



Sawyer County

Agenda

Administration Committee Meeting
Thursday, February 11, 2021 @ 10:00 AM
Assembly Room/Virtual Meeting

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/92546130740>. You can also use the dial in number for listening only at 1-312-626-6799 with the Webinar ID: 925 4613 0740. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting.
- b. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
- c. If you are on a telephone, dial *9 and wait to be recognized.

2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW, ROLL CALL

3. MEETING AGENDA

4. PUBLIC COMMENTS

5. CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [Administration Committee Minutes 1.14.21](#)

6. VETERANS SERVICE DEPARTMENT REPORT

- a. [Veterans Service Office Report February 11 2021](#)

7. INFORMATION TECHNOLOGY DEPARTMENT REPORT

- a. [IT-2021-01-14-Administration-Committee](#)

8. HUMAN RESOURCES REPORT

3

4 - 7

8

- a. Enforcement of Leave Policy
- b. [Human Resource Report February 2021](#)

9. COUNTY ADMINISTRATOR'S REPORT

- a. New Public Notice Process
[2.3.21 Public Notice Process Change Final](#)
- b. Second Courtroom Discussion
[2021-02-10 - Courthouse Project Update](#)

10. BOARD POLICY DISCUSSION REGARDING VIRTUAL MEETING ATTENDANCE

- a. [Rule 2 Meetings & Quorum - Virtual Meeting Attendance Discussion](#)

11. FUTURE AGENDA ITEMS

12. OTHER MATTERS FOR DISCUSSION ONLY

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the January 14th meeting of the Sawyer County
Administration Committee
Of the Sawyer County Board of Supervisors
Assembly Room; Sawyer County**



Voting Committee Members Present:

Chair: **Tweed Shuman**
Ron Kinsley
Dawn Petit – Virtual
Tom Duffy
James Schlender

Others Present:

Tom Hoff
Mike Coleson
Lynn Fitch
Dianne Ince – Virtual
Gary Elliot
Rose Lillyroot
Linda Zilmer - Virtual

Call to Order – Chair Tweed Shuman called the meeting to order at 10:00 am. Roll Call taken.

Certification of Compliance with the open meeting law was met.

Minutes – A motion was made by Mr. Kinsley to approve the minutes of the December 10, 2020, meeting; second by Mr. Duffy. Motion carried.

Veterans Service Department Report – A written report was provided. Mr. Elliot expanded on the claims process and potential reasons for delays in claims getting satisfied. The virtual environment caused by Covid has negatively impacted the response time due largely to in-person staffing remaining at 10% with the remaining working remotely.

Information Technology Department Report – A written report was provided. Mr. Coleson reported that new laptops were being purchased and covered by reimbursements. He is currently working on training staff in cyber-security measures.

Human Resources Report – A written report was provided. Ms. Lillyroot added that the County will now begin recruiting for the open EMS positions which will allow the 3rd ambulance to be staffed for 12/hour days.

County Administrator's Report – Mr. Hoff reported that the discussion of the second courtroom will move forward to the February County Board meeting. Projects and discussions currently underway include a Municode project that will need further research, discussions regarding airport road re-routing and hanger leases, the Price Dam maintenance discussion with zoning, and next month the revisions to Board Policies will be presented. He advised that two JusticePoint staff members are now working in the courthouse building and the Sheriff's Department.

The CAP (County Ambassador's Program) will now need new members due to the loss of Supervisor Morgan, and Mr. Shuman will determine interest from Supervisors.

Mr. Hoff reported that the Winnebago long-term care facility expenses remained high in 2020, and the County will determine priorities for 2021.

Meeting Date/Time – The next meeting of the Public Works Committee will be Thursday, February 11, at 10:00 am in the Assembly Room.

