

## Notice of Public Meeting

### AMENDED AGENDA (2)

**Committee:** Finance Committee  
**Date:** Friday, March 17, 2023  
**Time:** 8:30 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room

**Remote Meeting Access:** [Click here to join the meeting](#)

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, but deviations from the order shown may occur:

1. Call to Order
2. Roll Call of Members
3. Public Comment Regarding Posted Agenda Items
4. Review/Discussion/Action ~ Previous Meeting Minutes
5. Review/Discussion/Action ~ Chief Deputy Register in Probate/Chief Deputy Probate Registrar/Chief Deputy Clerk of Juvenile Court/Chief Deputy Judicial Assistant Position Description
6. Review/Discussion/Action ~ Chief Deputy Clerk of Court/Deputy Clerk of Court Position Description
7. Review/Discussion/Action ~ Building and Grounds Janitor Position Description
8. Review/Discussion/Action ~ Fill the Vacant Victim Witness Coordinator Position
9. Review/Discussion/Action ~ Solid Waste Hauling Permit – Robert Fort
10. Review/Discussion/Action ~ Purchase of Replacement Fleet Vehicle.
11. Review/Discussion/Action ~ A Resolution to Authorize and Appoint Roxann Halverson, County Clerk, as the Snowmobile Coordinator in Buffalo County
12. Review/Discussion/Action ~ A Resolution to Support Economic Development in Buffalo County with CAPX2020 Funding
13. Review/Discussion/Action ~ Monthly Vendor Invoices/Vouchers/Employment Payroll/Investment Report
14. Review/Discussion/Action ~ The Committee May Go Into Closed Session to Discuss Employee Review/Complaints
15. *Closed session pursuant to WI Statute 19.85 1 (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 1 (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.*
16. Review/Discussion/Action ~ The Committee May Return to Open Session
17. Chairperson's Report
18. Administrative Coordinator Report
19. Public Comment Unrelated to Agenda Items
20. Review/Discussion/Action ~ Next Date and Time
21. Adjournment.

Date: March 15, 2023

Dennis Bork, Chair

By: Roxann M. Halverson, County Clerk

**Board Members:** If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

**Persons with Disabilities:** Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

**Public Access to the Courthouse:** The South Entrance will be the only access to the building after 4:30 p.m.

*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.*



## Notice of Public Meeting

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### AGENDA

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7. Review/Discussion/Action ~ Fill the Vacant Victim Witness Coordinator Position
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12. Review/Discussion/Action ~ Monthly Vendor Invoices/Vouchers/Employment Payroll/Investment Report
13. Chairperson's Report
14. Administrative Coordinator Report
15. Public Comment Unrelated to Agenda Items
16. Review/Discussion/Action ~ Next Date and Time
17. Adjournment.

Date: March 6, 2023

Dennis Bork, Chair

By: Roxann M. Halverson, County Clerk

**Board Members:** If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

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## BUFFALO COUNTY MINUTES

Committee of the Board:

Finance Committee

Date of the Meeting:

February 16, 2023

Chair Dennis Bork called the meeting to order at 9:25 a.m.

**Members Present:** Mr. Dennis Bork, Mr. William Bruegger, Mr. Brian Michaels, Mr. Max Weiss, and Mr. Brad Schmidtkecht.

**Others Present for All or Parts of the Meeting in Person:** Mr. Lee Engfer, Ms. Lisa Schuh (via Teams), Ms. Tina Anibas, Ms. Roxann Halverson, Mr. Shawn Squires, Ms. Laura Gullickson, Mr. Garret Martin, and Mr. Gary Stanton.

**Public Comments regarding Agenda Items:** None.

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

**Review/Discussion/Action regarding a City of Mondovi Broadband Grant Request:** Ms. Gullickson explained this request was approved by the Economic Development Committee in January. A discussion was held on the money being earmarked for municipalities that do not have broadband and not for upgrading those that already have it, reducing the project and doing only the industrial park at this time, and reducing the contribution to the City from \$100,000.00 to \$50,000.00. Mr. Schmidtkecht made a motion to approve the \$100,000.00 grant to the City of Mondovi for their broadband project, seconded by Mr. Michaels. A roll call vote was taken. Mr. Bruegger voting no. Carried.

**Review/Discussion/Action regarding BEAD Local Planning Grant (Broadband):** The Economic Development Committee approved the grant application at their meeting. There is no cost to the County for signing the letter of intent. This would give money to the County for broadband use. Mr. Weiss made a motion to approve the application, seconded by Mr. Schmidtkecht. Carried.

**Review/Discussion/Action regarding A Resolution to Approve 2023 Wage Increase for Highway Commissioner:** Mr. Engfer explained the HR Committee amended the resolution to have the hourly increase changed from 2% to \$.75 per hour or \$82,680.00 salary per year. This keeps it in line with the steps in the scales. Mr. Michaels made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding Approving Waste Hauler Permits:** There are 11 permit applications. The permits have a fee of \$100.00 per year. Mr. Bruegger made a motion to approve the permits, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding Monthly Vendor Invoices/Vouchers/  
Employment Payroll and Investment Report:** Invoices, payments and interest rates were reviewed. Mr. Bruegger made a motion to approve the invoices, seconded by Mr. Michaels. Carried.

**Chairperson Report:** None.

**Administrative Coordinator Report:** Mr. Engfer reported on updating the Chart of Accounts for the new financial system, selling a fleet vehicle and replacing it, and work that has been done with health insurance plans.

**Public Comment Unrelated to Agenda Items:** Mr. Squires would like the resolution to increase the amount of the broadband grant award brought back. The Governor has indicated that more money will be released in the budget for broadband and if the projects would have a county match greater than \$100,000.00 it would give them a better chance of being awarded the State grants.

**Next Date and Time:** The next regular meeting will be Friday, March 17<sup>th</sup> at 8:30 a.m.

**Adjournment:** Mr. Michaels made a motion to adjourn at 10:45 a.m.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk

## BUFFALO COUNTY

### POSITION DESCRIPTION

**Department:** Circuit Court and Clerk of Court

**50% Position Title:** Chief Deputy Register in Probate, Chief Deputy Probate Registrar, Chief Deputy Clerk of Juvenile Court, Chief Deputy Judicial Assistant

**Direct Supervisor:** Register in Probate, Circuit Judge

**50% Position Title:** Deputy Clerk of Court

**Direct Supervisor:** Clerk of Court

**Pay Classification:** K

**Pay Rate:** Hourly – (N) Non-Exempt

**Date:** April, 2019 – October 2022

Commented [RLP1]: Added to title

Commented [RLP2]: Added additional supervisor

Commented [RLP3]: added

Commented [RLP4]: Date job description updated

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**50 % Position Title:** Chief Deputy Register in Probate, Chief Deputy Probate Registrar, Chief Deputy Juvenile Clerk, Chief Deputy Judicial Assistant

Commented [RLP5]: Added

#### Purpose of Position:

The purpose of this shared position includes roles as Deputy Register in Probate, Deputy Probate Registrar, Deputy Clerk of Juvenile Court and Deputy Judicial Assistant is to assist the Register in Probate, Probate Registrar, Clerk of Juvenile Court and Judicial Assistant in the administration of formal probate and juvenile matters, and to provide court calendar management and other court related services. Chapters 48, 938, 51, 54, 55, 851 and 865 of the Wisconsin Statutes apply to Clerk of Juvenile Court, Register in Probate and Probate Registrar respectively, in defining powers, requirements and duties of each of these positions. "In each county, the judges of the county may appoint and may remove a Deputy Register in Probate., per section 851.71 of the Wisconsin Statutes. Judicial Assistant position duties as defined by the Director of State Court's office.

#### Essential Duties:

This list of duties is not to be construed as all-inclusive, and may be modified as need requires. Special duty assignments will occur.

- The following duties are defined by Wisconsin Statutes:  
**851.72 Duties of registers in probate. The register in probate shall:**

1. ~~File and keep all papers properly deposited with him or her unless required to transmit such papers.~~
2. ~~Keep a court record of every proceeding in the court under chs. 851 to 880 under its proper title, a brief statement of the nature of the proceeding and of all papers filed therein, with the date of filing and a reference to where minute records can be found or to the microfilm or optical disk or electronic file where papers have been stored so that the court record is a complete index of brief history of each proceeding from beginning to final disposition.~~
3. ~~Keep a minute record and enter therein a brief statement of all proceedings of the court under chs. 851 to 880 during its sessions, all motions made and by whom, all orders granted in open court or otherwise, and the names of all witnesses sworn or examined. If this information is all included in the court record, the judge may direct that the minute record be no longer kept.~~
4. ~~Keep an alphabetical index to the court record and the file containing the original documents or microfilm, optical disk, or electronic copies thereof.~~
5. ~~Perform any other administrative duties as the judge directs.~~
6. ~~... perform the duties of clerk of the court assigned to exercise jurisdiction under chs 48 and 938 unless these duties are performed by a person appointed under s. 48.04~~
7. ~~Submit a monthly report to the department of health and family services—of the deadlines for filing claims against estates set under s. 859.01 during that month in the register's county. The report shall be filed in a form and manner that may be prescribed by the department of health and family services.~~

