



Notice of Public Meeting

AGENDA

Committee:	Finance – Human Resources Committee
Date:	Wednesday, June 17, 2026
Time:	8:30 A.M.
Location:	3 rd Floor County Board Room, 407 S. 2 nd Street, Alma, WI 54610
Remote Access:	https://teams.microsoft.com/meet/252993177669487?p=JRHkUHDVh8TSCdSwTy

This 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 reviewed, discussed and acted upon at this meeting. Please note that deviations from the order shown may occur.

1.	Call to Order
2.	Roll Call of Members
3.	Verification of Open Meetings Law Compliance
4.	Approve Agenda
5.	Approve Minutes from Previous Meeting
6.	Public Comment
7.	Risk Management and Safety Report
8.	Fountain City Rod and Gun Club Request to Become Exempt from Property Tax
9.	Flyway Trail Maintenance Agreement
10.	A Resolution Updating Policy 109 – County Vehicle and Fleet Operations
11.	A Resolution to Adopt Policy 405 – Artificial Intelligence Acceptable Use
12.	A Resolution to Designate Public Depositories
13.	Request a Return of Funds to DHHS from Consortium
14.	Authorization for the Sale of Property
15.	Remonumentation Update
16.	Monthly Vendor Invoices/Employment Payroll/Investment Report
17.	Committee Chair Report
18.	Human Resources Manager Report
19.	County Administrator Report
20.	Correspondence
21.	Future Agenda Items
22.	Next Meeting Date and Time: July 16, 2026 @ 8:30 a.m.
23.	Adjournment

Date: June 12, 2026

Dennis Bork, Chair

By: Lisa Schmitt, 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 accommodation for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodation 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 4:00 p.m. Monday – Thursday and after 12:00 p.m. on Fridays.

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.

BUFFALO COUNTY FINANCE-HUMAN RESOURCES COMMITTEE MINUTES

Date of the Meeting: Wednesday, May 20, 2026

Call to Order: Chair Dennis Bork called the meeting to order at 8:30 a.m.

Roll Call of Members: Mr. Dennis Bork, Mr. William Bruegger, Ms. Carol McDonough, Mr. Brian Michaels, and Mr. Max Weiss.

Others Present for All or Parts of the Meeting: Mr. Lee Engfer, Ms. Ana Rolbiecki, and Mr. Steve Wall.

Verification of Open Meetings Law Compliance: Mr. Engfer verified compliance of agenda postings.

Approve Agenda: Mr. Weiss made a motion to approve the agenda, seconded by Mr. Bruegger. Carried.

Approve Minutes from Previous Meetings: Mr. Michaels made a motion to approve the minutes of the April 16, 2026, Finance Committee meeting, and the March 18, 2026, Human Resources Committee meeting, seconded by Mr. Bruegger. Carried.

Public Comment: None.

Election of Finance-Human Resources Committee Chair and Vice-Chair: Mr. Bruegger made a motion to nominate Mr. Bork for chair, seconded by Ms. McDonough. A unanimous ballot was cast for Mr. Bork for chair. Ms. McDonough made a motion to nominate Mr. Weiss for vice-chair, seconded by Mr. Michaels. A unanimous ballot was cast for Mr. Weiss for vice-chair.

Risk Management and Safety Report: Mr. Wall gave an update on the Regroup Notification System.

Adoption of Committee Meeting Dates and Times: The Finance-Human Resources Committee adopted the third Thursday of each month at 8:30 A.M. for their meetings.

Resolution to Remove Outstanding Checks: Mr. Bruegger made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of Clerk of Court: Mr. Bruegger made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Resolution to Authorize the Establishment of a Petty Cash Fund for the Office of County Treasurer: Mr. Bruegger made a motion to approve the resolution, seconded by Mr. Michaels. Carried.

Resolution to Amend Personnel Policy 108 – Travel, Meals and Lodging: Mr. Weiss made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Resolution to Adopt Personnel Policy 514 – Safety Equipment/Uniforms: Mr. Michaels made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

Resolution to Amend Personnel Policy 601 – Workplace Safety: Mr. Bruegger made a motion to approve the resolution, seconded by Ms. McDonough. Carried.

Ordinance to Impose a Fee on Worthless Payments: Mr. Michaels made a motion to approve the ordinance, seconded by Ms. McDonough. Carried.

Monthly Vendor Invoices/Employment Payroll/Investment Report: Mr. Weiss made a motion to approve the reports as presented, seconded by Mr. Michaels. Carried.

Committee Chair Report: Mr. Bork gave an update on the Workforce Development situation. There will be several meetings during the next few months to determine the next steps. The state is possibly going to help cover some costs, depending on what happens next.

Human Resources Manager Report: Open positions were discussed.

County Administrator Report: None.

Correspondence: None.

Future Agenda Items: Remonumentation.

Next Meeting Date and Time: The next regular meeting date will be June 17, 2026, at 8:30 a.m.

Adjournment: Meeting adjourned at 9:45 a.m.