Meeting adjourned at 10:44 am
Minutes recorded by Lynn Fitch, County Clerk

Gary Elliott
Veteran Service Officer
OFFICE: (715) 634-2770
FAX: (715) 638-3213

Sawyer County
Veteran Service Office
15872 E. Fifth Street
Hayward, WI 54843



Administrative Committee Meeting, February 11, 2021

A. **Budget Performance Report:** Attached.

B. **Office Report:**

Contacts:

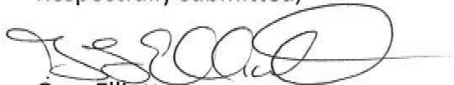
January: 471 phone calls, 220 letters/emails/faxes and 94 office visits.

VA Disability Compensation/Pension Claims:

The Veteran Service office submitted 9 disability/pension claims to date and received retroactive payment of \$713.30 for claims decided in the Veteran's favor.

Training: Up to date.

Respectfully submitted,


Gary Elliott
CVSO



Budget Performance Report

Fiscal Year to Date 02/02/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
REVENUE										
Department 57 - Veteran's Administration										
43565	State Aid/Veteran's Grant	8,500.00	.00	8,500.00	.00	.00	.00	8,500.00	0	.00
46250	Veterans' Trans. Fees	9,000.00	.00	9,000.00	.00	.00	50.00	8,950.00	1	1,175.00
49220	Transfer From Spec. Rev. Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
49300	Use of Prior Years' Fund Balance	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
Department 57 - Veteran's Administration Totals		\$26,500.00	\$0.00	\$26,500.00	\$0.00	\$0.00	\$50.00	\$26,450.00	0%	\$5,175.00
REVENUE TOTALS		\$26,500.00	\$0.00	\$26,500.00	\$0.00	\$0.00	\$50.00	\$26,450.00	0%	\$5,175.00
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54710 - Veteran's Relief										
50322	Veterans' Relief Expenses	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	1,499.36
State Account 54710 - Veteran's Relief Totals		\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0%	\$1,499.36
State Account 54720 - Veteran's Office										
50111	Regular Salaries	116,504.00	.00	116,504.00	.00	.00	4,138.38	112,365.62	4	94,839.38
50112	Salaries Overtime	.00	.00	.00	.00	.00	.00	.00	+++	258.38
50144	Term Life Ins./Employer's Share	45.00	.00	45.00	.00	.00	2.37	42.63	5	10.34
50147	Workers Comp	4,350.00	.00	4,350.00	.00	.00	156.11	4,193.89	4	2,245.03
50151	FICA-Employer's Share	8,913.00	.00	8,913.00	.00	.00	316.20	8,596.80	4	7,266.82
50152	Retirement-Employer's Share	6,430.00	.00	6,430.00	.00	.00	271.04	6,158.96	4	6,006.90
50155	Flex Administration Fees	88.00	.00	88.00	.00	.00	8.20	79.80	9	51.60
50158	Unemployment Compensation	.00	.00	.00	.00	.00	.00	.00	+++	1,860.00
50225	Telephone	500.00	.00	500.00	.00	.00	.00	500.00	0	491.49
50226	Hardware/Software	898.00	.00	898.00	.00	.00	.00	898.00	0	.00
50241	Repairs/Maintenance-Vehicles	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	264.47
50247	Repairs-Buildings	252.00	.00	252.00	.00	.00	.00	252.00	0	.00
50270	Insurance Claim	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
50311	Postage	200.00	.00	200.00	.00	.00	.00	200.00	0	115.22
50312	Office Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0	85.76
50313	Printing	2,600.00	.00	2,600.00	.00	.00	.00	2,600.00	0	2,253.40
50325	Registration Fees	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	.00
50329	Dues/Subscriptions	350.00	.00	350.00	.00	.00	.00	350.00	0	279.00
50335	Meal Expenses	100.00	.00	100.00	.00	.00	.00	100.00	0	.00
50336	Lodging	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	.00
50339	Travel	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	.00
50343	Boards & Commissions	900.00	.00	900.00	.00	.00	.00	900.00	0	150.00
50349										
50349-342	Flags	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	962.10
50349 - Totals		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$962.10
50351	Vehicle Fuel	6,300.00	.00	6,300.00	.00	.00	.00	6,300.00	0	1,069.43



