

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Buffalo County Board of Supervisors
Date: Monday, May 22, 2023
Time: 7:00 p.m.
Location: 3rd Floor County Board Room
[Click here to join the meeting](#)

COUNTY BOARD AGENDA

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

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Public Comment Regarding Posted Agenda Items
5. Review/Discussion/Action ~ Approval of Previous Meeting Minutes
6. Review/Discussion/Action~ Ordinance #23-05-01 An Ordinance to Adopt an Overpayment and Underpayment Policy
7. Review/Discussion/Action~ Ordinance #23-05-02 An Ordinance to Amend the Official Buffalo County Zoning District Map – Town of Naples
8. Review/Discussion/Action ~ Resolution #23-05-01 A Resolution to Recognize and Honor the Retirement of Mr. James Palkowski
9. Review/Discussion/Action ~ Resolution #23-05-02 A Resolution to Recognize and Honor the Retirement of Ms. Kim Postl
10. Review/Discussion/Action ~ Resolution #23-05-03 A Resolution for County Aid for Town Bridges and Culverts
11. Review/Discussion/Action ~ Resolution #23-05-04 A Resolution to Update Personnel Policy 110 – Cell Phones
12. Review/Discussion/Action ~ Resolution #23-05-05 A Resolution to Approve Expenditure of ARPA Funds to Purchase a Digital Message Board, Signs, and Emergency Traffic Control Trailer
13. Review/Discussion/Action ~ Resolution #23-05-06 A Resolution to Update Personnel Policy 112 – Credit Card Policy
14. Public Comments
15. Committee Chair Reports
16. Administrative Coordinator Report
17. County Board Chair Report
18. Adjournment

Date: May 18, 2023

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.

APRIL COUNTY BOARD SESSION

Tuesday, April 18, 2023, at 9:00 a.m.

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

The Pledge of Allegiance was said.

The roll was called and all members were present. Others in attendance for all or portions of the meeting were Mr. Lee Engfer, Ms. Roxann Halverson, Mr. Chris Lindstrom, Ms. Tina Anibas, Sheriff Mike Osmond, Ms. Misty Rustad, Mr. Brent Weaver, Ms. Carol Burmeister, and Ms. Danielle Schalinske. Joining virtually was Mr. Cody Didier, Ms. Tammy Huber, Ms. Ana Rolbiecki, and Ms. Lisa Schuh.

Public Comments: None.

Review/Discussion/Action regarding the Appointment to Fill District 2 County Board Seat: Mr. Chris Lindstrom introduced himself and explained the interest he has in filling the vacant County Board Supervisor seat. He was asked about his experience and availability for meetings. Mr. Michaels made a motion to approve the appointment, seconded by Mr. Nelson. Mr. Hadley voting no. Carried.

Ms. Halverson gave the Oath of Office to Mr. Lindstrom.

Review/Discussion/Action regarding Previous Meeting Minutes: Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Taylor. Carried.

Review/Discussion regarding MFL Regulation and Issues in Buffalo County: Mr. Brent Weaver, DNR Forester, discussed the MFL program. He explained how applying to be part of the program works as well as how compliance and noncompliance issues are handled. The lack of available Loggers has had an effect on the timber being cut in time for the program. However, Mr. Weaver works with the landowner to become compliant in the program. He encouraged talking with Legislatures to change the taxing process that uses a value tax based system.

Review/Discussion/Action regarding Ordinance #23-04-01 An Ordinance to Amend the Official Buffalo County Zoning District Map – Town of Milton: Mr. Engfer explained this would be a rezone for a parcel of land located behind the racetrack. The owner would like to hold a special camping event on that parcel. The zoning would change from residential to ANRT-5 which allows limited camping of up to 150 units. No other limits could be placed on this. If camping were a conditional use of the ANRT-5 zoning district then the Board of Adjustments could set a specified limit. There is a gentlemen's agreement to limit this to one time per year but cannot be made part of the rezone. Mr. Stanton made a motion to approve the ordinance, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Resolution #23-04-01 A Resolution to Update Personnel Policy 201 – Holiday Pay: This resolution allows changes to the Personnel Policy to better clarify how the floating holiday is handled in the Communication/Corrections Officer positions. Mr. Nathan Nelson made a motion to approve the resolution, seconded by Mr. Taylor. Carried.