Respectfully Submitted,

Lee Engfer



Buffalo County Resolution

Drafted By:
Ana Rolbiecki

County Department:
Administration

Presented Month/Year:
June 2026

Involved Committees:
Finance / Human Resources

RESOLUTION # 26-06-_____

A RESOLUTION UPDATING AND RENAMING POLICY 109 – COUNTY VEHICLE AND FLEET OPERATIONS

WHEREAS, Buffalo County maintains a fleet of vehicles for the purpose of conducting official County business; and

WHEREAS, the existing Fleet Policy and Equipment policy requires updating to reflect current operations, technology, and best practices in safety, liability, and fleet management; and

WHEREAS, updates were necessary to improve clarity regarding driver authorization, vehicle use, safety expectations, insurance requirements, accident reporting, monitoring systems, and overall accountability; and

WHEREAS, the revised policy modernizes procedures including vehicle reservation systems, incorporates vehicle tracking and monitoring practices, and aligns with current County operational needs; and

WHEREAS, the updated policy has been reviewed and recommended for approval by County Administration;

NOW, THEREFORE, BE IT RESOLVED, that the Buffalo County Board of Supervisors hereby repeals and replaces the existing “Fleet Policy and Equipment” policy; and

BE IT FURTHER RESOLVED, that the policy shall be renamed:
“Policy 109 – County Vehicle and Fleet Operations”; and

BE IT FURTHER RESOLVED, that the revised policy, attached hereto as Exhibit A, establishes updated standards for:

- Authorized drivers and driver qualification requirements
- Vehicle reservation, use, and operational procedures
- Safety expectations and prohibited vehicle use
- Personal use limitations
- Accident and incident reporting



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- Vehicle care, fueling, and accountability
 - Insurance and liability requirements
 - Vehicle tracking and monitoring practices
 - Compliance and enforcement expectations

BE IT FURTHER RESOLVED, that all County departments and employees shall comply with the updated policy effective upon adoption; and

BE IT FURTHER RESOLVED, that the County Administrator or designee is authorized to implement and administer the policy and establish related procedures and forms necessary for its operation.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on the _____ day of _____, 2026.

County Clerk

ATTEST:

County Board Chairperson

Respectfully Submitted by the Finance / Human Resources Committee:

Dennis Bork

William Bruegger

Carol McDonough

Brian Michaels

Max Weiss



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Exhibit A:

New Version

POLICY 109 - COUNTY VEHICLE AND FLEET OPERATIONS

Purpose:

To provide guidelines, assign responsibilities, and establish safety, liability, and operational standards for the use of County-owned vehicles.

General Policy:

- The County maintains a fleet of vehicles for business-related purposes. Use of County-owned fleet vehicles supports safe, consistent transportation for official business, reduces individual liability exposure, and helps manage overall County transportation costs.
- Whenever a County-owned fleet vehicle is available, employees must use the fleet vehicle for business travel unless prior approval is granted by the County Administrator or designee.
- Fleet vehicles will be assigned and coordinated by the County Administration Office or by departments assigned specific vehicles, in accordance with this policy.

Authorized Drivers:

- Only employees and elected officials may operate County vehicles unless otherwise specifically authorized.
- Interns, volunteers, or other non-employee individuals are not permitted to operate County vehicles unless explicitly approved by the department head and approved in accordance with County requirements, including verification of eligibility and insurance coverage.
- All operators must:
 - Possess a valid driver's license appropriate for the vehicle operated
 - Maintain an acceptable driving record as determined by the County
 - Immediately notify their supervisor of any suspension, revocation, restriction, or change to their driving privileges
- Driver Authorization:
 - Employees required to drive for County business must be authorized in advance.
 - Authorization includes:
 - Completion of the County "Authorization to Drive for County Business" form
 - Verification of driver's license status
 - Review of eligibility to operate vehicles
 - Authorization must be completed prior to operating any County vehicle or using a personal vehicle for County business.
 - Departments may establish additional vehicle use or driver authorization requirements based on operational needs. Any departmental policies must be consistent with, and may not conflict with, this policy. In the event of a conflict, this County policy shall govern. Department-specific policies shall not reduce or waive driver eligibility, safety, or insurance requirements established herein.

License Requirements and Reporting:

- All authorized drivers must maintain a valid driver's license appropriate for the vehicle operated.
- Employees must:
 - Notify their supervisor of any suspension, revocation, or restriction to their driving privileges immediately.
 - Report any changes that may affect their ability to operate a vehicle for County business
- Employees may not operate a County vehicle or drive for County business without a valid driver's license.
- Driving Record Review:



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- The County may review driving records periodically or as needed to ensure continued eligibility to operate vehicles.
- If concerns are identified, the County may take appropriate action, including requiring additional training, restricting driving privileges, or other personnel actions consistent with County policies.

Vehicle Reservation and Use:

- Administration fleet vehicles must be reserved through the County Outlook resource calendar system.
 - Employees will receive an automated acceptance or denial notification based on availability
 - Employees are responsible for verifying reservation details prior to use
 - Reservations should include employee name and reason for travel and should be booked for only the time and day/s it's needed.
- Reservation priority may be adjusted based on operational needs, including:
 - Distance and duration of trip
 - Number of passengers
 - Business necessity
- For fleet vehicles managed by a specific department other than Administration, employees should follow internal department procedures for reserving them.
- Employees should schedule vehicle usage as far in advance as possible. Late changes or cancellations should be avoided unless necessary.