Budget Performance Report

Fiscal Year to Date 02/02/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General Fund										
EXPENSE										
Department 57 - Veteran's Administration										
State Account 54720 - Veteran's Office										
50805	Capital Outlay-Small Equipment (1000 - 5000)	400.00	.00	400.00	.00	.00	.00	400.00	0	.00
State Account 54720 - Veteran's Office Totals		\$162,930.00	\$0.00	\$162,930.00	\$0.00	\$0.00	\$4,892.30	\$158,037.70	3%	\$118,209.32
State Account 54730 - Care of Veteran's Graves										
50220	Contracted Expenses	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	6,296.00
State Account 54730 - Care of Veteran's Graves Totals		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0%	\$6,296.00
Department 57 - Veteran's Administration Totals		\$173,930.00	\$0.00	\$173,930.00	\$0.00	\$0.00	\$4,892.30	\$169,037.70	3%	\$126,004.68
EXPENSE TOTALS		\$173,930.00	\$0.00	\$173,930.00	\$0.00	\$0.00	\$4,892.30	\$169,037.70	3%	\$126,004.68
Fund 100 - General Fund Totals										
REVENUE TOTALS		26,500.00	.00	26,500.00	.00	.00	50.00	26,450.00	0%	5,175.00
EXPENSE TOTALS		173,930.00	.00	173,930.00	.00	.00	4,892.30	169,037.70	3%	126,004.68
Fund 100 - General Fund Totals		(\$147,430.00)	\$0.00	(\$147,430.00)	\$0.00	\$0.00	(\$4,842.30)	(\$142,587.70)		(\$120,829.68)
Fund 213 - Veteran's Service Grant										
REVENUE										
Department 00 - General										
43565	State Aid/Veteran's Grant	.00	.00	.00	.00	.00	.00	.00	+++	8,545.00
49300	Use of Prior Years' Fund Balance	7,448.00	.00	7,448.00	.00	.00	.00	7,448.00	0	.00
Department 00 - General Totals		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$8,545.00
REVENUE TOTALS		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$8,545.00
EXPENSE										
Department 00 - General										
State Account 54700 - Veteran's Grant Expenses										
50226	Hardware/Software	.00	.00	.00	.00	.00	.00	.00	+++	898.00
50247	Repairs-Buildings	7,448.00	.00	7,448.00	.00	.00	.00	7,448.00	0	10.00
50325	Registration Fees	.00	.00	.00	.00	.00	.00	.00	+++	630.00
50335	Meal Expenses	.00	.00	.00	.00	.00	.00	.00	+++	45.00
50351	Vehicle Fuel	.00	.00	.00	.00	.00	.00	.00	+++	29.94
State Account 54700 - Veteran's Grant Expenses Totals		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$1,612.94
Department 00 - General Totals		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$1,612.94
EXPENSE TOTALS		\$7,448.00	\$0.00	\$7,448.00	\$0.00	\$0.00	\$0.00	\$7,448.00	0%	\$1,612.94
Fund 213 - Veteran's Service Grant Totals										
REVENUE TOTALS		7,448.00	.00	7,448.00	.00	.00	.00	7,448.00	0%	8,545.00
EXPENSE TOTALS		7,448.00	.00	7,448.00	.00	.00	.00	7,448.00	0%	1,612.94
Fund 213 - Veteran's Service Grant Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$6,932.06