**851.73 Powers of registers in probate.**

1. The register in probate:
  - a. ~~May make orders for hearings when the judge is away from the county seat or unable to discharge duties or when given authority in writing by the judge and an application is made to the court in a proceeding under chs. 851 to 880 requiring notice of hearing. The order and notice when signed "by the court, ..., register in probate" has the same effect as if signed by the judge.~~
  - b. ~~Has the same powers as clerks of court to certify copies of papers, records, and judicial proceedings. Copies certified by registers in probate are receivable in evidence as if certified by clerks of court.~~
  - c. ~~Has the power to administer any oath required by law.~~
  - d. ~~Has, when appointed for this purpose, the powers of deputy clerks as provided in s. 59.40(1).~~
  - e. ~~Has, when appointed for this purpose, the powers and duties of court reporters and assistant reporters specified in SCR 71.01.~~
  - f. ~~May refuse to accept any paper for filing or recording until the fee prescribed by s. 814.66 or other applicable statute is paid.~~
  - g. ~~Shall have the duties and powers of a circuit court commissioner assigned to assist in probate matters and shall act in that capacity when designated to do so by a judge assigned probate jurisdiction.~~
2. ~~Subsection (1) applies to duly authorized deputy registers in probate.~~

**865.065 Probate registrar: definition and powers.**

~~1. The term “probate registrar” refers to the official of the court designated to perform the functions of probate registrar. The acts and orders which this chapter specifies as performable by the probate registrar may be performed either by the court or by a person, including the clerk, deputy clerk, register in probate, deputy register in probate and court legal assistant, designated by the court by a written order filed and recorded in the office of the court. The probate registrar shall be an officer of the court and, unless prohibited by the court, shall be entitled to use the court seal.~~

~~2. The probate registrar, the deputy or members of the staff of the probate registrar, or other persons designated to perform the duties of the probate registrar under this chapter shall advise, within their competence, in the preparation of any of the documents required to be prepared and filed by the personal representative under this chapter.~~

Commented [RLP6]: Deleted Wisconsin Statute language

**Examples of Services Provided By Position**

Commented [RLP7]: Deleted

- Responsible for accepting e-filed cases, documents and proposed orders into the Consolidated Court Automation Programs (CCAP) software system and routing them to the appropriate court officials.
- Responsible for accepting and manually entering non-electronic cases, documents and assigning with appropriate case numbers, class codes and scanning documents.
- ~~Perform various administrative and clerical functions.~~
- Maintain high level of confidentiality in all types of cases. ~~including not discussing any case file information in the community.~~
- Assist in Responsible for processing invoices, billing to appropriate accounts for payment.
- ~~Assist the Register in Probate in the record keeping functions of Mental and Alcohol Commitments, Guardianships, Conservatorships, and Probate as required. Assign case appropriate case numbers, case class codes, organize case file, schedule hearings and send notices.~~
- ~~Assist Juvenile Clerk with Juvenile Delinquency, Juvenile in Need of Protection and Services and Child in Need of Protection and Services Cases in entering petitions, organizing case file, scheduling hearings and sending notices.~~
- Responsible for coordinating Guardianship WATTS Reviews-monitor timely report filing, Guardian ad Litem appointment, and scheduling hearing.
- Generate reports to State Election Commission and Crime Information Bureau of restrictions as determined by orders in guardianship, mental commitment and juvenile cases.
- Collect filing fees, certification fees, copy fees, etc.
- Provide assistance to the public as requested by phone, email or in person.
- Make certified copies as requested and prepare billing invoice to attorney/public.
- Manage the law library including: updating bench books and jury instruction books.
- Assist the Judge in case management and document generation.

Commented [RLP8]: added

Commented [RLP9]: added

Commented [RLP10]: Deleted-duplicate

Commented [RLP11]: Deleted portion

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Commented [RLP13]: Deleted

Commented [RLP14]: Added language

Commented [RLP15]: Added language

Commented [RLP16]: Added email

- Assist the Judge in the performance of his duties, including, without limitation, committees and projects, such as the Criminal Justice Coordinating Council, Teen Court, and Community Service.
- Clerk any court proceedings (swear in witnesses, receive exhibits, etc.) when requested.
- Assist with calendar management of all court cases including: scheduling of court hearings, trials, conferences, meetings and activities of the judge; and holding scheduling conferences and sending notices accordingly. Must be aware of time limits per the Wisconsin Statutes when scheduling hearings for all types of cases. Scheduling applies to all of Buffalo Co. cases and any other county (Pierce, Trempealeau, Jackson, LaCrosse) to which the judge is assigned to cases. Includes contacting Clerk in other county for courtroom availability, attorneys/parties and coordinating date and time which works for all involved.
- Assist in contacting attorneys and parties concerning court dates, appointments and cancellations.
- Schedule hearings using Zoom technology for confidential cases and any other cases as needed.
- Schedule interpreters for parties in cases as needed.
- Assist in all duties of the Register in Probate, Juvenile Clerk and Judicial Assistant and serve in those capacities in his/her absence.
- Assist in all aspects of overall office operation including file management, scanning and storage, supplies, and receive and transmit office correspondence and other communication.

Commented [RLP17]: Added language

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**50 % Position Title:** Deputy Clerk of Court

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**Purpose of Position:**

Work is performed under the supervision of the Clerk of Court. This position involves a large variety of vital duties and responsibilities to ensure that court proceedings and law requirements for the Clerk of Court's Office are met efficiently and timely as required by Wisconsin Statutes.

Wisconsin statute 59.40 states that the clerk of the circuit court shall appoint one or more deputies and the appointments shall be approved by the majority of circuit judges for the county, but shall be revocable by the clerk at pleasure. The deputies shall aid the clerk in the discharge of the clerk's duties. In the absence of the clerk from the office or from the court, the deputies may perform all the clerk's duties; or in case of a vacancy by resignation, death, removal or other cause the deputy appointed shall perform all such duties until the vacancy is filled.

**Essential Duties:**



This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Order collection procedures. **Referrals to collections on accounts receivable**
- Suspensions or revocations of drivers' licenses. **Vacate driver's license suspensions and convictions as court orders.**
- Money judgments; preparing, entering and distributing
- Tax intercepts; accounts submitted to DOR/adjusting accounts as payments received
- Writs for collection on bank accounts etc.
- ~~Referrals to collections on accounts receivable~~
- Warrants for arrest on failure to meet payment agreements
- ~~Vacate driver's license suspensions and convictions as court orders.~~
- Cancel warrants with law enforcement and prepare orders promptly.
- Prepare receipts daily with bank deposits for Clerk of Court and Probate
- Balance all accounts with financial reports
- Review E-payments, credit card payments and tax intercepts for account performance and balancing daily. **Receipt transactions and prepare daily deposits.**
- Adjust to accounts receivable from trust accounts as cases required.
- Assist the Clerk of Court by reviewing monthly financial reports, the County Board Annual report, the State of Wisconsin Annual Report and the budget.
- Approve and monitor deferred payment plans, and county due accounts for attorney fees, GAL fees, restitution for victims, fines and fees, and costs. **Receipt payments to these accounts.**
- Review and accept court filings by paper and e-filings with proper fees, classification codes and documents for all case types.
- Complete dispositions and sentences;
- Reporting to the appropriate agencies including Wisconsin Prison System, Department of Corrections/Probation and Parole, Department of Transportation, Criminal Investigation Bureau, **Department of Revenue,** Wisconsin Governor's Office, County Jails, District Attorney, Municipalities and Municipal Attorneys, Wisconsin Department of Natural Resources and others.
- Conduct criminal, civil, family and docketed judgment and lien searches as required for Federal, State and Public Offices.
- Prepare court calendars with bond information, trust fund account balances, offense levels, and service dates with proof of service as required.

Commented [JV18]: Added above

Commented [JV19]: Added above

Commented [JV20]: Added language

Commented [JV21]: Added language

Commented [JV22]: Added language

- Review active warrants for accuracy, and comparison with other departments including warrants for failure to appear, failure to pay, and contempt.
- File search warrants, returns, and sealing as directed by Circuit Judge.
- Process passport applications and continue with Federal Passport Training annually as required by the Federal Passport Agency; Annual re-certification is required.
- Establish a jury pool for each upcoming calendar year by processing approximately 900 jury questionnaires annually.
- Assist with jury selection during VOIR DIRE.
- Perform clerking of court proceedings in court or assisting with clerking court which includes the following:
  - o minutes
  - o exhibit lists
  - o deferred payment orders
  - o CJS bond sheets
  - o contempt orders
  - o county appointed attorney orders
  - o felony conviction notices
  - o community service orders
  - o jail report notices
  - o scheduling written court notices.
- Provide immediate assistance to the public at the counter, by e-mail, mail and telephone for all case work and financial accounts.
- Assist defendants appearing in court with:
  - o Locating Public Defenders or counsel
  - o Proper court forms for court intake
  - o Financial information for applying for counsel from Public Defender or County Appointed Counsel
  - o Leading defendants to COC office, Judge's Office, Probation, or jail and all other assignments directed from Circuit Judge during court proceedings.
- Assist petitioners with applying for Restraining Orders.
  - o Describe the definitions for each of the five types of restraining orders for the petitioners.
  - o Provide the appropriate procedure depending on the petition they choose.
  - o Department staff is responsible for arranging the personal service on respondents by the proper law enforcement agency.
- Process Sheriffs Deeds and Sheriff Sale Funds in foreclosure matters as court order directs.
- Scan court files as required by mandatory e-file laws for pending and closed cases; **Backscanning and** converting cases to e-files.