Review/Discussion/Action regarding Resolution #23-04-02 A Resolution to Update Personnel Policy 512 – Remote Work (Telecommuting): Mr. Steve Nelson reported the issue of telecommuting has been worked on since October and this is the policy that was passed by the HR Committee after an amendment from 24 days per year to 52 days per year. A discussion was held on changing the policy back to 24 days per year and up to 2 days per week or having all employees return to the courthouse for work. Ms. McMillan Urell made a motion to amend the policy to 24 days per year from the proposed 52 days per year, seconded by Mr. Sendelbach. 11 voting yes. Mr. Stanton, Mr. Nathan Nelson, and Mr. Taylor voting no. Carried. A discussion was held on how monitoring works for employees who telecommute. Mr. Ruff made a motion to approve the amended resolution, seconded by Ms. McMillan Urell. 13 voting yes. Mr. Bruegger voting no. Carried.

Review/Discussion regarding CAPX2020, ARPA, and Opioid Funding: Mr. Engfer reviewed the balances of the ARPA funds, CAPX2020 funds and put together a committee to discuss the Opioid fund allocations.

Public Comments: Mr. Ruff would like to see the Board become more proactive and set short term and long term goals. He would also like to have things changed so that Board vacancies are advertised immediately.

Committee Chair Reports: Mr. Taylor reported that Law Enforcement is in need of new body cameras and squad cameras. They will be bringing this forward for funding. Law Enforcement is also working with Pepin County on talks of a new jail. There were two violations reported on the jail inspection and one was the age of our jail.

The Highway Department is working on their finances. They are a little behind due to end of the year preparations for the Auditors. They will be constructing around eight miles of road this year and working on the intersection of County Road H and County Road HH.

Recycling had no meeting.

Land Management is working on remonumentation and trying to speed up the process as the cost goes up 3% every year.

HR is informed that the wage study is on schedule.

Administrative Coordinator Report: Mr. Engfer gave his report.

- MN Monthly would like to do an article on tourism. Mr. Bill Hedberg is working on this with them.
- The Towns Association held their meeting. Someone had a complaint about ATV use on County Road M.

- Mississippi River Regional Planning Commission explained the Comprehensive Land Use Plan at the Towns Association.
- The Surveyor indicated that expediting the remonumentation process would cost \$1.1 million to expedite. This would be reduced by the portion the towns would pay.
- The owner of the Annex building next door is looking to sell the property. They would give the County first chance at it.
- Letters were sent out to municipalities that have not applied for broadband funding yet. There is a tight timeline for them to get their projects planned and completed.
- The generator project is ahead of schedule. Concrete work outside will be done soon.
- The Wellness Center next door is not being utilized by very many. He would like to take those funds and use them for specialized drinking fountains in the courthouse. This is something that would benefit all employees.
- Meteorologists are predicting flood levels at the 2001 level if we get more rain in the next few days.

County Board Chair Report: Mr. Bork indicated he has also been working with Pepin County on jail issues.

Adjournment: Mr. Taylor made a motion to adjourn at 11:41 a.m., seconded by Ms. McDonough. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk



Buffalo County Ordinance

Drafted By:
Month/Year:
Committee:

Department:
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Adopt an Overpayment and Underpayment Policy

Whereas, the County Board of Supervisors recognizes the need to have a policy regarding the retention or return of funds for overpayments or underpayments, and;

Whereas, the cost of postage, checks, and labor for the return of overpayments less than \$5.00 has increased significantly in recent years, and;

Whereas, the cost to request additional funds for underpayment of less than \$5.00 has also increased significantly in recent year, and;

Whereas, the County Board of Supervisors grants authority to Buffalo County Departments to retain overpayment amounts of \$5.00 or less and to waive the underpayment of \$5.00 or less, and;

Now Therefore Be It Resolved that the Buffalo County Board of Supervisors does hereby ordain and adopt the policy to allow Buffalo County Departments the authority to retain overpayment amounts of \$5.00 or less and to waive the underpayment of \$5.00 or less.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2023.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



Buffalo County Ordinance

Finance Committee:

Dennis Bork

Max Weiss

William Bruegger, Sr.