Budget Performance Report

Fiscal Year to Date 02/02/21

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 411 - Veteran's Transportation Grant										
REVENUE										
Department 00 - General										
43566	Veterans' Trans. Grant	12,000.00	.00	12,000.00	.00	.00	6,903.91	5,096.09	58	9,594.39
	Department 00 - General Totals	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$6,903.91	\$5,096.09	58%	\$9,594.39
	REVENUE TOTALS	\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$6,903.91	\$5,096.09	58%	\$9,594.39
EXPENSE										
Department 00 - General										
State Account 54725 - Capital Outlay/Van Purchase										
50247	Repairs-Buildings	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
59210	Transfer to General Fund	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	4,000.00
	State Account 54725 - Capital Outlay/Van Purchase Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
	Department 00 - General Totals	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
	EXPENSE TOTALS	\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00	0%	\$4,000.00
Fund 411 - Veteran's Transportation Grant Totals										
	REVENUE TOTALS	12,000.00	.00	12,000.00	.00	.00	6,903.91	5,096.09	58%	9,594.39
	EXPENSE TOTALS	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0%	4,000.00
	Fund 411 - Veteran's Transportation Grant Totals	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$6,903.91	(\$3,903.91)		\$5,594.39
Grand Totals										
	REVENUE TOTALS	45,948.00	.00	45,948.00	.00	.00	6,953.91	38,994.09	15%	23,314.39
	EXPENSE TOTALS	190,378.00	.00	190,378.00	.00	.00	4,892.30	185,485.70	3%	131,617.62
	Grand Totals	(\$144,430.00)	\$0.00	(\$144,430.00)	\$0.00	\$0.00	\$2,061.61	(\$146,491.61)		(\$108,303.23)

Mike Coleson
Sawyer County IT Director



January 14, 2020

10610 Main Street, Suite 58. - Hayward, WI 54843

Phone **715-634-8185**

Toll Free **877-699-4110**

Fax **715-634-3546**

Email mcoleson@sawyercountygov.org

To: Administration Committee
Tweed Shuman, Dale Schleeter, James Schlender, Ron
Kinsley, Thomas Duffy, and Tom Hoff
IT Department Report

Agenda items

n/a

Projects completed

- Small Courtroom wall-mount displays. Replace small TV on shelf.
- Jail inmate phone system replace Securus with Reliance (assist vendor)
- New laptops: 20 for HHS. 13 for Sheriff

Projects in progress

- Admin wing security camera
- Jail video conference system: replace failing polycom units (grant funded)
- Elections Security Grant
 - o Network Security Analysis with HBS
- Sheriff email conversion with Heartland Business Systems
- Laserfiche
 - o Zoning Permits move from shared drive. Easier to maintain.

Pending Projects

- Employee Security training
- Digital Audio Recorder for Court
 - o Large Courtroom. IT and Maintenance are doing the pre-installation work. Network and audio cables and terminations.
 - o Small Courtroom/Hearing Room. Pre-install: move cables and equipment to office behind courtroom.
- Sheriff Dept
 - o Convert current WordPress site to County's website.
- Hayward Highway Shop: phone install in garage
- Convert Novus, Laserfiche and other in-house websites to SSL (https)

HelpDesk activities

Average of 5 support calls per day. Remote / On-site comparison: about 30%-70%.

Human resource Report February 11, 2021

2021 Turnover

1/4/2021	Carol Williamson	County Clerk	Retired
1/4/2021	Lynn Fitch	County Clerk	New Hire
1/4/2021	Lavonne Nedlose	Land Records	Retired
1/4/2021	Jason Padgett	Sheriff	Terminated
1/16/2021	Parnell Fredrickson	Highway	Retired
1/25/2021	Vicki Palya	Human Services	Rehire

Hired Deputy Clerk of Court

Hired Economic Support Specialist

Hired Administrative Assistant – Public Health/Information and Referral

Hired part-time Deputy Register of Deeds

Hired two paramedics

Hired two LTE EM Interns to assist with PPE, Vaccine Clinics, etc

Hired three AEMT

Hired one EMT-B

Recruiting for two EMT-B

Recruiting for CCS Service Facilitator

Recruiting for CPS Social Worker

Working on Laserfiche onboarding project with IT and Administration

Recruiting for part-time and full-time male jailers

Continue working with Maintenance on several projects/office changes

Working with a shredding company but still have our Venture employees for now

Timeclocks Plus project – working on EMS getting advanced scheduler up and running, HHS getting hours and job codes entered. Hoping to begin using system in February