Vehicle Check-Out and Return:

- Employees must obtain vehicle keys, fuel card, and mileage log prior to use
- Upon return, employees must:
 - Accurately complete mileage logs
 - Return keys, fuel card, and documentation
 - Submit any fuel receipts
- If returning after normal business hours, materials must be placed in the designated after-hours drop location.

Safety Expectations:

All operators must:

- Wear seatbelts at all times
- Operate vehicles in compliance with all traffic laws
- Adjust driving behavior based on weather and road conditions
- Minimize distractions while driving

Prohibited Use of County Vehicles:

The following uses are prohibited:

- Personal use without authorization
- Transporting unauthorized passengers
- Operating a vehicle while under the influence of alcohol, illegal drugs, or impairing medications
- Reckless, unsafe, or negligent driving behavior
- Smoking or vaping in County vehicles
- Use of handheld cell phones while driving, unless permitted by law or specific departmental exception
- Transporting unsecured materials or equipment

Passengers:



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Passengers in County vehicles must be limited to individuals conducting official County business or otherwise authorized by the County. Transporting unauthorized individuals is prohibited.

Personal Use:

- Personal use of County vehicles is prohibited unless expressly authorized by the County Administrator or designee.
- Personal use is defined as any use not directly related to official County business.
- Limited incidental use may occur when employees are engaged in authorized business travel, including brief stops for meals, fuel, or other necessary travel-related purposes, provided such use does not interfere with County business.
- County vehicles are not to be used for pleasure travel or personal errands unrelated to County business.
- Use of County vehicles in a manner that may reflect negatively on the County or its operations is prohibited.
- Approved personal use must be documented and may be subject to IRS taxable benefit reporting requirements.
- Employees using a personal vehicle for business purposes when a fleet vehicle is available may receive reduced mileage reimbursement in accordance with County policy.

Accident or Incident Reporting:

- In the event of an accident involving a County vehicle, the employee driving shall:
 - Contact law enforcement as appropriate
 - Notify your supervisor as soon as possible
 - Obtain necessary information from all parties involved
 - Complete all required County accident or incident reports
- Failure to report an accident may result in corrective action in accordance with County policy.
- In the event of a vehicle breakdown:
 - Safely secure the vehicle
 - Notify the County Administration Office or appropriate department contact as soon as possible

Vehicle Care and Responsibilities:

- Employees are responsible for:
 - Performing a basic safety check prior to use, including lights, signals, tires, and general condition
 - Returning vehicles in clean condition, free of debris and personal items
 - Ensuring vehicles are left in safe and operational condition
- Any damage, maintenance issues, or concerns must be reported promptly using the appropriate process.

Fueling:

- Fuel cards must be used for fueling County vehicles
- Fuel must be refueled to a full tank upon returning and receipts must be submitted with vehicle documentation

Insurance and Liability:

- County vehicles are insured for authorized business use only.
- Personal Vehicle Requirements:
 - Employees who use personal vehicles for County business must:
 - Maintain automobile liability insurance with minimum coverage of:
 - \$100,000 per person
 - \$300,000 per accident
 - \$100,000 property damage



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- Provide proof of insurance to the County, in a form approved by the County, as a condition of authorization and reimbursement
 - Failure to maintain required coverage or provide proof of insurance may result in denial of mileage reimbursement, reduced mileage reimbursement rate (\$0.26/mile) and/or loss of authorization to drive for County business.
 - Employees must be authorized to drive for County business prior to receiving mileage reimbursement.
- The County assumes no responsibility for:
 - Personal property left in vehicles
 - Unauthorized use of vehicles
 - Unauthorized passengers

Vehicle Tracking and Monitoring:

- County-owned fleet vehicles may be equipped with GPS, video recording systems, and/or other electronic monitoring devices. These systems may include outward-facing cameras that record activity outside of the vehicle.
- Vehicle monitoring systems are intended to support employee safety, reduce accidents and liability, improve operational efficiency, and protect County assets.
- The use of monitoring systems is not intended to be punitive or used solely to monitor individual employees; however, information obtained may be used when policy violations or safety concerns are identified.
- These devices are used for legitimate business purposes, including:
 - Vehicle location and recovery
 - Fleet utilization and efficiency
 - Safety monitoring
 - Protection of County property and the public
 - Maintenance and operational management
 - Vehicle diagnostics
 - Documentation of weather events, disasters, and emergency situations
- Monitoring data may be reviewed under the following circumstances:
 - Following an accident or safety-related incident
 - In response to a complaint or concern
 - For operational or maintenance review
 - Periodically or on a random basis to ensure compliance with this policy
- Access to vehicle monitoring and tracking data will be limited to authorized personnel, which may include the employee's supervisor, department head, County Administrator, Risk & Safety Director, Human Resources, and any investigator hired for an independent investigation.
- Employees must report any malfunction of the GPS tracking devices immediately to their supervisor and/or Risk and Safety Director.
- Employees should have no expectation of privacy when operating or riding in a County vehicle.
- Monitoring data may be used as part of administrative review, investigation, or personnel actions, consistent with County policies.
- The use of monitoring technology is not intended to monitor employees beyond legitimate business purposes.
- Vehicle monitoring systems are not intended to record activity inside the vehicle cab unless otherwise authorized.
- Any attempt to disable, tamper with, or interfere with a vehicle tracking device is prohibited.



