

**Contract Between Sauk County
and Board of Regents of the University of Wisconsin System**

This contract is by and between **Sauk County**, State of Wisconsin (**County**), and Board of Regents of the University of Wisconsin System, on behalf of the University of Wisconsin - Madison, Division of Extension (**Extension**) and is entered into pursuant to the authority vested in the County Committee on Agriculture and Extension Education by sections 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes.

Whereas, Extension is organized both around geography, as Extension educators deliver programs in communities throughout the state, and around academic disciplines including Agriculture, Natural Resources, Community Development, Youth, Human Development & Relationships, and Health;

Whereas, Extension is committed to maintaining an office in every county willing to commit to continued funding and space for Extension staff. Extension recognizes the value in keeping a local presence in every county and keeping the shortest distance possible between the people of Wisconsin and the Extension staff delivering programming to them;

Whereas, Extension provides opportunities to additional resources such as statewide specialists and UW-System campus resources to address specific local issues in core areas of expertise;

Whereas, the County is a critical partner in developing and implementing key educational priorities for county residents. In collaboration with Extension leadership, counties will identify local services of priority to their communities. County will agree to co-fund Extension educators based upon annually established flat fees for positions as defined below; and

Whereas, the parties need to define their respective rights and responsibilities;

Now therefore, the parties agree as follows:

1. **Term, Amendment & Termination.**
 - a. The term of this contract is one (1) year. The term shall run from January 1, 2026 through December 31, 2026, unless amended or terminated as set forth below.
 - b. Any additions, changes, modifications or renewals of this contract are subject to the mutual agreement and written consent of authorized representatives of both parties.
 - c. Either the County or Extension may cancel this entire Agreement with or without cause upon sixty (60) days' written notice delivered by mail or in person; provided, however, the County shall be responsible for paying a prorated amount of fees under Section 3.1.a. through the notice period. In addition, if the contract is cancelled before the end of the term, the discount identified in Section 3.1.a. shall be prorated (i.e. the discount amounts to roughly \$834 per month).

2. **Extension Responsibilities.** Extension agrees to:
- a. Hire local Extension staff who will deliver educational services aligned to County priorities. As vacancies occur, and if the County and Extension agree to continue to support the desired program and position, Extension will seek County input when filling vacant positions.
 - b. Provide an Area Extension Director (AED) to serve as County department head and supervise Extension staff at no cost to the County.
 - c. Invoice the County semi-annually, in May and November for amounts due under this agreement.

3. **County Responsibilities**

3.1 In consideration of the programs that Extension provides to the County under this contract, the County agrees to:

- a. Pay to Extension the County share of up to \$ 166,624 for the period of January 1, 2026 through December 31, 2026 as allocated below.

Co-Funded Positions	Fee	FTE	Total
4-H Youth Development Educator	49,063	1	49,063
Health & Well-Being Educator	49,063	1	49,063
Community Development Educator	49,063	.8	39,250
Regional Crops & Soils Educator	49,063	.33	16,355
First Educator Discount			(\$10,000)
Subtotal			\$ 143,731
Proposed or fully-county funded positions and other county contributions	Fee	FTE	Total
Horticulture Educator	22,893	.35	22,893
Final Total			\$ 166,624

- b. Provide travel funds, office facilities (for Sauk county located at: 505 Broadway, Baraboo, WI 53913), information technology equipment (such as computers, printer, phones, internet connectivity, office supplies, and educational programming materials to the Extension educators identified in 3.1(a),
 - c. Provide salary and fringe benefits for the County clerical support staff who support the Extension educators identified in 3.1(a),
 - d. Provide other supporting budgetary items through regular County budgetary procedures in which funds are appropriated for such purposes under applicable Wisconsin law.
 - 3.2 Consider and assess opportunities to provide office space with a desk and chair for fully state funded Extension employees who serve in a regional or statewide capacity. These regional and statewide educators will be provided state-purchased technology and IT support. The opportunity for these positions to access the internet through the county may also be discussed.
4. **Delegation of Financial Budget Authority.** The parties hereby acknowledge that Extension will employ an Area Extension Director (AED), whose responsibilities may include certain budget-related functions as set forth in the Delegation of Financial Budget Authority Form (DFBA Form) attached hereto as **Exhibit A**. County may authorize the AED to carry out such functions on its behalf, but only to the extent specified in in the DFBA Form, which must be signed by an authorized representative of County in order to be effective. The County may rescind such authorization at any time by providing written notice to Extension. In the event that the parties execute a new agreement governing the subject matter of this agreement such that the term of this agreement and the term of the new agreement run consecutively, the parties agree that the delegations set forth in a duly signed DFBA Form shall remain in effect upon execution of the new agreement unless the County rescinds such authorization by providing written notice to Extension.
5. **General Conditions** This contract is established under the following conditions:
 - a. **Notices.** Any notice or demand which must be given or made by a party to this Agreement or any statute or ordinance shall be in writing, and shall be sent via e-mail and certified mail. Notices to the County shall be sent to County Representative(s). Notice to the Extension shall be sent to Area Extension Director.
 - b. **Employer, Personnel Rules, Volunteers and Liability.** Any employees hired by Extension under Section 2.a. of this contract are employees of Extension, and are subject to the personnel rules, policies, and procedures for faculty, academic staff or University staff, as appropriate to the respective appointment in Extension as established by Wisconsin statute, and, or administrative rules; and, or, by policies or procedures adopted by the Board of Regents and the University of Wisconsin - Division of Extension. Any individual who meets Extension's definition of a volunteer and completes all registration requirements will be considered an Extension volunteer. Extension will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of Extension. Extension shall be liable for the acts and omissions of its employees while acting

within the scope of such employment. To the extent they are acting as agents of Extension, Extension shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