Lynn Fitch
Sawyer County Clerk
10610 Main Street, Suite 10
Hayward, Wisconsin 54843
lynn.fitch@sawyercountygov.org
telephone 715.634.4866
toll free 877.699.4110



January 27, 2021, 9:00 am

Sawyer County Record
erika.juhl@mx3.com

WRLS Radio
jirvine@cheqnet.net

WOJB Radio
wojbfm@wojb.org

Sawyer County Gazette
gazette@centurytel.net

WHSM Radio
radio@whsm.com

members
Sawyer County Board of Supervisors

Hayward Library
hlibrary@hayward.wislib.org

Town of Winter
townofwinter@centurytel.net

Lac Courte Oreilles Library
library@lco.edu

Public Access to meeting:

Links and telephone instructions to meetings are provided on each committee meeting agenda on our website at sawyercountygov.org > Government > Agendas & Minutes.

NOTICE IS HEREBY GIVEN, pursuant to section 19.84, Wisconsin Statutes, that:

Sawyer County has adopted the following practice of providing notice of meetings to the public with respect to meetings subject to Wis. Stat. §§ 19.81-19.98. Pursuant to section 19.84, Wisconsin Statutes, proper public notice of meetings subject to Wis. Stat. §§ 19.81-19.98 shall immediately begin being provided as follows:

- Detailed agendas will serve as the formal public notice and will be emailed the Media Group ***which includes the entities and individuals listed above*** for public posting no less than 24-hours prior to start of meeting
- Physical paper agendas will be posted on the bulletin board at the Sawyer County Courthouse no less than 24-hours prior to start of meeting
- All agendas will electronically be made available on the County website at sawyercountygov.org no less than 24-hours prior to start of meeting
- All agendas will be provided to any member of the news media, who has submitted a written request for notice, no less than 24-hours prior to the start of the meeting

Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.