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Note: Law enforcement vehicles used by the Sheriff's Office may be governed by separate Sheriff's Office policies regarding vehicle-mounted cameras, audio capabilities, and related monitoring systems. Such policies should align with the general intent of this policy, including those related to safety, appropriate use, and compliance.

Fines and Violations:

Any fines (monetary or otherwise) incurred by employees while operating a County vehicle due to the employee's actions are the sole responsibility of the employee, unless otherwise required by law. Such actions may result in corrective action in accordance with County policy.

Compliance and Enforcement:

Failure to comply with this policy may result in corrective action, including loss of driving privileges and discipline up to and including termination. Employees must complete all required documentation and provide requested information to maintain eligibility to operate vehicles or receive mileage reimbursement.

Policy 109 – Effective May 31, 2015; Revised June 22, 2026

=====Old version=====

POLICY 109 - FLEET POLICY AND EQUIPMENT

Purpose: To provide guidelines and assign responsibilities for the safe operation and use of vehicles owned by the County.

Policy: The County has established a fleet of vehicles (automobiles, SUVs and pickups) to be available for business related use by the employees of the County. By making use of a county owned fleet vehicle, the individual's overall risk exposure (liability) will be greatly reduced and the cost of departmental vehicle related mileage reimbursement expense should be diminished, thus leaving funds available for other departmental uses.

- Whenever a county owned fleet vehicle is available for business related purposes, employees are required to use the fleet vehicle in place of a personally owned vehicle unless prior approval is granted from department manager or designee.
- The scheduling and maintenance of the county owned fleet vehicles will be the complete responsibility of the County Administration Office or Department Manager or designee if a county vehicle is assigned to their department. Department Managers will develop policies for scheduling vehicle usage in their control.
- A fleet vehicle (for outside of Buffalo County use) can be reserved through the County Administration Office via e-mail using the County Admin Office e-mail address.
- Reservation priority will be given to business related trips for extended periods/distance traveled for meetings, training, conferences or the transport of multiple authorized passengers via e-mail using the County Admin Office e-mail address.
- All requests for reservation of a county owned fleet vehicle must contain: employee name, departure date and time, destination, and estimated return date and time.
- When multiple duplicated date and time requests are received, preference will be given to the trip(s) which will incur the most out of county mileage during a given period of time, and/or when multiple employees (or authorized passengers) will be attending the same meeting.
- Reservations are confirmed with the information being placed on an Outlook Express calendar (computerized) under Public Folders under County Car that can easily be accessed by all employees.
- The County Administration Office will not normally notify individuals of any changes made to vehicle reservations. However, it is best to periodically verify that a fleet vehicle has been reserved for you by



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confirming the information contained in the Outlook Express calendar in the Public Folders under County Car.

- Please schedule your vehicle usage as far in advance as possible. Reservation alterations (bumping) will not normally be allowed within three (3) working days of the scheduled departure date.
- Please be certain to make your vehicle reservations on a timely basis. Please note that fleet vehicles for use solely within Buffalo County are available on a first come, first serve basis and cannot normally be reserved. These in-county vehicles are not normally available for out of county usage.
- It is the responsibility of each employee to maintain all Buffalo County vehicles and equipment in a well-kept manner and to perform a safety check of the vehicle. At a minimum, the employee should do a visual check of lights, brake lights and signal checks, horn and tires prior to leaving.
- Prior to your departure, please obtain the fleet vehicle keys, fuel card and mileage log from the County Administration Office.
- Please fill the fleet vehicle with fuel, before returning keys, if the tank is less than one-half full.
- Upon your return, please assure the vehicle mileage log sheet is accurately completed; take the vehicle keys, fuel card and all documents (including any fuel receipts) to the County Administration Office.
- If returning a fleet vehicle after normal business hours, please deposit the mileage log sheet clipboard, keys, fuel card and all documents (including any fuel receipts) in the overnight box located in the entryway of the Sheriff's Department entrance.
- Please inform the County Administration Office personnel of any problem(s) you encounter with a fleet vehicle, to allow for corrective action to be taken/appropriate maintenance to be completed. Forms are provided on the clipboard to document issues related to the vehicle.

General Vehicle Usage Policy Guidelines:

- These are not meant to be all inclusive, but rather cover several of the more common questions.
- The fleet vehicles are not to be used for personal use without express permission of the County Administrative Coordinator, County Board Chair or Department Manager. Any personal mileages may be taxable under IRS regulations and must be noted on the mileage log.
- For overall safety purposes, there will be no food consumed in the fleet vehicles by the driver while the vehicle is in motion. No beverage may be consumed in the fleet vehicle if it causes the driver to be inattentive.
- In addition, whenever usage of a cell phone is required by the driver, the vehicle must be safely stopped and adequately parked, except Law Enforcement. Violations of this provision are subject to disciplinary action and legal prosecution.
- If you do not intend to make use of a fleet vehicle for a county business related trip, you must inform your Department Manager or designee, in writing or by department policy, in advance of your trip, of the specific reason you wish to be exempted from the use of a fleet vehicle.
- The appropriate Department Manager or designee will review the request and determine if the request for exemption is to be allowed, based on the merits of the request, and inform the employee of their decision.
- In the event an employee does not request an exemption, in advance, regarding the use of a fleet vehicle, or the request for exemption is denied by the Department Manager or designee, and the employee uses a personal vehicle for a business related trip (when a county fleet vehicle is available for use), individual mileage reimbursement will be limited to the rate per mile applied when the appropriate vehicle insurance coverage information is not on file – currently \$ 0.26 per mile.
- If the use of a personal vehicle is specifically authorized for a combination business and personal use trip, an employee will be reimbursed the prevailing mileage rate for the mileage incurred on one (1) way only (to the actual location of the business function).