Brian Michaels

Chris Lindstrom



Buffalo County Ordinance

Drafted By: B. Golden
Month/Year: May 2023
Committee: Land Management Com.

Department: Land Management
Fiscal Impact: Yes/No

Ordinance # _____

An Ordinance to Amend the Official “Buffalo County Zoning District Map” – Town of Naples

Whereas, a petition for a map amendment/rezone of a parcel of land located in Section 16, Town of Naples, from ANR-40 to Commercial was received from Sven Hovey and;

Whereas, official notice has been published in the Buffalo County News on May 4th and May 11th, 2023, and placed the same and application documents on file in the Land Management Department and the Office of the County Clerk for two weeks prior to May 19th, 2023, and;

Whereas, the Town Board, Town of Naples was notified of the proposed rezone and land use change and the requisite Towns Acknowledgment Form was delivered to the Zoning Department stating that the proposed rezone was acted on by the Town Board with the Town Board Chair signing the form indicating support of the rezone petition, and;

Whereas, a public hearing was held by the Buffalo County Land Management Committee at the Buffalo County Courthouse on May 19th, at 8:00 AM for the purpose of gathering public testimony regarding the proposed map amendment/rezone, and;

Now Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby adopts and ordains as follows: That the Buffalo County Zoning District Map, Town of Naples; parcel #030-00416-0010, said parcel of land containing 3.44 acres more or less, shall be rezoned from ANR-40 to Commercial Zoning.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2023.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



Buffalo County Ordinance

Land Management Committee:

Max Weiss

Dwight Ruff

Gary Stanton

John Sendelbach

Dennis Bork



BUFFALO COUNTY RESOLUTION

Drafted By: Lee Engfer
Administration
Month/Year: May/ 2023
Committee: Human Resources

Department:
Fiscal Impact: Yes/No

Resolution # _____

**A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF
JAMES PALKOWSKI**

WHEREAS, Mr. James Palkowski retired from employment with Buffalo County during March 2023, and;

WHEREAS, Mr. Palkowski faithfully served the residents of Buffalo County as an employee beginning in October 1995 as a Shop Mechanic and then as Shop Foreman since November 1997 and;

WHEREAS, the members of this Body wish to recognize and honor Mr. Palkowski for his twenty-seven (27) whole years of service and wish him well in his retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thank and commend Mr. Palkowski for twenty-seven (27) years of service to the residents of Buffalo County and honor him with this well-deserved recognition.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



BUFFALO COUNTY RESOLUTION

Respectfully Submitted:

Human Resources Committee

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Michael Taylor

Nathan Nelson



BUFFALO COUNTY RESOLUTION

Drafted By: Lee Engfer
Month/Year: May/ 2023
Committee: Finance Committee

Department: Administration
Fiscal Impact: Yes/No

Resolution # _____

**A RESOLUTION RECOGNIZING AND HONORING THE RETIREMENT OF
KIM POSTL**

WHEREAS, Ms. Kim Postl will retire from employment with Buffalo County during May, 2023, and;

WHEREAS, Ms. Postl faithfully served the residents of Buffalo County as an employee since November 2011 and;

WHEREAS, the members of this Body wish to recognize and honor Ms. Postl for her eleven (11) whole years of service and wish her well in her retirement years.