Commented [JV23]: Added language

- Schedule cases for the circuit judge's assigned to Buffalo County Cases, the family and traffic court commissioners and Clerk of Court, according to office policy and prepare those calendars, minutes and notices.
  - Prepare court cases for the Court of Appeals and send required document indexes and files.
  - Seal and expunge court records. Comply with Supreme Court Rule 72 for court case and exhibit retention.
  - Assist with motions to modify child custody, placement and support.
  - Provide instructions with forms in all family and paternity case actions.
  - No appointments required and all filings accepted from 8 a.m. to 4:30 p.m.
  - Attend trainings required for department to be current with all court programs, procedures, financials, and law requirements.  
All other duties as delegated by the Clerk of Court.
- Confidentiality is required for closed case types and documents.**
- Perform notarial acts for court documents as stated in the Wisconsin Statutes.
  - Keep current on statutory changes and procedures.
  - Required to take Oath of Office and is expected to perform duties of the Clerk of Court.

Commented [JV24]: Added language

Commented [JV25]: Added language

Commented [JV26]: Added language

**Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- Associates Degree in Accounting, Legal Secretary, Paralegal, or related field, or equivalent previous legal office/accounting experience (5 years) strongly preferred.
- Knowledge of modern office practices, procedures, and equipment, including special areas of bookkeeping and legal terminology.
- Ability to make administrative decisions accordingly, and to deal with the public in difficult situations using good judgment, tact and courtesy.
- Absolute confidentiality as to closed files and proceedings.
- Ability to work independently and make decisions independently. **Assure operational policies and procedures are carried out according to State and Federal law. The ability to interpret statutes, laws, and procedures.**
- Ability to use Microsoft Office and similar software.
- Excellent communication skills, both oral and written.
- Knowledgeable in all of the Wisconsin Statutes relating to our department.
- These complex and extremely responsible positions demand an excellent understanding of the general workings of the law as well as excellent public relations skills.
- Ability to multi-task due to the responsibilities of the various positions.
- Ability to work cooperatively and courteously with others.

Commented [JV27]: Added language

**Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, receipt printers, scanner, and TV/Video Conference technology, VCR.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.
- Ability to deal with stressful situations.

Commented [RLP28]: Deleted and added new language

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but poses little risk of injury, and is present only in unusual situations.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature      Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature      Date

# BUFFALO COUNTY POSITION DESCRIPTION

**Department: Clerk of Court**

**Position Title: Chief Deputy Clerk of Court/Deputy Clerk of Court**

**Commented [JV1]:** Added Chief Deputy

**Direct Supervisor: Clerk of Court**

**Pay Classification: K**

**Pay Rate: Hourly – (N) Non Exempt**

Date: January 19, 2023

## **Purpose of Position:**

Work is performed under the supervision of the Clerk of Court. This position involves a large variety of vital duties and responsibilities to ensure that court proceedings and law requirements for the Clerk of Court's Office are met efficiently and timely as required by Wisconsin Statutes.

Wisconsin statute 59.40 states that the clerk of the circuit court shall appoint one or more deputies and the appointments shall be approved by the majority of circuit judges for the county, but shall be revocable by the clerk at pleasure. The deputies shall aid the clerk in the discharge of the clerk's duties. In the absence of the clerk from the office or from the court, the deputies may perform all the clerk's duties; or in case of a vacancy by resignation, death, removal or other cause the deputy appointed shall perform all such duties until the vacancy is filled.

## **Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Order collection procedures. Referrals to collections on accounts receivable.
- Suspensions or revocations of drivers' licenses. Vacate driver's license suspensions and convictions as court orders.
- Money judgments; preparing, entering and distributing
- Tax intercepts; accounts submitted to DOR/adjusting accounts as payments received
- Writs for collection on bank accounts etc.

**Commented [JV2]:** Combined lines.

**Commented [JV3]:** Combined lines.

- ~~Referrals to collections on accounts receivable~~
- Warrants for arrest on failure to meet payment agreements
- ~~Vacate driver's license suspensions and convictions as court orders.~~
- Cancel warrants with law enforcement and prepare orders promptly.
- Prepare receipts daily with bank deposits for Clerk of Court and Probate
- Balance all accounts with financial reports
- Review E-payments, credit card payments and tax intercepts for account performance and balancing daily. **Receipt transactions and prepare daily deposits.**
- Adjust to accounts receivable from trust accounts as cases required.
- Assist the Clerk of Court by reviewing monthly financial reports, the County Board Annual report, the State of Wisconsin Annual Report and the budget.
- Approve and monitor deferred payment plans, and county due accounts for attorney fees, GAL fees, restitution for victims, fines and fees, and costs. **Receipt payments to these accounts.**
- Review and accept court filings by paper and e-filings with proper fees, classification codes and documents for all case types.
- Complete dispositions and sentences;
- Reporting to the appropriate agencies including Wisconsin Prison System, Department of Corrections/Probation and Parole, Department of Transportation, Criminal Investigation Bureau, **Department of Revenue**, **Wisconsin Governor's Office**, County Jails, District Attorney, Municipalities and Municipal Attorneys, Wisconsin Department of Natural Resources and others.
- Conduct criminal, civil, family and docketed judgment and lien searches as required for Federal, State and Public Offices.
- Prepare court calendars with bond information, trust fund account balances, offense levels, and service dates with proof of service as required.
- Review active warrants for accuracy, and comparison with other departments including warrants for failure to appear, failure to pay, and contempt.
- File search warrants, returns, and sealing as directed by Circuit Judge.
- Process passport applications and continue with Federal Passport Training annually as required by the Federal Passport Agency; Annual re-certification is required.
- Establish a jury pool for each upcoming calendar year by processing approximately 900 jury questionnaires annually.
- Assist with jury selection during VOIR DIRE.
- Perform clerking of court proceedings in court or assisting with clerking court which includes the following:
  - o minutes
  - o exhibit lists
  - o deferred payment orders
  - o CJS bond sheets
  - o contempt orders
  - o county appointed attorney orders
  - o felony conviction notices
  - o community service orders

**Commented [JV4]:** Added language

**Commented [JV5]:** Added language

**Commented [JV6]:** Added language

- o jail report notices
    - o scheduling written court notices.
  - Provide immediate assistance to the public at the counter, by e-mail, mail and telephone for all case work and financial accounts.
  - Assist defendants appearing in court with:
    - o Locating Public Defenders or counsel
    - o Proper court forms for court intake
    - o Financial information for applying for counsel from Public Defender or County Appointed Counsel
    - o Leading defendants to COC office, Judge's Office, Probation, or jail and all other assignments directed from Circuit Judge during court proceedings.
  - Assist petitioners with applying for Restraining Orders.
    - o Describe the definitions for each of the five types of restraining orders for the petitioners.
    - o Provide the appropriate procedure depending on the petition they choose.
    - o Department staff is responsible for arranging the personal service on respondents by the proper law enforcement agency.
  - Process Sheriffs Deeds and Sheriff Sale Funds in foreclosure matters as court order directs.
  - Scan court files as required by mandatory e-file laws for pending and closed cases; **Backscanning and converting** cases to e-files.
  - Schedule cases for the circuit judge's assigned to Buffalo County Cases, the family and traffic court commissioners and Clerk of Court, according to office policy and prepare those calendars, minutes and notices.
  - Prepare court cases for the Court of Appeals and send required document indexes and files.
  - Seal and expunge court records. Comply with Supreme Court Rule 72 for court case and exhibit retention.
  - Assist with motions to modify child custody, placement and support.
  - Provide instructions with forms in all family and paternity case actions.
  - No appointments required and all filings accepted from 8 a.m. to 4:30 p.m.
  - Attend trainings required for department to be current with all court programs, procedures, financials, and law requirements.
- All other duties as delegated by the Clerk of Court.
- Confidentiality is required for closed case types and documents.**
- **Perform notarial acts for court documents as stated in the Wisconsin Statutes.**
  - **Keep current on statutory changes and procedures.**
  - **Required to take Oath of Office and is expected to perform duties of the Clerk of Court.**

Commented [JV7]: Added language

Commented [JV8]: Added language

Commented [JV9]: Added language

Commented [JV10]: Added language

**Minimum Training, Experience and Qualifications Required to Perform Essential Job Functions:**

- High School degree required.
- Experience in the legal and/or accounting fields required. (5 years minimum)
- Associate Degree in Accounting and or legal field.

**Physical Requirements:**

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, fax machine, calculator, photocopier, scanners, receipt printers, scanner, video and audio equipment in the courtroom.
- Ability to work independently and make decisions independently. Assure operational policies and procedures are carried out according to State and Federal law. The ability to interpret statutes, laws, and procedures.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements.
- Ability to exert very moderate physical effort to sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 20 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, sounds, and objects associated with job related objects, materials, and tasks.
- Ability to sustain prolonged visual and mental concentration.
- Ability to communicate orally and in writing with others.
- Ability to deal with stressful situations.

Commented [JV11]: Added language

Commented [JV12]: Added language

**Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions, for example, noise or pollutants, may cause discomfort, but pose little risk of injury, and are present only in unusual situations.



Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

# BUFFALO COUNTY

## POSITION DESCRIPTION

**Department:** Courthouse  
**Position Title:** Building and Grounds Janitor

**Pay Class:** L

**Pay Rate:** Hourly - Non-Exempt

**Direct Supervisor:** Building and Grounds Manager

**Date:** March 2023

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### **Purpose of Position:**

The purpose of this position is to maintain the building and grounds of the Buffalo County Courthouse providing a clean, comfortable, and safe environment for our guests and employees working in cooperation with the Buildings and Grounds Manager.

### **Essential Duties:**

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Perform routine duties of vacuuming, dusting, and sanitizing of community areas (water fountains, doors, and counters).
- Daily emptying of waste receptacles in common areas as needed.
- Clean restrooms and replenish supplies daily.
- Perform routine duties of floor maintenance for carpeted and hard surfaces under a schedule as needed, especially during times of inclement weather.
- Assist with morning mail pickup and delivery to the courthouse as needed. Assure mail delivery to Post Office as needed.
- Clean all indoor glass and reflective surfaces (cabinets and windows) as required to maintain acceptable appearance.
- Assist with maintaining the safety of employees and guests: position wet floor signs, minimize trip/fall potential from electrical cords, and schedule activities at low traffic times.
- Assist with maintaining the security of the courthouse building. Closing and locking required doors as directed for the 4:45 P.M. building closing. Assist with the 7:00 A.M. opening of the courthouse building as needed.
- Work with Buildings and Grounds Manager to assure setup and breakdown of meeting rooms as needed.
- Seasonal adjustment of activities to assist with snow/ice removal/control during colder months as needed.

- Assist with Courthouse recycling activities to include collection and delivery to designated recycling center.
- Assist with non-routine duties and requests such as aiding with movement of office furniture and set up, cleaning of all lighting fixtures and HVAC vents, and detailing fleet vehicles.
- Inform Building and Grounds Manager of non-routine duties needed to improve interior appearance and function.
- Monitor janitorial supplies and work with Buildings and Grounds Manager to assure an adequate available supply is available.
- Develop working knowledge of building alarm systems to assist with troubleshooting and reset in absence of Building and Grounds Manager.
- Develop working knowledge of HVAC systems and controls. Ability to troubleshoot in absence of Building and Grounds Manager.
- Perform system checks as required in the absence of Building and Grounds Manager.
- Perform other duties as needed or assigned.

#### **Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:**

- High School diploma or equivalent required.
- Valid driver's license is required.
- Basic computer skills.
- Experience in building and grounds janitorial maintenance preferred. Desire to learn all aspects of position.

#### **Physical Requirements:**

- Full range of motion activities within the course of shift activity. Walking, standing, climbing stairs/ladders, sitting and squatting on occasion, extended reach of arms above, forward and to the side.
- Ability to operate a small power tools, cleaning equipment, and machinery with some requiring complex and rapid adjustments.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling up to 50 pounds. Ability to lift and carry fifty (50) pounds occasionally.
- Ability to sustain focus while maintaining schedule of routing activities.
- Ability to communicate orally and in writing with others.

#### **Environmental Adaptability:**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as hazardous conditions, for example, noise or pollutants, may cause discomfort, but pose little risk of injury, and are present only in unusual situations. Seasonal activity will result in exposure to extreme heat and cold in an outdoor environment.

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Home Committee Approval:**

**Human Resources Committee Approval:**



**Buffalo County Resolution**

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**Drafted By:** R. Halverson  
**Month/Year:** March 2023  
**Committee:** Finance

**Department:** County Clerk  
**Fiscal Impact:** Yes/No

**RESOLUTION # \_\_\_\_\_**

**A Resolution to Authorize and Appoint Roxann Halverson, County Clerk, as the Snowmobile Coordinator in Buffalo County**

WHEREAS, Buffalo County has developed and maintained a County Public Snowmobile Trail System per the Snowmobile Trail Development Plan for Buffalo County as shown in a Resolution dated December 22, 1975, and;

WHEREAS, development and maintenance of the snowmobile trails proposed in said Plan are eligible for funds under §23.09(26) Wis. Stats., and;

WHEREAS, applications will have to be made to obtain these funds for trail development and maintenance and records will have to be kept by the Snowmobile Coordinator, and;

WHEREAS, a past resolution appointed Roxann Halverson, the County Clerk, as the Snowmobile Coordinator and the WI DNR requires the resolution and appointment to be updated every couple of years, and;

NOW THEREFORE BE IT RESOLVED that the Buffalo County Board of Supervisors hereby authorizes and appoints Roxann Halverson, Buffalo County Clerk, to act on behalf of Buffalo County as Snowmobile Coordinator to carry out the following duties:

Submit applications to the State of Wisconsin Department of Natural Resources for any financial aid that may be available, sign documents, pay invoices, maintain the State SNARS Snowmobile program, and take necessary action to undertake, direct and complete the approved project.

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**

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Respectfully Submitted:

Finance Committee

\_\_\_\_\_  
Dennis Bork

\_\_\_\_\_  
Max Weiss

\_\_\_\_\_  
William Bruegger, Sr.

\_\_\_\_\_  
Brian Michaels

\_\_\_\_\_  
VACANT



**Buffalo County Resolution**

**Drafted By:**  
**Month/Year:**  
**Committee:**

**Department:**  
**Fiscal Impact:** Yes/No

**Resolution #** \_\_\_\_\_

**A Resolution to Support Economic Development in Buffalo County with CAPX2020 Funding**

Whereas, the Buffalo County Board of Supervisors wishes to encourage Economic Development in Buffalo County, and;

Whereas, the Economic Development Committee wishes to establish a fund to encourage business growth and Economic Development in Buffalo County through loans and grants, and;

Whereas, the Economic Development Committee requests \$50,000.00 of CAPX2020 funding for loan and grants for business and economic growth, and;

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors hereby grants authorization to provide up to \$50,000.00 of CAPX2020 funds to the Economic Development Committee to be used for loans and grants for business and economic growth in Buffalo County.

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

Respectfully Submitted:  
Economic Development Committee

Finance Committee

\_\_\_\_\_  
Brad Schmidtknecht

\_\_\_\_\_  
Dennis Bork

\_\_\_\_\_  
Max Weiss

\_\_\_\_\_  
Max Weiss

\_\_\_\_\_  
Brian Michaels

\_\_\_\_\_  
Brad Schmidtknecht

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Tom Taylor

\_\_\_\_\_  
Brian Michaels

\_\_\_\_\_  
LeeAnne Bulman

\_\_\_\_\_  
William Bruegger, Sr.

**ACCOUNTING DEPARTMENT APPROVED VOUCHERS**

February 2023

DATE	DEPARTMENT SUBMITTED BY	TO WHOM PAID	DESCRIPTION	AMOUNT
2/6/2023	Payroll	Anthem Blue Cross et al	1/15-1/28 Payroll	218,189.93
2/6/2023	Law Enforcement	AT&T	E911	4,547.20
2/6/2023	CJS	AT&T Mobility LLC	Cellphones	66.83
2/6/2023	UW Extension	Ban-Koe Companies	Card Reader Install	5,334.34
2/6/2023	Treasurer	Bank of Alma (R E TRSF F)	01/2023 Re Trs Fee	23,933.76
2/6/2023	Clerk of Court	Bissen/Michael et al	01/27/23 Jury/Mileage	528.13
2/6/2023	Land Conservation	Register of Deeds	1/31 Recording Fee	30.00
2/6/2023	Land Conservation	Buffalo Co Treasurer	Refund Trees	368.49
2/6/2023	DA/Maint/Law Enf/Ext/CJS	Canon Financial Services	1/20-2/19 Lease Payment	831.32
2/6/2023	Law Enf/Maint/Exten/Emerg/Recycling	Cochrane Cooperative Telephone	2/2023 Phone/Internet/Infem/LE/Rec	1,823.28
2/6/2023	Recycling	Frontier	01/2023 Local Phone/Internet	133.26
2/6/2023	Law Enforcement	Kwik Trip	01/2023 Vehicle Fuel	3,893.90
2/6/2023	Treasurer	Local Gov't Investment Pool	01/2023 #02 Land Inf Inv	1,824.00
2/6/2023	Maintenance/LE/Ext/CJS/DA	Loffler Companies Inc	01/2023 Copy Charges	550.61
2/6/2023	Law Enforcement	River Ratz Saloon	Inmate Meals	3,863.61
2/6/2023	Clerk of Court	State of WI (Fines)	01/2023 Fines and Assts	31,590.00
2/6/2023	Treasurer	Town of Glencoe	2022 Tax Payments	173.87
2/6/2023	LCD/Maint/Veterans/NMM/Econ Dev	Verizon Wireless	Cellphones	190.81
2/6/2023	Land Information	WI Dept Of Administration	01/2023 Land Inf Fee	1,596.00
2/6/2023	Recycling	Xcel Energy	1/21-1/25 Mondovi Recycling	183.73
2/7/2023	Highway	Durand Sanitation et al	Highway Bills	32,838.09
2/13/2023	Highway	Alcivia et al	Highway Bills	243,822.57
2/15/2023	DHHS	Baker/Amy et al	Purchased Service	37,008.86
2/20/2023	Law Enforcement	Alcivia	01/2023 Vehicle Fuel	758.42
2/20/2023	Payroll	Anthem Blue Cross et al	1/29-2/11 Payroll	122,440.60
2/20/2023	Law Enforcement	AT&T Mobility LLC	Cell Phones	861.73
2/20/2023	Corp Counsel	Bilski & French	2/2023 Corp Counsel	5,000.00
2/20/2023	Maintenance	Centurylink	1/2023 Long Distance	488.59
2/20/2023	Treasurer	City of Buffalo/Fountain City	2022 Ag Conversions	2,842.92
2/20/2023	Payroll	Employee Benefits Corporation	2/2023 HRA/FSA Plans	671.95
2/20/2023	LE/DHHS/Admin/CJS	Enterprise FM Trust	Car Lease Payment	8,093.07
2/20/2023	Treasurer	Haggerty/Bill et al	Tax overpayment	1,440.51
2/20/2023	Economic Development	William Hedberg	1/12-2/13 Economic Service	1,712.50
2/20/2023	Computer	Ingram Micro Inc	2/2023 Switch Lease	768.98
2/20/2023	Admin/Maint/EMG/Zoning/CJS/LCD	Kwik Trip	1/2023 Vehicle Fuel	484.85
2/20/2023	Law Enforcement	River Ratz Saloon	Inmate Meals	3,823.26
2/20/2023	Law Enforcement	Riverland Energy Coop	1/1-2/1 Radio Tower	109.10
2/20/2023	Treasurer	Town of Belvidere	2022 Ag Conversions	367.99
2/20/2023	All Departments	US Bank	Credit Card Payments	7,548.44
2/20/2023	Maintenance	Xcel Energy	1/10-2/9 Cohouse Electric	3,613.65
2/20/2023	Highway	Wholesale Enterprises	Highway Bills	63,990.00
2/23/2023	Highway	Ahlborn Equipment et al	Highway Bills	129,480.75
2/28/2023	DHHS	Caillier Clinic et al	Purchased Service	203,933.03
			GRAND TOTAL	\$ 1,171,752.93

