.	47	795,486	1,110,591	944,173	853,983	778,586	896,564
Misc. Revenues (interest & donations)	G.	48	2,231,872	1,501,047	1,115,701	892,337	994,316	1,347,055
Other Financing Sources	H.	49	7,680	16,818	15,155	1,000	1,000	8,331
Total Revenues			<u>7,695,026</u>	<u>6,988,898</u>	<u>7,794,396</u>	<u>6,335,921</u>	<u>5,927,386</u>	<u>6,948,325</u>
			\$	%				
2020 versus 2019			706,128	10.10%				
2020 versus Five Year Average			746,700	10.75%				

Brief explanations to revenue variances from prior year

A. Taxes & Transfer Fees	(3,584)
B. Intergovt Revenues	227,847
C. Licenses & Permits	1,500
D. Fines, Forfeitures - Penalties	815
E. Public Charges for Services	72,968
F. Intergovern Chgs for Services	(315,105)
G. Misc Revenues	730,825
H. Other Financing Sources	(9,139)
	<u>706,128</u>

Timing of Community Aids payment - Received in March, 2020 instead of April

WTE - Increase in Tipping Fees and High Dollar Waste

Decreased from 2019 for Lack of Snow

Self-Funded Health Insurance - We pay ourselves instead of WPS

Barron County, Barron Wisconsin
 Quarterly Historical Analysis
 1-1 to 3-31 - Expenditures

Date 5/8/20
 Time 11:31 AM
 Preparer JBB

Internal Management Memorandum
Unaudited Draft for Discussion Purposes Only

<u>Expenditures in Total for all Funds</u>							Five Year Average
		<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2016-2020</u>
General Government	A. 51	2,474,469	1,843,631	1,824,569	1,787,747	1,658,219	1,917,727
Public Safety	B. 52	2,189,220	2,080,616	2,024,081	1,956,882	1,768,284	2,003,817
Public Works	C. 53	2,917,234	3,477,171	3,214,638	2,958,494	2,571,587	3,027,825
Health & Human Services	D. 54	4,186,629	4,123,037	3,306,666	3,329,365	3,138,042	3,616,748
Culture, Recreation, Education	E. 55	888,874	823,323	883,129	744,002	766,746	821,215
Conservation & Development	F. 56	1,277,066	1,213,096	1,263,234	1,093,835	873,547	1,144,156
Capital Outlay	G. 57	237,141	48,231	330,327	250,068	67,228	186,599
Debt Service	H. 58	769,531	1,149,837	1,149,837	1,149,837	1,149,837	1,073,776
Other Financing Uses	59	0	0	0	0	0	0
Total Expenditures		14,940,164	14,758,942	13,996,481	13,270,229	11,993,490	13,791,861

	\$	%
2020 versus 2019	181,221	1.23%
2020 versus Five Year Average	1,148,303	8.33%

Brief explanations to expenditure variances from prior year

A. General Government	630,838	COLAS/Change in Acctng for Self-Funded HI - Claims are Now Expensed
B. Public Safety (Sheriff)	108,604	COLAS
C. Public Works (Highway)	(559,937)	Decrease from 2019 for Lack of Snow
D. Health & Human Serv	63,592	COLAS
E. Culture, Recreation, Education	65,551	Reduction in UW-Extension 133 Contract Payment
F. Conservation & Development	63,970	COLAS/Economic Development Marketing Contribution
G. Capital Outlay	188,909	Timing of Maintenance/Parks & Rec Equipment Purchases
H. Debt Service	(380,306)	2019 Payoff of GC HVAC Debt - Timing of Debt Pmts
	<u>181,221</u>	

**Barron County, Barron Wisconsin
 Executive Summary First Quarter Analysis
 1-1 to 3-31 - Summary**

Date 5/8/20
 Time 11:36 AM
 Preparer JBB

**Internal Management Memorandum
Unaudited Draft for Discussion Purposes Only**

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	Five Year Average 2015-2019
Total Revenues	7,695,026	6,988,898	7,794,396	6,335,921	5,927,386	6,948,325
Total Expenditures	14,940,164	14,758,942	13,996,481	13,270,229	11,993,490	13,791,861
Revenues minus Expenditures	(7,245,138)	(7,770,044)	(6,202,084)	(6,934,308)	(6,066,103)	(6,843,536)
Versus prior year	524,907	(1,567,960)	732,223	(868,204)		

3/31/20 G/F Unassigned Fund Balance (unaudited)	9,704,939	
Less deficit	<u>(7,245,138)</u>	48%
	2,459,801	

Deficit for first quarter equal to 48% of first quarter expenditures
 Divided over 90 days, deficit results in expenditures of \$80,502 per day

**\$7.243 million represents the amount of cash that we needed available to cover our Expenditures.
 We need healthy Fund Balance Reserves to cover our expenses when funding is delayed.**

2020 Committee / Board Appointments

Commission on Aging (4)

2 - 3 year terms then must be off 1 year
 John Banks
 Pam Fall
 Bob Anderson
 Bert Skinner
 Stacey Wenzel (Alternate)
 Dave Skrupky - Citizen June 2021
 Dick Nerbun - Citizen June 2021
 Karen Novotny - Citizen June 2022
 Cheryl Hakseth - Citizen June 2023
 Pat Sundsmo - Citizen June 2021