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby thank and commend Ms. Postl for eleven (11) years of service to the residents of Buffalo County and honor her with this well-deserved recognition.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



BUFFALO COUNTY RESOLUTION

Respectfully Submitted:

Finance Committee

Dennis Bork

William Bruegger

Chris Lindstrom

Brian Michaels

Max Taylor

Buffalo County Resolution

Drafted By: Janet LaDuke, Office Mgr
Presented: April 2023
Involved Committees: Highway



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

RESOLUTION # 23- -

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 petition with the Buffalo County Highway Commissioner pursuant to this Statute, and

TOWNSHIP	PROJECT	TOWN SHARE	COUNTY SHARE	TOTAL COST
WAUMANDEE	WOJCHIK VALLEY RD – CATTLE PASS REPLACEMENT	7,500.00	7,500.00	15,000.00
TOTALS		7,500.00	7,500.00	15,000.00

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

Max Weiss, Chairman

Steven Nelson, Vice Chair

Brian Michaels

Dwight Ruff

John Sendelbach

Adopted at a duly called and noticed meeting of the Buffalo County Highway Committee this 11th day of April 2023.

Respectfully Submitted,
Buffalo County Finance Committee

Dennis Bork, Chairman

Max Weiss, Vice Chair

William Bruegger, Sr.

Brian Michaels

Brad Schmidtknecht

Adopted at a duly called and noticed meeting of the Buffalo County Finance Committee this 20th day of April 2023.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors this 22nd day of May 2023.

ATTEST:

Dennis Bork, County Board Chair

Roxann Halverson, County Clerk

TO ALL TOWN CLERKS:

In order for the Buffalo County Highway Department to consider emergency joint funding, we are asking that you furnish us with information relating to the emergency event.

This form serves to petition the Buffalo County Board of Supervisors for County Aid on Roads and Bridges on Town roads in accordance with Section 82.08, Wis. Stats.

PLEASE COMPLETE AND RETURN 1 COPY TO THE HIGHWAY OFFICE



TOWN BRIDGES

Name of Bridge	Nature of Improvement	Amount of money voted to be spent by Town	County Match requested by this Petition	Total Estimated Project	Year work is to be done
Wojcik Valley Rd	Cattle pass replacement	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	2023

Signed by: Paul Deute, Town of Waumandee

Date: March 2, 2023



Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

April 2023

Involved Committees:

Human Resources & Finance

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO UPDATE PERSONNEL POLICY 110 – CELL PHONES

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 Policy 110 – Cell Phones increase the allowance from \$10 to \$25 for employees designated as needing a phone for work purposes but elect to use their own personal to be align with current cell phone costs and to add language regarding cell phone use and driving; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 110 – Cell Phones of the Buffalo County Handbook and the respective associated form effective May 1st, 2023, to make these updates.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee:

Finance Committee:

Steven Nelson, Chair

Dennis Bork, Chair

Mary Anne McMillan Urell

Max Weiss

Nathan Nelson

William Bruegger

Carol McDonough

Brian Michaels

Michael Taylor

Vacant

ANTICIPATED FINANCIAL IMPACT STATEMENT

2023 May through December: Sheriff's Dept- \$120; CJS Dept- \$120 for a total of \$240
2024 Annual Potential Impact-Sheriff's Dept- \$180; CJS Dept- \$180; DHHS- \$1500 for a total of \$1860 annually

Buffalo County Resolution

Exhibit A:

POLICY 110 – CELL PHONES

Purpose: To provide efficiency through the use of technology, the County shall provide a county issued cell phone or a personal cell phone allowance to authorized individuals. The use of a cellular device allows the employee to remain available for work-related communication while away from their office land line and enable them to complete the essential functions of their job. This policy is not intended to reimburse an employee who is required to have a phone number on file to be contacted for weather related activities or emergency services as part of their job duties.

Policy: The respective Department Managers are responsible for identifying the needs of their departments and requesting needed equipment and services.

All requests for a cellular phone allowance require authorization by the Department Manager and shall meet the following justification guidelines:

- Employee has management responsibility which requires a cellular phone for operational tasks; or
- Task driven functions that require a cell phone including any of the following: an identifiable and articulable need, for a specific task or function, or the use of which shall enhance efficiency or effectiveness of county operations.