APPROVED BY:

BUFFALO COUNTY FINANCE COMMITTEE



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Report Selection:

RUN GROUP... 3/17FC COMMENT... 3/17/2023 22/23 FINANCE

DATA-JE-ID	DATA COMMENT
D-03172023-503	3/17/2023 FINANCE
D-03172023-504	@FY@ 3/17/2023 FINANCE

Run Instructions:

Jobq	Banner	Copies	Form	Printer	Hold	Space	LPI	Lines	CPI	CP	SP	RT
L	LISA	01		LAS4002	Y	S	6	066	10			

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****						
ALLEMANN/MACKENZIE OR REIM FOR ABB CLASS	60.00	DIVORCE/SEPAR EDUCATION	10.14.46771.0000				503 00001
AUTH CONSULTING & ASSOC							
1/23 MILEAGE	74.02	SURVEYING	10.01.51720.0000.213		18705		503 00008
1/23 CSM REVIEW	150.00	CERTIFIED SURVEY MAPS	10.06.56350.0000.999		18705		503 00009
1/23 OFFICE HOURS	1,012.50	SURVEYING	10.01.51720.0000.213		18705		503 00010
@FY@12/27-28 OFFICE HRS	328.50	SURVEYING	10.01.51720.0000.213		18705		504 00002
@FY@12/27 CSM REVIEW	73.00	CERTIFIED SURVEY MAPS	10.06.56350.0000.999		18705		504 00003
1/23 MILTON MILEAGE	271.83	SURVEYING	10.01.51720.1712.213		18706		503 00006
1/23 MILTON REIM	5,562.00	SURVEYING	10.01.51720.1712.213		18706		503 00007
@FY@12/25-12/31 MILTON	1,410.00	SURVEYING	10.01.51720.1712.213		18706		504 00001
2/23 CSM REVIEW	412.50	CERTIFIED SURVEY MAPS	10.06.56350.0000.999		18795		503 00137
2/23 OFFICE HOURS	750.00	SURVEYING	10.01.51720.0000.213		18795		503 00138
2/23 MILEAGE	62.88	SURVEYING	10.01.51720.0000.213		18795		503 00139
2/23 MILTON REMON	5,466.00	SURVEYING	10.01.51720.1712.213		18796		503 00135
2/23 MILTON MILEAGE	234.49	SURVEYING	10.01.51720.1712.213		18796		503 00136
	15,807.72	*VENDOR TOTAL					
BAMACO INC @FY@1099 2022 CRT COMM	1,439.28	COURT COMMISSIONER FEES	10.01.51210.0000.250				504 00004
BEACH/JEREMY 2023 HOP SEMINAR EXP	523.44	MALTING BARLEY PROJECT	10.05.55621.0000.999		2132023		503 00002
BEAR GRAPHICS INC ABSENTEE ENVELOPES	269.22	OFFICE STATIONERY & FORM	10.01.51440.0000.312		0912387		503 00013
BILSKI & FRENCH LLC 1099 3/23 CORP COUNSEL	5,000.00	LEGAL, ATTORNEY & CO COMM	10.01.51320.0000.202				503 00014
BUFFALO CO HIGHWAY DEPAR							
1/2023 HWY APPROPRIATION	298,094.64	LOCAL GOVERNMENT ROADS-M	10.03.53331.0000.999		23-01		503 00017
2/2023 HWY APPROPRIATION	298,094.76	LOCAL GOVERNMENT ROADS-M	10.03.53331.0000.999		23-02		503 00018
3/2023 HWY APPROPRIATION	298,094.76	LOCAL GOVERNMENT ROADS-M	10.03.53331.0000.999		23-03		503 00019
	894,284.16	*VENDOR TOTAL					
BUFFALO CO TREASURER NEW STAMPS FOR CLK COURT	181.24	OFFICE SUPPLIES	10.01.51220.0000.310				503 00140
BUFFALO COUNTY NEWS CO CLK ANNUAL SUBSCRIPTI	54.00	PUBLICATIONS, SUBSCRIP, BO	10.01.51420.0000.320				503 00022
TAX DEED PUBLICATION	252.00	ADVERTISING & PRINTING	10.01.51520.0000.321		36821		503 00020
TAX DEED PUBLICATION	252.00	ADVERTISING & PRINTING	10.01.51520.0000.321		36822		503 00021
SAMPLE BALLOT NOTICE	507.87	OFFICE STATIONERY & FORM	10.01.51440.0000.312		36872		503 00024
EPCRA RIGHT TO KNOW NOTI	126.00	ADVERTISING & PRINTING	10.02.52610.0000.321		36939		503 00023
	1,191.87	*VENDOR TOTAL					

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND *****							
BULMAN/LEEANNE							
1099 PER DIEM 1/19 ECON	40.00	PER DIEM	10.01.51100.0000.141				503 00026
1/19 ECON MILEAGE	26.86	MILEAGE	10.01.51100.0000.331				503 00027
@FY@1099 7/21 ECON DEV	40.00	PER DIEM	10.01.51100.0000.141				504 00007
@FY@7/21 MILEAGE ECON DE	25.63	MILEAGE	10.01.51100.0000.331				504 00008
@FY@1099 9/15 ECON DEVEL	40.00	PER DIEM	10.01.51100.0000.141				504 00009
@FY@9/15 MILEAGE ECON DE	25.63	MILEAGE	10.01.51100.0000.331				504 00010
@FY@1099 11/17 ECON DEV	40.00	PER DIEM	10.01.51100.0000.141				504 00011
@FY@ 11/17 MILEAGE ECON	25.63	MILEAGE	10.01.51100.0000.331				504 00012
	263.75	*VENDOR TOTAL					
CATALIS TAX & CAMA INC							
2023 TREASURER/PROP LIST	15,183.00	MAINTENANCE CONTRACTS	10.01.51450.0000.248		INV4321561		503 00029
2023 REG OF DEEDS FIDLAR	2,625.00	MAINTENANCE CONTRACTS	10.01.51450.0000.248		INV4321561		503 00030
2023 WEB PORTAL LAND INF	2,310.00	MAINTENANCE CONTRACTS	10.01.51450.0000.248		INV4321561		503 00031
2023 ZONING PERMIT	945.00	MAINTENANCE CONTRACTS	10.01.51450.0000.248		INV4321561		503 00032
2023 TREAS PROP TAX COLL	3,139.50	MAINTENANCE CONTRACTS	10.01.51450.0000.248		INV4321561		503 00033
	24,202.50	*VENDOR TOTAL					
CDW GOVERNMENT INC							
2/16 COMPUTER SUPPLIES	75.12	COMPUTER EXPENSES & SUPP	10.01.51420.0000.316		GV63793		503 00034
2/16 COMPUTER SUPPLIES	15.86	COMPUTER EXPENSES & SUPP	10.01.51420.0000.316		GV97679		503 00035
	90.98	*VENDOR TOTAL					
CHESANG/BIANCA							
2/1 MILEAGE	23.58	MILEAGE	10.05.55620.0000.331				503 00036
CITY OF ALMA							
2/28 SNOW REMOVAL	750.00	GROUND & IMPROVE REP & M	10.01.51610.0000.247				503 00038
MILK FOR INMATES	9.87	INMATE EXPENSE	10.02.52710.0000.345		2/12 KWIK TRIP		503 00037
	759.87	*VENDOR TOTAL					
CIVICPLUS LLC							
1099 4/24-4/23/24 WEBSIT	6,216.46	MAINTENANCE CONTRACTS	10.01.51450.0000.248		255043		503 00039
CLARK/JERRY							
2023 HOP SEMINAR EXP	542.67	MALTING BARLEY PROJECT	10.05.55621.0000.999				503 00040
COMMAND CENTRAL							
ELECTION PROGRAMMING	10,209.95	OFFICE STATIONERY & FORM	10.01.51440.0000.312		31478		503 00041
FEBRUARY BALLOTS	1,802.00	OFFICE STATIONERY & FORM	10.01.51440.0000.312		31510		503 00042
	12,011.95	*VENDOR TOTAL					
COUNTY CLERKS PETTY CASH							
1/25-1/27 HANSENS	19.37	JURY COMMISSIONER FEE &	10.01.51220.0000.206				503 00043