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- The fleet vehicles will be assigned in a consistent predetermined manner by the County Administration Office or department policy if the vehicle is under the control of the department.
- Requests for use of a specific fleet vehicle cannot normally be honored. However, exceptions may be granted as appropriate.
- Please address all questions to your Department Manager. Your Department Manager will then correspond with the County Administration Office.
- There will no doubt be situations or questions that arise which are not covered in this document.
- Each such unique situation or question will be addressed by the County Administration Office as they are encountered.
- At the conclusion of each use, all debris and equipment must be removed from the vehicle.
- The Buffalo County Employee Safety Handbook details the overall policy. This policy will be enforced by random checks performed by the County Administration Office or designee, your governing "Standing" Committee of the County Board of Supervisors or the County Board Chair.
- Do not drive under the influence of alcohol, prescription medicines that warn against operating a vehicle, sleepiness, or illegal drugs. Alcoholic beverages or any illegal drugs are not permitted in county vehicles at any time.

Fines Incurred by Employees:

- Any fines (monetary or otherwise) incurred by employees while performing official county business, due to the employee's actions, are the sole responsibility of the employee, with the exception of Wisconsin Statute 895 (State and political subdivisions thereof to pay judgments taken against officers).
- Where applicable, such actions may result in disciplinary action.

Policy 109 – Effective May 31, 2015; Revised January 23, 2017

POLICY 405 – ARTIFICIAL INTELLIGENCE ACCEPTABLE USE

Purpose:

Buffalo County recognizes that Generative Artificial Intelligence (AI) has significant potential to provide benefits in our work to serve our community more efficiently and effectively. This policy provides for the responsible and ethical use of Generative AI by Buffalo County staff while also protecting confidential, sensitive, and personally identifiable information (PII), and maintaining compliance with all County policies and applicable laws.

Scope:

This policy applies to all Buffalo County employees, interns, contracted staff, and third parties performing work on behalf of Buffalo County and it provides the framework for assessing appropriate use of Generative AI. The policy complements other existing Buffalo County policies—including confidentiality and security policies—and any applicable policies or restrictions imposed by funding sources, such as private or public grants, or by external regulatory entities—including various Wisconsin governmental agencies (e.g., Department of Children & Families, Department of Health Services, etc.).

This policy applies to the use of Generative AI tools that are standalone in nature (e.g., Microsoft Copilot chat) or embedded within other systems or software tools (e.g., Microsoft Copilot or Google Gemini within Google Chrome browser).

Definitions:

- Active use of AI - defined as interactive, iterative, or conversational engagement with an AI tool beyond a single prompt.
- Artificial intelligence system or AI system - software that performs tasks typically requiring human intelligence, such as learning, reasoning, prediction, decision-making, or content generation.
- Closed AI system - an AI system in which input and data are used only within a private or internal environment and are not shared or reused to train a public model.
- Open AI system - AI system where the input provided by all users is used to train the AI model. Input data from all users is not private and may be revealed to other users.
- Embedded AI Tools - AI tools embedded in existing software tools approved and used by the county.
- Generative Artificial Intelligence (GenAI)/AI - is a tool that creates new content, such as text, images, audio, or code, based on user input and trained data (e.g., ChatGPT, Copilot, Microsoft 365 Copilot, Gemini).
- Non-public data - any information that, if disclosed, could violate the privacy of individuals, government regulations, or statutes.
- Confidential/Sensitive Information – is non-public data the County is obligated to protect by law, regulation, or organizational policy (e.g., PII/PHI/CJIS/PCI, attorney-client privileged materials, non-public HR data, non-public operational/financial information).
 - PII is “Personally Identifiable Information”
 - PHI is “Protected Health Information” (e.g., HIPAA)
 - CJIS is “Criminal Justice Information Services”
 - PCI is “Payment Card Information”

- Passive use of a generative AI tool embedded within an internet browser - means using a web browser's built-in generative AI features only for single, one-directional search queries, similar to traditional internet searching. It does not include conversational, iterative, or back-and-forth interactions with the embedded AI. Any use that involves follow-up questions, refinement of responses, or extended dialogue constitutes "active use" and therefore requires approval as set forth in this policy.
- Personal information - information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular person or household.
- Public Information - content suitable for public release (published policies, website copy, press releases, public datasets).