Allowances: Once a Department Manager has determined a specific need for an employee to possess a cell phone for the efficiency of county operations, and that employee either currently has a personal cell phone or agrees to obtain a cell phone at their own expense, that employee shall receive a monthly allowance for the proposed use of that phone for county business. The allowed stipend will be considered a non-taxable fringe benefit to the employee.

- **\$25.00** per month per designated employee.
- The allowance is for monthly phone use only. Allowances shall be paid on the first payroll of the month for the preceding month. To be eligible for the monthly allowance, an employee must have worked the majority of the month.
- If the employee separates employment the 1st – 15th of the month, they are not eligible for the month's allowance. If the employee separates employment the 16th – end of the month, they are eligible for the month's allowance.
- Employees shall not be reimbursed for the cost of any lost, stolen, or damaged personal cell phones.
- ~~Department Managers shall complete a Cell Phone Allowance Form, available at the Administration Office that shall include the employee's name, cell phone number and general ledger account code.~~

County Owned Cell Phone: County owned cell phones are for work purposes only. No personal use of a County owned cell phone is allowed except for "de minimus" use, defined as limited incidental calls of two (2) minutes or less per call not to exceed five (5) times a month.

- Employees in possession of County equipment such as cell phones are expected to protect the equipment from loss, damage or theft. Upon separation of employment or at any time upon request, the employee may be asked to produce the phone to return for inspection, upgrade or changes. Like all county equipment, it is the employee's responsibility to maintain and protect the equipment. In the event of damage or loss, this should be immediately reported to the employee's supervisor.
- Employees will not be allowed to purchase county owned cell phones upon separation unless approved by the County Administrative Coordinator.

Procurement: Department Managers are responsible for designating staff that is responsible to manage and administer cellular phone contracts with vendors, including purchasing and payment of charges. **Department Managers shall complete a Cell Phone Agreement Form once an employee is either issued a county owned phone or is to receive a cell phone allowance that shall be returned to the Administration Office upon completion and approval.**



Buffalo County Resolution

Phone Usage: While at work, employees are to exercise the same discretion in using cell phones as they do the County phones. Excessive personal use during the workday, regardless of the phone used, can interfere with employee productivity and can be distracting to others. Employees shall limit personal use while on-duty or at work so that they do not interfere with the performance of their duties. Employees are asked to make any personal calls on non-work time when possible and to ensure that friends and family members are aware of the County's policy. Employees are not required to carry a cell phone unless they have been authorized and approved to receive an allowance or a county owned cell phone.

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving; use of a cellphone while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Reading or sending text messages while driving is strictly prohibited.

This policy applies to employees operating any vehicle whether county owned or personal while performing county business.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Policy 110 - Effective April 16, 2019; Revised May 1, 2023



Buffalo County Resolution

Exhibit B:

Cell Phone Allowance Agreement Form

Employee Name: _____

Job Title: _____ Dept Name: _____

G/L account code: _____

Cell Phone #: _____ Cellular Carrier: _____

TYPE (Select one): County Owned Cell Phone Personal Cell Phone

ALLOWANCE TYPE: \$10 per month

Stipend Start Date*: _____

**Stipend payment should begin with the start of the next month.*

1 Policy Summary

Per policy 110, Buffalo County employees who have management responsibilities which require a cellular phone for operational tasks or has task driven functions that require a cell phone may receive a county owned cell phone or a personal cell phone allowance. The allowance will be considered a non-taxable fringe benefit to the employee.

2 Employee Responsibilities

Recipients of either a county owned cell phone or a personal cell phone allowance have the following responsibilities:

- Review and follow Policy 110 regarding phone procurement, usage, camera phones and safety issues for cell phone use.
- For personal cell phones, the employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the allowance is intended to cover. This includes termination clauses, and paying all charges associated with the cellular service and device.
- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change. Also, if the employee reduces service levels in the wireless contract below the reimbursed amount, the same communication expectations exist.
- , keep (or have access to) monthly invoices for a two-year period so they can be produced upon request by either a County rep or the Internal Revenue Service.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all County policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all County data from the cell phone when employment with the county is severed, except when required to maintain the data in compliance with a litigation hold notice.