/Venture/Architects

Justice Planning and Design

212 North 25th Street, Milwaukee, WI 53233

414.271.3359 • jcain@ventarch.com

Sawyer County

Study Options to Add Second Courtroom to Existing Courthouse

Project Update

February 10, 2021

Presentation Outline

Department Meetings

Existing Conditions

Overall Plan

Courts Options: 2A & 2B

Existing Wing Remodeling

Budget

Department Meetings

Courts

Clerk of Court

Register in Probate

District Attorney

Child Support

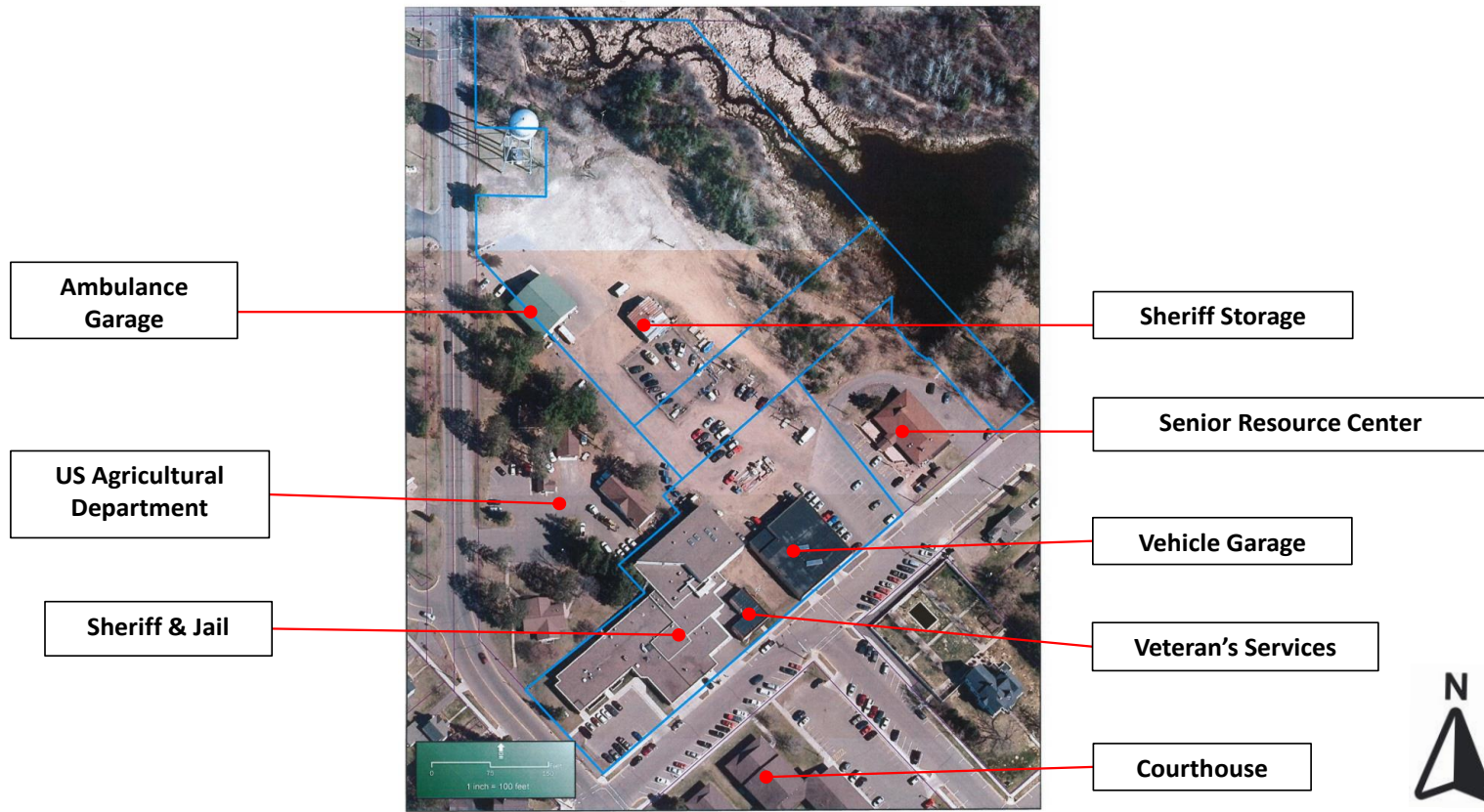
Veteran's Services

Existing Conditions

4



Existing Conditions



Existing Conditions

5th Street



Existing Conditions

Sheriff and Jail



Existing Conditions

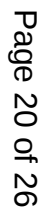
Courthouse



Overall Plan



10



11

[illegible]

Existing Wing Remodeling

12



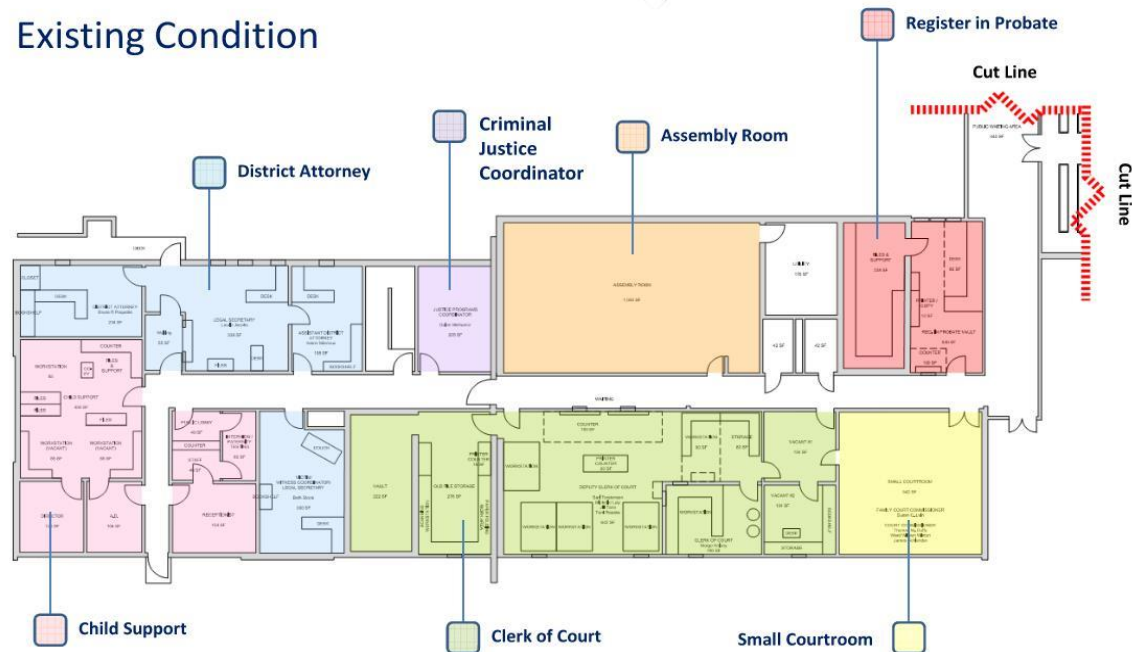
Feasibility Study for Proposed Courthouse Addition | County Board Presentation