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****						
DEPT OF HEALTH SERVICES @FY@VITAL RECORD PAPER	96.32	OFFICE STATIONERY & FORM	10.01.51710.0000.312		435-0000102973		504 00013
DISABLED VETS ENTERPRISE FLAGS AND MARKERS	1,801.08	FLAGS & MARKERS	10.04.54720.0000.341		1841		503 00054
DULEY/CARL 1/17 MILEAGE	26.86	MILEAGE	10.05.55620.0000.331				503 00055
1/13 AMAZON SOUND SYSTEM	189.00	FARM SAFETY GRANT	10.05.55623.0000.999				503 00056
2/7 MILEAGE	24.89	MILEAGE	10.05.55620.0000.331				503 00057
2/3-2/5 MILEAGE	305.24	MALTING BARLEY PROJECT	10.05.55621.0000.999				503 00058
2/5 LODGING	340.20	MALTING BARLEY PROJECT	10.05.55621.0000.999				503 00059
2/2 MILEAGE	95.63	COMPEER FINANCIAL AG ENR	10.05.55630.0000.999				503 00060
2/15 POSTAGE	68.49	COMPEER FINANCIAL AG ENR	10.05.55630.0000.999				503 00061
	1,050.31	*VENDOR TOTAL					
FIDLAR TECHNOLOGIES INC 1/23 LAREDO FEES	1,297.07	OTHER PROFESSIONAL SERVI	10.01.51710.0000.219				503 00062
FOEGEN'S AUTO FIX IT SHO 1099 2/9 #95 REPAIR	6,618.88	INSURANCE	10.02.52110.0000.511				503 00063
FOUNTAIN CITY FORD @FY@82 OIL CHANGE	39.60	VEHICLE REPAIR & MAINTEN	10.02.52110.0000.241		123912		504 00014
GENERAL COMMUNICATIONS I @FY@92 PUSH BUMPER	1,151.15	INSURANCE	10.02.52110.0000.511		315599		504 00039
GRAPHIC IMAGE LLC 1099 #95 REPLACE GRAPHIC	145.00	INSURANCE	10.02.52110.0000.511		30207		503 00064
HALFMAN/WILLIAM 2/23 HOP CONFERENCE	329.78	MALTING BARLEY PROJECT	10.05.55621.0000.999		2092023		503 00068
HAVILL/JOSHUA 2023 HOP SEMINAR EXP	542.94	MALTING BARLEY PROJECT	10.05.55621.0000.999				503 00003
HILLYARD-HUTCHINSON 2/2 JANITORIAL SUPPLIES	122.16	JANITORIAL SUPPLIES	10.01.51610.0000.344		605015975		503 00069
2/27 JANITORIAL SUPPLIES	950.41	JANITORIAL SUPPLIES	10.01.51610.0000.344		605045908		503 00070
	1,072.57	*VENDOR TOTAL					
ID AMERICA INC ID CARDS	514.00	OTHER SUPPLIES & EXPENSE	10.07.57110.0000.391		29749		503 00011
INDEPENDENT EMERGENCY SE @FY@1099 9/2022-9/2023	9,047.42	TELEPHONE	10.02.52110.0000.225		4977		504 00015

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****						
ITECHRA INC							
3/2023 MAINT	5,860.00	OTHER PROFESSIONAL SERVI	10.01.51450.0000.219		120956		503 00073
3/2023 SOFTWARE MAINT	5,490.41	OTHER PROFESSIONAL SERVI	10.01.51450.0000.219		120957		503 00072
	11,350.41	*VENDOR TOTAL					
KIESLER POLICE SUPPLY IN AMMUNITION	302.74	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		IN207998		503 00074
@FY@2022 AMMUNITION	808.50	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		207601		504 00018
@FY@2022 AMMUNITION	1,166.00	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		208288		504 00017
@FY@2022 AMMUNITION	1,118.70	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		208900		504 00016
	3,395.94	*VENDOR TOTAL					
KULIG, MICHALAK & FRANKL 1099 2/2023 FCC FEE	261.38	LEGAL, ATTORNEY & CO COMM	10.01.51240.0000.202				503 00075
LISOWSKI/ANNIE J 2/1-2/26 MILEAGE	131.01	MILEAGE	10.05.55620.0000.331				503 00076
MEDTOX LABORATORIES INC 1099 1/28 DRUG SCREEN LA	62.49	INVESTIGATIVE EXPENSE	10.02.52110.0000.201		012023501545		503 00077
MF INTERPRETING LLC 1099 2/9/23 INTERP	106.70	INVESTIGATIVE EXPENSE	10.02.52110.0000.201		2160		503 00078
MIDTOWN BUILDING SUPPLY SAND	47.70	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		317226		503 00128
MORGAN/ALLAN L 1099 GAL FEE JMD	100.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE # 12GN11		503 00081
@FY@MILEAGE GAL FEE KAB	19.08	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #09GN04		504 00019
@FY@1099 GAL FEE KAB	210.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #09GN04		504 00020
@FY@MILEAGE GAL FEE MGS	19.08	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #09GN08		504 00021
@FY@1099 GAL FEE MGS	210.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #09GN08		504 00022
@FY@1099 GAL FEE JMD	50.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #12GN11		504 00025
1099 GAL FEE VK	210.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #19GN04		503 00082
@FY@1099 GAL FEE VK	10.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #19GN04		504 00027
@FY@MILEAGE GAL FEE DB	19.08	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #20GN09		504 00023
@FY@1099 GAL FEE DB	210.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #20GN09		504 00024
1099 GAL FEE JHW	350.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CF97		503 00083
@FY@1099 GAL FEE JHW	220.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CF97		504 00026
1099 GAL FEE CRW,CALW	200.00	GUARDIAN AD LITEM FEE-JU	10.01.51210.0000.254		CASE#22JC16,17		503 00080
	1,827.24	*VENDOR TOTAL					
MU SOIL TESTING LAB POULTRY PROJECT	1,254.00	COMPEER FINANCIAL AG ENR	10.05.55630.0000.999		33484		503 00004

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****						
MURPHY LAW OFFICE LLC							
1099 GAL FEE DM	1,100.00	GUARDIAN AD LITEM FEE-JU	10.01.51210.0000.254		CASE #22JC21		503 00084
@FY@1099 GAL FEE DM	700.00	GUARDIAN AD LITEM FEE-JU	10.01.51210.0000.254		CASE #22JC21		504 00028
	1,800.00	*VENDOR TOTAL					
NAPA AUTO PARTS MONDOVI							
INV351880 #96 WIPERS	54.98	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		ACCT #3647		503 00130
NATIONAL BAND & TAG CO							
@FY@2023 DOG TAGS	339.79	DOG LICENSE FUND	10.25100		196712		504 00029
NORTHCENTRAL TECHNICAL C							
TRAINING LOGAN/OSMOND	250.00	EMPLOYEE EDUCATION & TRA	10.02.52710.0000.327		CUST #20007400		503 00087
NWCVSO							
2023 ANNUAL FEES	20.00	MEMBERSHIP DUES & LICENS	10.04.54710.0000.324				503 00086
ODP BUSINESS SOLUTIONS L							
1/31-2/16 OFFICE SUPPLIE	517.73	OFFICE SUPPLIES	10.01.51420.0000.310		41996251		503 00088
2/2-2/16 COPY PAPER	397.50	PHOTO COPIES	10.01.51610.0000.322		41996251		503 00089
1/31-2/16 TONER/INK	306.26	COMPUTER EXPENSES & SUPP	10.01.51420.0000.316		41996251		503 00090
	1,221.49	*VENDOR TOTAL					
OTTO & STEINER LAW, SC							
1099 GAL FEE RRJR	10.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #12GN16		503 00093
1099 GAL FEE MDP	10.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #21GN03		503 00091
1099 GAL FEE BS TRAV	24.50	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #88GN6P		503 00094
1099 GAL FEE BS	210.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #88GN6P		503 00095
1099 GAL VAH/ISP/SC	80.00	GUARDIAN AD LITEM FEE-JU	10.01.51210.0000.254		CASE#22JC5/6/7		503 00092
	334.50	*VENDOR TOTAL					
PETERSEN LAW FIRM LLC							
1099 ATTY FEES GS	390.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CF115		503 00098
@FY@1099 ATTY FEES GS	230.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CF115		504 00031
@FY@1099 ATTY FEES BB	950.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CF52		504 00032
1099 ATTY FEES RS	210.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CM29		503 00100
@FY@1099 ATTY FEES RS	690.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CM29		504 00030
1099 ATTY FEES BB	460.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE#22CF52		503 00099
	2,930.00	*VENDOR TOTAL					
RANDTKE/STEPHEN J							
1099 ATTY FEE RP	180.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CF93		503 00101
@FY@1099 ATTY FEES RP	380.00	CT APPT ATTY FEES-CRIMIN	10.01.51210.0000.251		CASE #22CF93		504 00033
	560.00	*VENDOR TOTAL					
REDLINE DESIGN AND SIGN							
2/08 SQUAD 85 LIGHTS	600.00	MACHINERY & EQUIPMENT	10.02.52110.0000.353		2045		503 00102