3 Employee Certification

By signing below, I certify that I have read, understand, and agree to the Cell Phone Policy and my responsibilities under the policy.

Employee Signature

Date

Department Head Signature

Date



Buffalo County Resolution

Drafted By: R. Halverson
Month/Year: August 2022
Committee: Finance

Departments: Finance
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Approve the Expenditure of ARPA Funds to Purchase a Digital Message Board, Signs, and Emergency Traffic Control Trailer

WHEREAS, Buffalo County received funds through the American Rescue Plan Act of 2021 (ARPA) to provide substantial infusion of resources to continue to decrease the spread of COVID-19 and bring the pandemic under control, and;

Whereas, Buffalo County has received \$2,527,282.00 directly from the federal government with guidelines on how the funds can be spent, and;

Whereas, the Buffalo County Finance Committee has noted some items of need for Buffalo County that the ARPA funds can be spent on and one of the items is a digital message board, signs and emergency traffic control trailer, and;

Whereas, the purchase of a digital message board will aid in notifying the public of road closings, emergency events, and other notifications that need to be broadcast to the public, and;

Whereas, the purchase of signs and an emergency traffic control trailer will aid in the efficiency of moving signs to areas that have an emergency need in a critical time period, and;

Whereas, the Finance Committee approves the purchase of a digital message board, signs, and emergency traffic control trailer in an amount not to exceed \$45,500.00, and;

Now, Therefor Be It Resolved, that the Buffalo County Board of Supervisors hereby approves the purchase of the digital message board, signs, and emergency traffic control trailer in an amount not to exceed \$45,500.00 with the funds coming from ARPA funding.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2023.

ATTEST:

Roxann Halverson, Buffalo County Clerk

Dennis Bork, Buffalo County Chairperson



Buffalo County Resolution

Respectfully Submitted:

Finance Committee

Dennis Bork, Chair

Max Weiss

William Bruegger, Sr.

Brian Michaels

Chris Lindstrom



Buffalo County Resolution

Drafted By:

Lee Engfer

Presented Month/Year:

May 2023

Involved Committees:

Human Resources

County Department:

Administration

Fiscal Impact: YES / NO

AC Approved: YES / NO

RESOLUTION # _____

A RESOLUTION TO UPDATE PERSONNEL POLICY 112 – CREDIT CARD POLICY

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 Policy 112 – Credit Card Policy language around handling of rebates and gift card and also prohibiting the purchase of alcohol with a County credit card; and,

NOW, THEREFORE BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby amends Policy 112 – Credit Card Policy of the Buffalo County Handbook effective May 22nd, 2023, to make these updates.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2023.

County Clerk

ATTEST:

County Board Chairperson



Buffalo County Resolution

Respectfully Submitted:

Human Resources Committee:

Steven Nelson

Carol McDonough

Mary Anne McMillan Urell

Nathan Nelson

Michael Taylor

ANTICIPATED FINANCIAL IMPACT STATEMENT

None



Buffalo County Resolution

Exhibit A:

Policy 112 – Credit Card Policy

Purpose: To ensure that County transactions are carried out as effectively as possible through the use of credit cards as appropriate and in accordance with the Overview and Statement of Intent outlined below and to guard against any possible abuse of County issued credit cards.

County credit cards will be procured by the County Administration Office and will be issued in the name of Buffalo County (hereinafter referred to as “the County”) and will be distributed to an authorized employee, Department Managers or County Representatives under the provisions of this policy.