Guiding Principles:

- The intent of this policy is to provide general guidance on the use of AI as a tool while ensuring it continues to meet legal and ethical obligations. The use of AI should never compromise core values or introduce undue risk to the organization. Rather, the use of AI should be focused on improving business efficiencies and enhancing our ability to fulfill our mission.
- This policy is not intended to address every use of AI. There are certain functions that bear more consideration and potential risks. If an employee has concerns related to a potential use of AI, the employee should consult with their supervisor.
- The following high-level principles apply when considering using an AI system:
 - *Security & Privacy First.* Do not expose confidential or regulated data in AI tools unless (1) expressly authorized by your Department Head and the County Administrator and (2) you are using an approved, closed AI tool. Consider the information you are putting into AI the same way you would approach information you disclose in a public records request where redactions would be needed to maintain confidentiality and/or compliance with laws or county ordinances.
 - *Transparency and Public Records Compliance.* Information entered into AI systems may be subject to Wisconsin Public Records Law (Wis. Stat. §§ 19.21–19.39). AI-generated content and outputs used for County business are considered County records and must comply with applicable records retention and disclosure requirements.
 - *AI is NOT a substitute for Expertise and Human Review is Required.* AI is assistive—not authoritative. All AI output must be reviewed by the human author for accuracy, bias, completeness, and tone prior to use or release. The AI generated work product is best viewed as the starting point, not the ending point for a project. The user will be responsible for the work product, and the user should ensure that they have sufficient knowledge to ensure the quality of output. Employees are responsible for all AI-assisted work product and must ensure accuracy, completeness, and compliance with County policy prior to use or distribution. AI-generated content may not be used for County business unless it has been independently verified for accuracy. The following strategies are critical in ensuring quality work product:
 - Ask AI to cite sources used in generating its response.

- Develop a procedure to verify the outputs from generative AI tools, including review of source material (e.g., the sources cited in its response)
- Develop a procedure to ensure that copyrighted, or otherwise protected work (e.g., images), are not improperly used and that work product is properly attributed (e.g., citations to quotations)
- Remember, AI tools can generate incorrect and/or fictional information. Directing AI not to guess may help, but the tool may still speculate or hallucinate. Always double-check AI outputs (i.e., the results).
- *Department Layering.* Departments may impose additional training, approvals, and stricter rules for high-risk use. Departmental rules complement this policy. Employees must ensure that they are aware of the various authorities that may relate to their use of AI tools.

Prohibited Uses & Areas of Risk:

- *No sensitive, confidential, or regulated data* (e.g., PII/PHI/CJIS/PCI/privileged or non-public HR data) may be entered into AI tools, absent an expressed written approval to do so by the supervising Department Head and the County Administrator.
- *No use of personal AI accounts for County business.* Employees may not use personal AI accounts or tools for County business.
- *No use contrary to other regulatory body guidance.* Employees that perform work that is governed by other regulatory bodies or agencies, such as the Wisconsin Department of Children & Families or the Wisconsin Department of Administration, must refrain from using AI in any circumstance that would be contrary to such regulatory body guidance.
- *No unethical or unlawful use.* This includes content that is misleading, harassing, discriminatory, or otherwise violates County policy or core values, or applicable law. Employees should avoid using AI in situations that pose ethical, operational, or other serious risks. If, through the course of using AI, you think its outputs may have inadvertently strayed into one of these areas, stop where you are and notify your supervisor.
- *Be wary of potentially copyrighted material.* Generative AI tools may rely upon material that is copyright protected, such as branded images, slogans, photos, or other trademarked content. Further dissemination of such information can expose the county to liability.

Permitted Uses and Approved Generative AI Tools:

- Buffalo County recognizes Microsoft 365 Copilot (M365) as a secure AI tool for internal use and approved for active use consistent with this policy. Copilot has been evaluated and is available under the County's current IT licensing program. The public version of Copilot is not approved for active use. Employees may use M365 Copilot for tasks consistent with this policy, such as drafting internal content, generating educational resources, and supporting administrative workflows, provided that:
 - All outputs are reviewed by a qualified staff member before dissemination.
 - Use complies with Buffalo County's privacy, security, and ethical standards.
- Use of other Generative AI tools, except the passive use of generative AI embedded in an internet browser, require the approval of both the Department Head and the County Administrator. "Passive use" means using a web browser's built-in generative AI features only for single, one-directional search queries, similar to traditional internet searching. It does not include conversational, iterative, or back-and-forth interactions with the

embedded AI. Any use that involves follow-up questions, refinement of responses, or extended dialogue constitutes active use and therefore requires approval as outlined in this section.

Obligation to Report Non-Compliance & Violation Response:

- Buffalo County employees aware of any conduct that may violate this policy have a responsibility to report it. Individuals are encouraged to make reports through normal reporting relationships beginning with their immediate supervisor or as otherwise provided under Buffalo County employee conduct policies.
- The County will investigate and respond to all reports of violations of this policy. Violations may result in the loss of access, or prohibition of use, to these tools and disciplinary action up to and including termination.

Required Training and Acknowledgement:

All personnel must complete Buffalo County's **AI Awareness and Responsible Use** training and all ongoing training and education as assigned. Supervisors are responsible for ensuring staff understand and comply with this policy.

Policy 405 – Effective June 23, 2026



Buffalo County Resolution

Drafted By:

Tina Anibas

Presented Month/Year:

June 2026

County Department:

Treasurer

Fiscal Impact: NO

Involved Committee:

Finance/Human Resources

RESOLUTION

A RESOLUTION TO DESIGNATE PUBLIC DEPOSITORIES

WHEREAS, Section 34.05, Wis. Stats., requires boards of public depositories to designate one or more financial institutions as public depositories, and

WHEREAS, The County Treasurer wishes to update the list of eligible public depositories for Buffalo County,

NOW THEREFORE BE IT RESOLVED, That the following financial institutions shall be the officially designated depositories for Buffalo County:

Alliance Bank

Waumandee Bank

State of Wisconsin-Local Government Investment Pool

WISC PMA

CCF Bank

Together with all branch offices of the above financial institution located within Wisconsin.