Any individuals who are employed by the County in order to satisfy obligations under Section 3.1 of this contract (fully county funded) are County employees and are subject to applicable County personnel rules, policies and procedures. Any volunteer engaged by County to further the purposes of this contract will be considered a volunteer of County. County will be responsible for ensuring that its employees and volunteers take affirmative steps to make clear, when entering into relationships with third parties, that they are employees or volunteers of County. County shall be liable for the acts and omissions of its employees while acting within the scope of such employment. To the extent they are acting as agents of County, County shall be liable for the acts and omissions of its volunteers while acting within the scope of such agency.

- c. **Billing.** For the period January 1, 2026 through December 31, 2026, Extension shall bill the County for the total amount under Section 3.1.a. of this contract. The County will be billed for the first half of the total contract by May 31st and the second half of the total contract by November 30th. If services are not rendered or excess services are provided to the County by Extension during the contract period, the parties will use good faith efforts to adjust the total contract amount and update future bills to coincide with the new agreed upon amount. The County shall pay the amount billed within 30 days of the billing.
- d. **Cybersecurity Provisions.** Each party shall be responsible for the response to, remediation of, and any resulting notification requirements related to cybersecurity breaches of their own information technology systems or those of any third parties hired on their behalf. This responsibility includes the financial costs of any breaches, e.g., forensics, remediation, notifications, etc. The County and Extension shall determine their individual need for cyber liability insurance coverage. Any breaches that could impact Extension data classified as moderate or high risk must be reported to Extension staff, via the Area Extension Director, and the University of Wisconsin - Madison Cybersecurity Operation Center (CSOC) Help Desk, 608-264-4357 following the risk-based timelines outline in the UWSA System Policy 1033 and associated Incident Response Plan. Following a reported breach event, the County will provide a primary staff contact and periodic response updates to Extension and the CSOC until event closure. Any breaches that could impact County data will be reported to the County immediately upon learning of the breach. The County shall provide the Area Director with the expressed point person or position for which to report a breach.
- e. **Insurance.** The Board of Regents of the University of Wisconsin System as an agency of the State, and consequently, Extension, is self-funded for liability (both public and property) under ss. 893.82 and 895.46(1), Wis. Stats. As a result, such protection as is afforded under respective Wisconsin Statutes is applicable to officers, employees, and agents while acting within the scope of their employment or agency. Since this is statutory insurance, there is no liability policy as such that can extend protection to any others.

County agrees to maintain appropriate insurance to cover the potential liability of its officers, employees and agents while acting within the scope of their employment or agency. Such insurance may be provided through a self-insurance program. To the extent that an Extension employee is allowed to use a County vehicle, the responsibility for insuring that vehicle lies with the County.

- f. **Nondiscrimination Statement.** The County and Extension will comply with all applicable state and federal laws and rules prohibiting unlawful discrimination. The University of Wisconsin–Madison Division of Extension provides equal opportunities in employment and programming in compliance with state and federal law..

By: *C. Edgar* Date: 10/29/2025
Area Extension Director
UW-Madison, Division of Extension

By: *Lisa Wilson* Date: 12/10/2025
Sauk County Administrator

By: *Nichole R Whetter* Date: 12/11/25
Director of Financial Services
UW-Madison, Division of Extension

Signed by:
David Murphy Date: 12/11/2025 | 17:12:21 CST
0722C74C56594A3
On Behalf of Board of Regents of
The University of Wisconsin System

Exhibit A

Delegation of Financial Budget Authority Form

Area Extension Directors play an important part in county Extension offices as they manage the faculty and staff within that county, and many times, that includes the county support staff. Area Extension Directors also work with county partners to develop a departmental budget and provide oversight to that budget on an annual basis in cooperation with corresponding county financial departments and county board committees. The Delegation of Financial Budget Authority allows Area Extension Directors, hired, and managed by Extension as state employees, to manage county fiscal resources in service to the people of those counties.

To be completed by the county administrator or county official delegating signature/budget authority.

County hereby delegates to the Area Extension Director for Sauk County and _____ (no other person, if blank) authority to approve/authorize the following financial budget matters on behalf of County, provided, however, that such delegation is limited to the extent that such matters are directly related to County's authority under section 59.22(2)(d) and 59.56(3) of the Wisconsin Statutes and subject to any conditions/limitations indicated by County below.

Invoices	Travel Reimbursements	Supply & Expense Reimbursements
Time/Leave Approvals	Purchase Requisitions	Internal Budget Transfers
Inter- departmental transfers	County specific space agreements for educational programs	Bank account signatory
Other items:		
Conditions:		

This authorization is effective until either party (UW-Madison Extension or Sauk County) requests a change to the document

Budget Authority signature: I am aware this constitutes a delegation of budget authority allowing the Area Extension Director, and any other position mentioned above, to manage county fiscal resources in service to the Extension office and residents of Sauk County. I understand that delegating authority does not release Sauk County, from full responsibility as Budget Authority.

County Administrator/County Official(s):

Name: Lisa Wilson

Title: Sauk County Administrator

Signature: *Lisa Wilson*

Date: 11/14/2025