7

Existing Department Wing



Existing Condition



Feasibility Study for Proposed Courthouse Addition • County Board Presentation

Venture/Architects

Existing Wing Remodeling

13

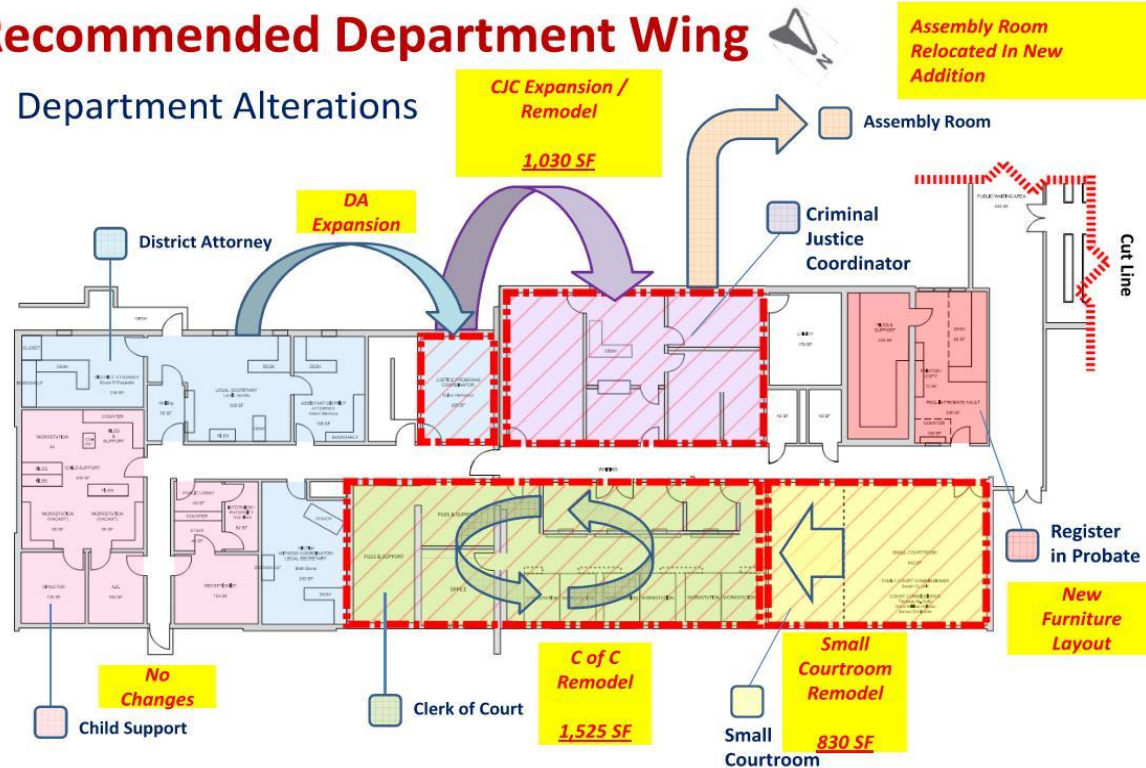


Feasibility Study for Proposed Courthouse Addition | County Board Presentation

8

Recommended Department Wing

Department Alterations



Feasibility Study for Proposed Courthouse Addition • County Board Presentation

Venture/Architects

Cost Summary – Scheme 2A & 2B

Budget (BID 2021 Numbers)



14

- Construction Cost Range \$5,700,000 to \$6,000,000
-

- Courts Addition
- Existing Courts and Jail Building Remodeling
- Clerk of Court Wing Remodeling
- New Veteran's Services

- Non-Construction Cost Range @ 26% \$1,482,000 to \$1,560,000
-

- Professional Services Fees (Architect and Construction Manager)
- Courtroom Technology
- Furniture
- Survey and Soil Borings
- Plan Review Fees
- 5% Contingency
- Other Items

- Project Cost Range \$7,182,000 to \$7,560,000
-

Cost of Inflation – Project Costs

Bid 2021	\$7,560,000
Bid 2022	\$7,862,000 (1.04)
Bid 2023	\$8,177,000 (1.04)
Bid 2024	\$8,504,000 (1.04)

Rule 2: Meetings and Quorum

1. The Annual Meeting of the County Board will be on the Tuesday after the second Monday in November, unless that date falls on November 11 in which case the meeting will be held the following day.
2. The Organizational Meeting of the County Board will be on the third Tuesday in April and the November meeting will be on the first Tuesday after the second Monday. Other regular meetings of the County Board shall be on the third Thursday of each month starting at 6:30 pm. Such meeting dates and times may be changed by a majority vote of the county board.
3. A special meeting, which is not an emergency meeting, may be called by a written request of a majority of board members by delivering such request to the County Clerk. The special meeting will be held within seven calendar days from the delivery of the request.
4. A special meeting may be called in the event of an emergency. Upon determining that an emergency exists, the Chair may call an emergency meeting in any manner reasonably designed to give notice to supervisors and the public including by electronic means. Notice must precede meeting time by at least two hours. An emergency is defined as a situation which requires immediate Board action without which the county government or its citizens will suffer risk of physical, financial, or other harm.
5. In the event of inclement weather, the Chair may cancel a meeting at least three hours before the meeting. Any meeting so cancelled shall be held within the next succeeding week.
6. Board members not able to attend a Board Meeting shall contact the Chair, County Administrator or County Clerk before the meeting giving an explanation for the anticipated absence. The Board Member will be entered in the Board minutes as excused.
7. A majority of Board Members who are entitled to a seat shall constitute a quorum.
8. The County Board Chair may authorize a meeting to be held virtually if deemed necessary. Said meeting would be subject to Wisconsin Open meeting law.
9. If a quorum of the Board is physically present, a majority of the board may allow a board member to attend a meeting through telephone conference call or other electronic means.
10. Board members cannot attend more than three County Board meetings per year by this means

Rule 3: Organizational Meeting

1. At its Organizational Meeting, the Board shall elect a Chair and Vice Chair.
2. Following nominations (including self-nominations), which need not be seconded, each nominee may address the board for three minutes.
3. Secret ballots will be used to elect the Chair and Vice Chair by separate votes for each. Only persons nominated may be voted for.
4. A person receiving a majority vote of Members entitled to a seat shall be declared elected. If no majority is reached, balloting shall continue, including all nominees, until a majority is reached.

Rule 4: Chairperson Powers and Duties

1. The Chair, or in their absence, the Vice Chair shall call the meeting to order and preside over the meeting.
2. In the absence of the Chair and Vice Chair, the County Clerk will preside until the Board elects a Chair Pro-Tem.