Buffalo County Resolution

Dennis Bork, County Board Chairperson

ATTEST:

Lisa Schmitt, County Clerk

Finance/Human Resources Committee:

Dennis Bork

Max Weiss

William Bruegger, Sr.

Carol McDonough

Brian Michaels

Legal-Fiscal-Administrative Approvals:

Legal Note:

Fiscal Impact:

Dennis Bork, Finance-HR Comm. Chair

Date

Lee Engfer, County Administrator

Date



Expense Approval Register

Packet: APPKT01925 - 06/18/2026 Finance

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 230 - HUMAN SERVICES FUND					
PEPIN CO DHS	2025 DEC	05/21/2026	2025 EBS EXPENSES	230.00.21100.000.0000	27,895.14
PEPIN CO DHS	85.21 2026-0300	05/18/2026	1ST QTR TRANSPORTATION	230.26.54614.217.0000	26,141.15
PEPIN CO DHS	CS 2026-1ST QTR	06/02/2026	JAN-MAR 2026 CHILD SUPPO...	230.25.54440.217.0000	1,644.44
PEPIN CO DHS	HM2026-0400	04/30/2026	APR 2026 HOMEMAKER SERV..	230.26.54608.801.0000	644.37
PEPIN CO DHS	NUTR 03-2026	03/31/2026	MAR 2026 NUTRITION - CONG	230.26.54609.217.0000	1,363.28
PEPIN CO DHS	NUTR 03-2026	03/31/2026	MAR 2026 NUTRITION - HDM	230.26.54610.217.0000	1,833.08
PEPIN CO DHS	NUTR 03-2026	03/31/2026	MAR 2026 NUTRITION - SUP ...	230.26.54610.217.0000	1,666.16
PEPIN CO DHS	NUTR 03-2026	03/31/2026	MAR 2026 NUTRITION - VEHI...	230.26.54610.241.0000	264.33
PEPIN CO DHS	NUTR 03-2026	03/31/2026	MAR 2026 NUTRITION - DRIV...	230.26.54610.804.0000	2,370.89
PEPIN CO DHS	NUTR 03-2026	03/31/2026	MAR 2026 NUTRITION - HDM...	230.26.54610.804.0000	126.88
Fund 230 - HUMAN SERVICES FUND Total:					63,949.72
Fund: 700 - HIGHWAY FUND					
SHERWIN INDUSTRIES INC	SS111358	06/18/2026	RUBBER BLOCKS	700.00.16110.000.0000	32,589.25
PTG WISCONSIN, LLC	DE-67960	06/18/2026	PURCHASE TWO TRUCKS 83 ...	700.72.53281.349.0000	305,907.00
Fund 700 - HIGHWAY FUND Total:					338,496.25
Grand Total:					402,445.97

Fund Summary

Fund	Expense Amount
230 - HUMAN SERVICES FUND	63,949.72
700 - HIGHWAY FUND	338,496.25
Grand Total:	402,445.97

Account Summary

Account Number	Account Name	Expense Amount
230.00.21100.000.0000	DHS: ACCOUNTS PAYAB...	27,895.14
230.25.54440.217.0000	DHS: CHILD SUPPORT - P...	1,644.44
230.26.54608.801.0000	DHS: TITLE III-B - HOME...	644.37
230.26.54609.217.0000	DHS: CONG MEALS - PR...	1,363.28
230.26.54610.217.0000	DHS: HDM - PROF CONS...	3,499.24
230.26.54610.241.0000	DHS: HDM - VEHICLE REP...	264.33
230.26.54610.804.0000	DHS: HDM - TRANSPORT...	2,497.77
230.26.54614.217.0000	DHS: SECTION 85.21 - P...	26,141.15
700.00.16110.000.0000	HWY CONSUMABLE MA...	32,589.25
700.72.53281.349.0000	HWY ACQ OF EQUIP - O...	305,907.00
Grand Total:		402,445.97