Overview and Statement of Intent: County credit card for Department Managers and certain other authorized department employees and/or County Representatives to use for legitimate business purposes in accordance with the County’s Purchasing Policy. Permissible uses for a County-issued credit card include expenses relating to justified County meetings (including meal expenses), travel, hotel accommodations and certain other non-emergency minor expenditures for which a Purchase Order is not able to be used. Expenses that normally require the issuance of a Purchase Order may be purchased using a County-issued credit card only in emergency circumstances or if a Purchase Order has been issued authorizing the purchase. Under no circumstances is the use of a County-issued credit card intended to enable the user to circumvent any provision(s) of any existing or future County Purchasing Policy and/or Travel Policy. Furthermore, use of a County-issued credit card does not alleviate the employee from his or her obligation to submit a Statement of Expense in accordance with the County policy.

Procedure:

- Issuance of Card to Department or Office: Credit cards will be issued per department as approved by the County Finance Committee. Prior to issuance of the card to a department, the Department Manager shall sign the County credit card Compliance Agreement stating they have read and will adhere to the policies and procedures outlined in this policy. This is available from the administration office. A signed original of agreement must be on file in the County Administration Office prior to the card’s issuance.
- Issuance of Cards to County Administration Office. The County Administration Office may be issued up to four (4) County credit cards to be used by departments not issued a department card.
- The Department Manager or employee using the County credit card is responsible for payment or resolution of all charge transactions placed on the County credit card, with no exceptions.
- Employees or department managers are responsible for the safekeeping of the County credit card. In the event that the card has been lost or stolen, or if unauthorized transactions are detected, it is the employee’s responsibility to immediately notify the County Administration Office.

Credit Limits: Credit limits, including any increases in credit limits, will be established as appropriate by the County Finance Committee.

Buffalo County Resolution

Credit Card Expenditures in General: The department manager or employee agrees that:

- Under no circumstances is the use of the County-issued credit card intended to enable the employee to circumvent the existing county Purchasing Policy and established procedures regarding fixed assets, budgeting, purchasing and/or the use of Purchase Orders, or the employee's obligation to submit an itemized statement in accordance with the reimbursement policy.
- The card will only be used for those activities that are a direct consequence of the employee's function within the county and that under no circumstance will the card be used for personal reasons; furthermore, the employee agrees to be personally liable for any unauthorized transactions unless the card is lost, stolen or used fraudulently by a third party.
- Maximum credit limits established for the card by the County Finance Committee will not be exceeded.
- When using the card to make on-line internet purchases, the employee shall make every effort to ensure that sales tax is not assessed and the purchase is made from a secure website using secure on-line access, thereby limiting the risk of fraud or theft.
- **No purchasing of any amount of alcohol is permitted.**
- All credit card purchases that require shipment will be shipped to the employee's business address. In no instance shall any shipment resulting from a credit card purchase be shipped to the employee's home address.
- An exception may be granted for a program which requires the shipment to be sent directly to a client's home address approved by the Department Manager or designee with proper documentation.
- Credit card statements will be reviewed each month to ensure that the card is used for authorized purchases; adequate receipts and/or sufficient documentation to support purchases is provided by the employee; and card use is not in violation of County policies. The employee agrees to cooperate fully with such review and to immediately place into operation any recommendations resulting from such review.
- Any credits or rewards issued by the Credit Card Company shall remain the property of the County.
- **If a rebate or other reward can be gained from a purchase, the applicable receipt, rebate form and any other needed information shall be provided to the County Administration Office to be processed. The County Administration Office will process and keep a record of all rebates or similar rewards obtained and to which respective department or office that the rebate should be used by. Receipts associated with the use of all rebates/ rewards shall be turned to the County Administration Office as well for record keeping purposes. Any unused or partially used rebate will also be held at the County Administration Office until immediately needed for a purchase.**

Credit Card Expenditures in Conjunction with County Travel: When utilizing the County credit card for travel expenses associated with County business, the employee agrees that:

- A Reimbursement Request will be completed by the employee in accordance with county policy.
- Use of the credit card to purchase in-room movies during the hotel stay while on County business is not allowable. Statements submitted without the required documentation will forfeit future

Buffalo County Resolution

use of the County credit card and shall be considered misuse and grounds for disciplinary action in accordance with the Buffalo County Employee Handbook.