Community Development (CDBG) (3)

Terry Lee
 John Banks
 Stan Buchanan

ADRC (1)

Karolyn Bartlett (Barron County) 2 years
 Stacey Wenzel (Alternate)
 Sharon Rollins (Barron County) 3 years
 Vlad Sajka (Barron County) 3 years
 Rudy Walz (Barron County) 3 years
 Jenny Hengst (Rusk County) 3 years
 Bob Olsgard (Washburn County) 2 years
 Vacant (Rusk County) 3 years

Economic Development Board (3)

3 Year Term (except Co Board)

Robert Anderson
 Terry Lee
 Dana Heller

Executive

Appointed by Respective Committee

TBD - County Board Chair
 TBD - County Board Vice Chair
 TBD - County Board 2nd Vice
 TBD - Highway Rep.
 TBD - Extension/LCC Rep.
 TBD - Law Enforcement/EM Rep.
 TBD - Property Rep.
 TBD - Zoning Rep.
 TBD - HHS Board Rep.
 TBD - First Alternate
 TBD - Second Alternate

Extension/Land Conservation (6)

Oscar Skoug
 Jim Gores
 Gary Nelson
 Russell Rindsig
 Jerry McRoberts
 Don Horstman
 Kirsten Huth - FSA Member
 Richard Bol - Citizen Member

Health & Human Services Board

3 Year Term

Karolyn Bartlett January 2023
 Oscar Skoug January 2023
 John Banks January 2021
 Carol Moen January 2021
 Eric Pannier January 2022
 Stacey Wenzel January 2021
 Vacant January 2022
 Lynn Kolpeck January 2021
 Bob Heil January 2021
 Randy Albrecht January 2021
 Vacant January 2023
 Toniann Knutson January 2022
 Dr. Amy Muminovic January 2022

Highway Committee*

* Elected by County Board
 TBD
 TBD
 TBD
 TBD
 TBD

Housing Commission (2)

Staggered 5 year terms

Gary Nelson (expires 2021)
 Marge Jost (expires June 2021)
 Terri Tyler (expires June 2022)
 Carol Moen (expires June 2025)
 Gerald Johnson (expires June 2022)

Law Enforcement / Emergency Mgmt. (5)

Eric Pannier
 Roberta Mosentine
 Pete Olson
 Stan Buchanan
 Bob Anderson

LEPC (1)

Tod Gerland
 Eric Pannier (LE / EM Committee Rep)

Property (7)

Bob Rogers
 Bill Schradle
 Carol Moen
 Jerry McRoberts
 Dana Heller
 Bill Effertz
 Russell Rindsig

Solid Waste

3 Year Term

Not more than 5 County Board (59.70(2))
 Jim Gores (expires May 2023)
 Burnell Hanson (expires May 2023)
 Bill Schradle (expires May 2021)
 Steve Johnson (expires May 2022)
 Bob Rogers (expires May 2022)
 Lynn Peterson - Citizen (expires May 2021)
 Bob Heil - Citizen (expires May 2020)
 Terry Skaar - Citizen (expires May 2021)
 Dan North - Citizen (expires May 2023)
 Pete Olson (Ex-Officio)

Zoning

5 County Board w/ 3 from Zoned Towns

Steve Johnson
 Bob Rogers
 Marv Thompson
 Dale Heinecke
 Tod Gerland
 Don Horstman (Alternate)

Zoning Board of Adjustment

No Members from Cities or Villages / Not more than 2 from Same Town

3 Year Term

Chad Knutson - Citizen (expires 7/20)
 Gary Nelson (expires 7/22)
 Pam Fall (expires 7/22)
 Jon Sleik - Citizen (expires 7/21)
 Walt Organ - Citizen (expires 7/21)

Workforce Resource

Louie Okey

West Cap

Pam Fall

Indianhead Federated Library Service

Burnell Hanson (2021)
 Mary Alice Larson (2023)

ITBEC

Stan Buchanan

Fair Board

John Banks

Lake Districts

Jim Gores - Staples Lake, Lower Turtle & Upper Turtle
 Don Horstman - Beaver Dam, Kirby & Sand
 Robert Anderson - Rice Lake
 Jerry McRoberts - Dummy Lake

Museum Board

Jerry McRoberts

Restorative Justice

John Banks
 Carol Moen

WI West Central Regional Planning

Stan Buchanan
 Louie Okey
 Gary Taxdahl

Veterans Service Committee

One Member from HHS Board

Gary Taxdahl
 Russell Rindsig
 Gary Nelson
 Bob Anderson - Alternate

Veterans Service Commission

3 Year Term

Lowell Wohlk (expires Dec 2021)
 Donald Jacobson (expires Dec 2020)
 Tom Pichelman (expires Dec 2022)

Nortac

Louie Okey
 Dan Thole
 Jeff Wolfe

Highway Safety

Marv Thompson
 Bill Effertz

Woodland Enhanced Health Services Commission

Gary Taxdahl

Momentum West

Burnell Hanson
 Louie Okey

Community Care of Central Wisconsin

Lori Bina