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****						
REDLINE DESIGN AND SIGN							
2/20 SQUAD 95	350.00	MACHINERY & EQUIPMENT	10.02.52110.0000.353		2107		503 00103
3/1 SQUAD 86	120.00	VEHICLE REPAIR & MAINTEN	10.02.52110.0000.241		2122		503 00104
	1,070.00	*VENDOR TOTAL					
RIVER CITY PARTS LLC							
1099 F250 WIPER BLADES	59.98	VEHICLE REPAIR & MAINTEN	10.01.51610.0000.241		ACCT #1351		503 00105
SCHNEIDER/JOHN							
1099 2/22-2/23 SNOW REMO	45.00	JANITORIAL SERVICES	10.01.51610.0000.215				503 00107
SCHROEDER/KEN							
2023 HOP CONF EXP	548.54	MALTING BARLEY PROJECT	10.05.55621.0000.999				503 00005
SIRCHIE ACQUISITION COMP							
1099 LABELS	91.13	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		0579492		503 00109
1099 FEN WARNING LABELS	5.95	POLICE SUPPLIES & AMMUNI	10.02.52110.0000.347		580032		503 00110
	97.08	*VENDOR TOTAL					
SNAPPER'S COUNTRY MUFFLE							
1099 B&T	239.95	TIRES & BATTERIES	10.02.52110.0000.355				503 00129
SOUTHERN WISCONSIN INTER							
1/6-1/18 INTERP VIDEO	408.00	INTERPRETER FEES	10.01.51210.0000.253		II-5001		503 00111
STATE BAR OF WISCONSIN							
SUP BENCHBOOK	82.19	PUBLICATIONS,SUBSCRIP,BO	10.01.51310.0000.320		5119162		503 00112
STRESS & ASSOCIATES LLC/							
10992/8 DR EVAL #18CF120	1,912.50	MED FEE,STAFF PHY EXAM,A	10.01.51210.0000.203		2023032		503 00113
SUGARLOAF FORD LINCOLN I							
92 REPAIR	10,206.76	INSURANCE	10.02.52110.0000.511		15755		503 00114
TOP PACK DEFENSE LLC							
94 BADGE	120.00	UNIFORMS	10.02.52710.0000.346		10012		503 00116
94 SHIRT	67.99	UNIFORMS	10.02.52710.0000.346		10084		503 00117
98 UNIFORM	265.00	INVESTIGATIVE EXPENSE	10.02.52110.0000.201		10127		503 00118
LOGAN UNIFORM	336.56	UNIFORMS	10.02.52710.0000.346		9933		503 00115
	789.55	*VENDOR TOTAL					
TRANSUNION RISK AND							
2/23 INVEST TOOL	5.60	MAINTENANCE CONTRACTS	10.02.52110.0000.248		6413962-202302		503 00119
TRY MEDIATION INC							
2/23 MEDIATION TOOL	297.08	LEGAL,ATTORNEY & CO COMM	10.01.51240.0000.202		669194		503 00120

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GENERAL FUND	*****						
U W SOIL TESTING LAB @FY@ HOP SAMPLE ANALYSIS	300.00	MALTING BARLEY PROJECT	10.05.55621.0000.999		558115102022		504 00034
WASTE TRANSPORT LLC 1099 2/23 GARBAGE/RECYC	264.00	GARBAGE DISPOSAL	10.01.51610.0000.224		146172		503 00121
1099 3/23 GARBAGE RECYLC	264.00	GARBAGE DISPOSAL	10.01.51610.0000.224		147270		503 00122
	528.00	*VENDOR TOTAL					
WI COUNTY TREASURER'S AS 2023 WCTA CONFERENCE	125.00	REGISTRATION FEES & TUIT	10.01.51520.0000.326				503 00123
WI REGISTER IN PROBATE A 5/3-5/5 REG FEE	50.00	REGISTRATION FEES & TUIT	10.01.51210.0000.326				503 00126
WORDEN-WACHSMUTH LAW OFF @FY@1099 GAL FEE AS	140.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #93GN56P		504 00038
1099 GAL FEES AS	10.00	GUARDIAN AD LITEM FEE-GU	10.01.51210.0000.255		CASE #93GN6P		503 00127
	150.00	*VENDOR TOTAL					
GENERAL FUND	1,029,457.04	*****					



Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
GREAT RIVER TRL-CONN-FLYWAY*****							
SEH THRU 1/28/2023 FLYWAY	12,051.02	GREAT RVR TRL-FLYWAY PHA	15.05.55260.5500.999		441576		503 00108
WI DEPT OF TRANSPORTATIO @FY@ 6/30 FLYWAY	0.19	GREAT RVR TRL-FLYWAY PHA	15.05.55260.5500.999		395-0000276184		504 00035
@FY@8/22-9/22 FLYWAY	292.95	GREAT RVR TRL-FLYWAY PHA	15.05.55260.5500.999		395-0000287091		504 00036
	293.14	*VENDOR TOTAL					
GREAT RIVER TRL-CONN-FLYWAY	12,344.16	*****					

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
CJS	*****						
BAUTCH/TANISHA GAS FOR DS	20.01	PRIZES & AWARDS	20.25.54540.0000.323				503 00012
BI INCORPORATED 2/2023 ALC MONITOR	1,092.00	TESTING-ALCOHOL MONITORI	20.25.54540.2100.207		1344180		503 00132
CAM SYSTEMS DRUG SWEAT PATCHES	500.00	SWEAT DRUG PATCH TESTING	20.25.54540.2200.207		512352		503 00028
INTRINSIC INTERVENTIONS 1099 DRUG TESTS	20.00	TESTING-DRUG TESTING	20.25.54540.2150.207		19524		503 00131
MITCH STAMM VISUALS 1099 EDUCATIONAL VIDEO	844.00	CONTRACTED EDUCATION	20.25.54540.0000.218		2023-06		503 00079
PEPIN CO TREASURER 1/2023 PC PHONE	15.07	TELEPHONE	20.25.54540.0000.225				503 00096
1/2023 PC LONG DISTANCE	0.08	TELEPHONE	20.25.54540.0000.225				503 00097
2/2023 PC LONG DISTANCE	0.08	TELEPHONE	20.25.54540.0000.225				503 00133
2/2023 PC PHONE	15.07	TELEPHONE	20.25.54540.0000.225				503 00134
	30.30	*VENDOR TOTAL					
CJS	2,506.31	*****					

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
RECYCLING FUND	*****						
BUFFALO CO TREASURER							
2/9 RECYC LP GAS	705.32	FUEL	22.03.53640.0000.350		1062		503 00015
2/9 RECYC LP GAS	431.44	FUEL	22.03.53640.0000.350		1063		503 00016
	1,136.76	*VENDOR TOTAL					
BUFFALO RIVER JOHNS LLC							
1099 1/23 MONDOVI	75.00	OTHER UTILITY SERVICES	22.03.53640.0000.229		2391		503 00025
CZAPLEWSKI/JEANNIE M							
1099 2/16 RECYC PER DIEM	40.00	PER DIEM	22.03.53640.0000.141				503 00046
2/16 MILEAGE RECYCLING	13.10	BOARD MILEAGE	22.03.53640.0000.332				503 00047
	53.10	*VENDOR TOTAL					
GREEN CIRCLE RECYCLING L							
1099 1/23 SGLE STREAM	2,600.32	SINGLE STREAM HAULING	22.03.53640.0000.529		21300		503 00065
KEES/BRUCE A							
1099 2/16 RECYC PER DIEM	40.00	PER DIEM	22.03.53640.0000.141				503 00048
2/16 MILEAGE RECYCLING	10.40	BOARD MILEAGE	22.03.53640.0000.332				503 00049
	50.40	*VENDOR TOTAL					
LISOWSKI/MARY							
1099 2/16 RECYC PER DIEM	40.00	PER DIEM	22.03.53640.0000.141				503 00044
2/16 MILEAGE RECYCLING	3.64	BOARD MILEAGE	22.03.53640.0000.332				503 00045
	43.64	*VENDOR TOTAL					
NAPA AUTO PARTS MONDOVI							
INV351267 LED TAIL LIGHT	45.98	OTHER OPERATING SUPPLIES	22.03.53640.0000.349		ACCT 4433		503 00085
PRONSCHINSKE/PERRY J							
1099 2/16 RECYC PER DIEM	40.00	PER DIEM	22.03.53640.0000.141				503 00050
2/16 MILEAGE RECYCLING	6.76	BOARD MILEAGE	22.03.53640.0000.332				503 00051
	46.76	*VENDOR TOTAL					
ROCK OIL REFINING INC							
2/27 OIL FILTERS	45.00	GARBAGE DISPOSAL	22.03.53640.0000.224		311265		503 00106
TRAUN/ROBERT F							
1099 2/16 RECYC PER DIEM	40.00	PER DIEM	22.03.53640.0000.141				503 00052
2/16 MILEAGE RECYCLING	13.10	BOARD MILEAGE	22.03.53640.0000.332				503 00053
	53.10	*VENDOR TOTAL					
RECYCLING FUND	4,150.06	*****					