- Use of the credit card for meal reimbursement (including maximum gratitude) shall not exceed the maximum amount allowed under the Meal Reimbursement Policy of the Buffalo County Employee Handbook. Amounts over the meal limit are to be paid directly by the employee to the vendor at the time of service.

Credit Card Statements: A monthly credit card statement will be mailed from the bank to the County. The Department Manager or employee agrees:

- For all purchases, to obtain and retain sufficient supporting documentation (itemized receipts) to validate all expenditures made using the card. A credit card authorization receipt that does not include an itemized detail of purchase does not constitute supporting documentation.
- In the event sufficient documentation (including non-itemized, missing or lost receipts) is not provided, the employee's privileges may be suspended, and the expenditures may be required to be reimbursed.
- To review the credit card statement and report any inaccuracies to the County Administration Office.
- To verify that the goods and/or services listed on the credit statement were in fact received.
- For each credit card statement, to (1) Attach itemized receipts supporting each expenditure to the credit card statement; (2) for each purchase, note the departmental expense account code to be charged; (3) acknowledge approval of the expenditure; (4) verify that the expenditure has been made for official purposes by signing and dating the statement; and (5) if applicable, obtain approval of the expenditures by the Department Manager.
- To forward receipts and supporting documentation to the County Administration Office in at least fourteen (14) days in advance of the due date for payment in order that payments may be submitted without incurring late fees. In the event more than three late fees are incurred within a six-month period, the employee's privileges will be suspended.

Return of County Credit Card: The Employee agrees to return the card in the event the Employee retires, resigns, or his or her employment with Buffalo County is otherwise terminated. Additionally, the Employee agrees to return the card in the event it is determined there is no longer a need to retain his or her card or if the card has been cancelled by the bank.

Credit Card Misuse: Any misuse of the County credit card will serve as grounds for disciplinary action, including and up to termination of employment. Additionally, whenever a breach in this policy occurs, the County Administrative Coordinator reserves the right to report the misuse to law enforcement for criminal investigation.

Gift Cards: Any gift cards that are donated to the County or purchased by the County, shall be tracked as to when purchased, the value and to whom they were issued and when they were issued. If the card was a gift/ donation then the following shall be documented, who received the card, date received, the value of the card, who was given the card and the date given.

May 2023 Financial Report

Tina Anibas, Buffalo County Treasurer

Investment Notes			
4/12/2023	From WISC PMA to General \$650,000		
4/17/2023	From Waumandee Sweep to General \$150,000		
4/20/2023	From WISC PMA to General \$200,000		
4/28/2023	From WISC PMA to General \$150,000		
	GENERAL CASH		\$7,444,542.20
	WAUMANDEE CDARS		\$1,500,000.00
	TOTAL GENERAL FUNDS		\$8,944,542.20
	CAPX CDARS		\$675,000.00
	2021 AMERICAN RESCUE FUNDS		\$2,227,381.23
	2022 ARPA LATCF (LOCAL ASSISTANCE AD TRIBAL)		\$50,000.00
	2022 NOTE FUNDS		\$1,682,950.37
	OPIOID FUNDS		\$60,661.79
	COMMUNITY BLOCK GRANT FUNDS		\$23,649.51
	TAX DEED		\$7,523.51
	LAND RECORDS		\$77,962.82
	VEHICLE REPLACEMENT		\$78,433.79
	HEALTH INSURANCE		\$84,369.10
	DEBT SERVICE		\$167,520.71
	RECYCLING		\$157,376.60
	LIDAR		\$37,184.46
	ORTHO		\$99,835.71
	TOTAL OTHER FUNDS		\$5,429,849.60
	YEAR TO DATE INTEREST		\$80,832.35
	APRIL TOTAL RECEIPTS		\$2,366,738.05
	APRIL TOTAL DISTRIBUTED		\$2,363,113.93
	UNPAID TAX REPORT PAYABLE		
	2020-2022 Delinquent		\$384,113.37
	2022 Postponed		\$5,045,136.94
	Total		\$5,429,250.31