Schedule of Bills (Fund)  
 BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P ID LINE
LAND CON DEPT SPEC PROJ FU*****							
BRAGGER/JOE							
@FY@1099 11/7 LCD	40.00	PER DIEM	24.06.56840.0000.141				504 00005
@FY@11/7 LCD MILEAGE	32.50	BOARD MILEAGE	24.06.56840.0000.332				504 00006
	72.50	*VENDOR TOTAL					
WI LAND & WATER CONSER A							
2023 WLWCA DUES	1,410.00	MEMBERSHIP DUES & LICENS	24.06.56840.0000.324		1506-2023		503 00124
@FY@2022 CONFERENCE FEES	405.00	EMPLOYEE EDUCATION & TRA	24.06.56840.0000.327		6484		504 00037
2023 CONFERENCE FEES	885.00	EMPLOYEE EDUCATION & TRA	24.06.56840.0000.327		6619		503 00125
	2,700.00	*VENDOR TOTAL					
LAND CON DEPT SPEC PROJ FUND	2,772.50	*****					

Schedule of Bills (Fund)  
BY FUND

VENDOR NAME DESCRIPTION	AMOUNT	ACCOUNT NAME	FUND & ACCOUNT	CLAIM	INVOICE	PO#	F/P	ID	LINE
REPORT TOTALS:	1,051,230.07								

RECORDS PRINTED - 000176

Schedule of Bills (Fund)

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
10	GENERAL FUND	1,029,457.04
15	GREAT RIVER TRL-CONN-FLYWAY	12,344.16
20	CJS	2,506.31
22	RECYCLING FUND	4,150.06
24	LAND CON DEPT SPEC PROJ FUND	2,772.50
TOTAL ALL FUNDS		1,051,230.07

BANK RECAP:

BANK	NAME	DISBURSEMENTS
GREN	BANK OF ALMA (MISC)	1,051,230.07
TOTAL ALL BANKS		1,051,230.07

THE PRECEDING LIST OF BILLS PAYABLE WAS REVIEWED AND APPROVED FOR PAYMENT.

DATE ..... APPROVED BY .....  
.....  
.....

*March 2023 Financial Report*  
*Tina Anibas, Buffalo County Treasurer*

Investment Notes	
2/13/2023	From WISC ARPA to General \$102,800
2/15/2023	From CCF Bank Debt Service to General \$17,416.52
2/23/2023	From General to WISC PMA \$2,000,000

General Investments Available Cash		
Local Government Investment Pool	4.540%	\$777,333.43
Trust Point Bonds / Money Market	2.680%	\$1,758,054.52
Alliance Bank Money Market Acct	0.600%	\$13,172.29
Waumandee State Bank Money Market	1.560%	\$25,186.79
Waumandee State Bank ICS Sweep	3.000%	\$230,030.29
PMA WISC Account	4.566%	\$5,339,996.64
PMA ARPA LATCF (Local Assistance and Tribal Consistency Fund)	4.566%	\$50,000.00
Bank of Alma	0.500%	\$642,409.02
		<b>\$8,836,182.98</b>

Long Term Investments				
Effective		Maturity		
7/1/2021	Waumandee State Bank CDARS Acct	6/29/2023	0.700%	\$250,000.00
8/26/2021	Waumandee State Bank CDARS Acct	8/24/2023	0.700%	\$250,000.00
9/23/2021	Waumandee State Bank CDARS Acct	9/21/2023	0.700%	\$250,000.00
9/22/2022	Waumandee State Bank CDARS Acct	9/16/2024	3.000%	\$250,000.00
8/11/2022	Waumandee State Bank CDARS Acct	8/7/2025	2.500%	\$500,000.00
<b>TOTAL CDARS ACCT</b>				<b>\$1,500,000.00</b>

<b>Total Investments</b>			<b>\$10,336,182.98</b>
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CAPX 2020

6/30/2022	Waumandee State Bank CDARS Acct	6/29/2023	1.750%	\$200,000.00
6/30/2022	Waumandee State Bank CDARS Acct	6/27/2024	2.250%	\$225,000.00
12/29/2022	Waumandee State Bank CDARS Acct	12/28/2023	4.000%	\$250,000.00
TOTAL CAPX2020 INVESTMENTS				<u>\$675,000.00</u>

TAX DEED

	Local Government Investment Pool		4.540%	\$7,464.66
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LAND RECORDS

	Local Government Investment Pool		4.540%	\$74,168.31
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VEHICLE REPLACEMENT

	Local Government Investment Pool		4.540%	\$51,531.21
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HEALTH INSURANCE

	Bank of Alma		2.000%	\$27,129.46
	Local Government Investment Pool		4.540%	\$63,884.55
TOTAL HEALTH INSURANCE				<u>\$91,014.01</u>

DEBT SERVICE

	Local Government Investment Pool		4.540%	\$22,344.19
	Citizens Community Federal Money Market		4.300%	\$143,942.74
TOTAL DEBT SERVICE				<u>\$166,286.93</u>

RECYCLING

	Local Government Investment Pool		4.540%	\$80,454.72
1/26/2023	Waumandee State Bank CDARS (6 month)	1/25/2024	4.000%	\$76,287.65
TOTAL RECYCLING				<u>\$156,742.37</u>

LAND INFORMATION LIDAR

	Local Government Investment Pool		4.540%	\$36,893.62
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LAND INFORMATION ORTHO

	Local Government Investment Pool		4.540%	\$99,054.85
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OPIOID SETTLEMENT

	WISC PMA		4.566%	\$60,197.03
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COMMUNITY BLOCK GRANT

	BANK OF ALMA		2.00%	\$23,570.66
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**2021 American Rescue Funds**

Invested in WISC PMA Sub Account

**Available Cash**

Balance			\$394,510.30
Pulled T. Cross Broadband 100,000 / 2nd Floor HVAC 2,800			-\$102,800.00
Monthly Interest		4.27%	\$963.65
			<b>\$292,673.95</b>
<b>Term Investments</b>	<b>Maturity Date</b>		
6/23/2022 US Treasury N/B	3/15/2023	2.49%	\$298,679.88
6/23/2022 US Treasury N/B	6/15/2023	2.65%	\$299,948.59
10/18/2022 US Treasury N/B	10/18/2023	4.48%	\$603,000.00
6/23/2022 US Treasury N/B	12/15/2023	2.74%	\$249,257.15
6/23/2022 US Treasury N/B	6/15/2024	2.81%	\$249,176.33
12/22/2022 CD	12/23/2024	4.56%	\$228,600.00
	<b>Balance</b>		<b>\$2,221,335.90</b>

<b>2022 Note Investments</b>				
	US Treasury	8/31/2023	4.57%	\$836,583.75
	US Treasury	7/31/2024	4.39%	\$831,743.75
	CS Balance			\$13,923.88
	Month Interest		4.57%	\$586.92
				<b>\$1,682,838.30</b>

<b>February Total Receipts</b>	<b>\$4,098,211.65</b>
<b>February Total Distributed</b>	<b>\$3,801,465.88</b>

**UNPAID TAX REPORT PAYABLE****March****1, 2023**

2020-2021 Delinquent	\$144,771.30
2022 Current Year Taxes	
Delinquent	\$372,497.69
Postponed	\$5,102,935.57
	<b>\$5,475,433.26</b>

**Monthly Interest Received**

Bank of Alma	\$641.12
Alliance Bank	\$22.57
Alliance Bank Money Market	\$10.00
PMA, WISC	\$13,336.63
LGIP	\$2,698.94
Trustpoint Inc.	\$4,329.54
Waumandee State Bank Money Market	\$29.91
Waumandee State Bank ICS	\$479.12
Waumandee State Bank CDARS	
<b>TOTAL</b>	<b>\$21,547.83</b>

Cash Interest Received / Receipted	2021		2022	
January	\$2,029.63		\$16,432.51	
February	\$4,536.08	\$6,565.71	\$21,547.83	\$37,980.34
March	\$5,602.36	\$12,168.07		
April	\$19,204.72	\$31,372.79		
May	(\$9,991.76)	\$21,381.03		
June	\$7,728.37	\$29,109.40		
July	\$12,479.16	\$41,588.56		
August	\$23,774.40	\$65,362.96		
September	\$28,929.81	\$94,292.77		
October	\$15,981.16	\$110,273.93		
November	\$17,453.31	\$127,727.24		
December	\$32,153.37	\$159,880.61		\$37,980.34
<b>TOTAL</b>		<b>\$159,880.61</b>		<b>\$37,980.34</b>