Project Account Summary

Project Account Key	Expense Amount
None	402,445.97
Grand Total:	402,445.97

Authorization Signatures

Finance Committee Approval Signatures

*May 2026 Financial Report**Tina Anibas, Buffalo County Treasurer*

Investment Notes				
5/13/2026	From LGIP to Alliance \$900,000			
5/20/2026	From WISC PMA to General \$750,000			
5/27/2026	From WISC PMA to Alliance \$5,720,120.81			
5/13/2026	Closed LGIP Health and Comm Block moved to Alliance			
6/2/2026	Closed out Trust Point and moved final balance to Alliance / Market Adjustment on Interest			
	GENERAL CASH			\$9,017,496.93
	WAUMANDEE CDARS/CDS			\$1,000,000.00
	TOTAL GENERAL FUNDS			\$10,017,496.93
	CAPX CDARS			\$675,000.00
	TAX DEED			\$8,699.90
	LAND RECORDS			\$238,413.21
	VEHICLE REPLACEMENT			\$46,643.48
	HEALTH INSURANCE			\$79,590.30
	DEBT SERVICE			\$201,536.12
	RECYCLING			\$94,270.07
	ORTHO/LIDAR			\$72,068.24
	OPIOID FUNDS			\$220,874.68
	COMMUNITY BLOCK GRANT FUNDS			\$27,033.46
	2021 AMERICAN RESCUE FUNDS			\$277,371.09
	2024 NOTE FUNDS			\$711,218.97
	TOTAL OTHER FUNDS			\$2,652,719.52
	SALES TAX 2026 YEAR TO DATE	Jan-Feb		\$214,053.09
	YEAR TO DATE INTEREST			\$62,024.62
	TOTAL RECEIPTS			\$2,202,778.93
	TOTAL DISTRIBUTED			\$2,303,666.64
	UNPAID TAX REPORT PAYABLE			
	2023-2024 Delinquent			\$175,921.41
	2025 Delinquent			\$417,403.88
	2025 Postponed			\$5,026,573.14
	TOTAL OUTSTANDING TAXES			\$5,619,898.43



Vendor Purchasing Report

For Date Range 05/01/2026 - 05/31/2026

Vendor Set: Vendor Set 01

Vendor	Name	Volume
01001	STATE OF WI (FINES)	41,307.76
01009	SECURIAN FINANCIAL GROUP INC	2,120.50
01010	BANK OF ALMA (FED-STATE-S S)	146,240.38
01012	TDS TELECOM	48.35
01014	XCEL ENERGY	4,753.86
01041	CITY OF MONDOVI	6,962.38
01044	AMERICAN LUTHERAN HOME	2,726.88
01095	PARTS HOUSE INC	184.14
01104	SCHAFFNER'S PLUMBING & HEATING LLC	75.00
01149	TREMPEALEAU CO SHERIFF	19,238.44
01191	BAUER BUILT INC	3,499.99
01197	JFTCO, INC	616.08
01213	MISSISSIPPI WELDERS SUPPLY INC	21.39
01274	BUFFALO CO TREASURER	96.00
01309	WI DEPT OF ADMINISTRATION	1,722.00
01319	PEPIN CO TREASURER	15.88
01339	NATIONWIDE RETIREMENT SOLUTION	10,014.60
01402	EAU CLAIRE CO SHERIFF DEPT	100.00
01403	MIDWEST NATURAL GAS INC	136.90
01410	WPPA-LEER	517.00
01457	PIERCE COUNTY SHERIFF	8,982.99
01468	NTEC	-17.31
01473	PEPIN CO DHS	281.19
01534	RONCO ENGINEERING COMPANY	307.17
01583	NATIONAL SHERIFFS ASSOCIATION	250.00
01591	MONDOVI HARDWARE COMPANY	30.28
01647	WI DEPT OF TRANSPORTATION	108,107.05
01681	WI REGISTER OF DEEDS ASN	125.00
01690	WI COUNTY TREASURER'S ASS'N	125.00
01707	FASTENAL COMPANY	634.57
01711	BUFFALO CO SNOWMOBILE ASS'N	18,742.00
01728	LOCAL GOV'T INVESTMENT POOL	24,367.33
01731	BUFFALO COUNTY FAIR	150.00
01800	BUFFALO CO TREASURER(125 PLAN)	12,709.92
02042	PEPIN CO SHERIFF'S DEPT	1,487.88
02100	TOM'S LOCK SERVICE	550.00
02113	LANGE ENTERPRISES INC	327.07
02125	ALLIANCE BANK	75.84
02162	DEPARTMENT OF WORKFORCE DEVELOPMENT	978.03
02257	EAU CLAIRE CITY COUNTY HEALTH	32.00
02298	NAPA AUTO PARTS MONDOVI	54.78
02370	COCHRANE COOPERATIVE TELEPHONE	3,098.47
02431	WI COUNTY MUTUAL INSURANCE COR	59,752.00
02525	RIVERLAND ENERGY COOP	1,097.62
02541	AT&T	4,547.20
02790	REDWOOD TOXICOLOGY LAB INC	95.75
03010	WI SCTF	395.28
03050	WVWP	250.00
03086	MILESTONE MATERIALS	41,137.48
03136	EAU CLAIRE CO CLERK OF COURT	77.07
03140	SIRCHIE ACQUISITION COMP LLC	308.91
03488	GUNDERSEN HEALTH SYSTEM	919.04

Vendor Purchasing Report

For Date Range 05/01/2026 - 05/31/2026

Vendor Set: Vendor Set 01

Vendor	Name	Volume
03807	BADGER STATE INDUSTRIES	325.81
03892	ARING EQUIPMENT EXCHANGE	194.00
03894	SHERWIN INDUSTRIES INC	1,700.00
03964	WI COUNTIES ASSOCIATION	150.00
04002	KWIK TRIP INC	9,600.03
04063	KULIG, MICHALAK & FRANKLIN	1,004.30
04107	ALLAN L MORGAN	6,252.94
04160	PEHLER OIL LLC	28,226.27
04217	TRY MEDIATION INC	314.67
04294	BANK OF ALMA (R E TRSF FEES)	17,491.44
04564	BANK OF ALMA (WRS)	91,089.96
04723	CESA 10	4,806.25
04769	MOTOROLA SOLUTIONS INC	44,726.49
04893	WASTE TRANSPORT LLC	757.33
04896	DODGE FUEL COMPANY LLC	2,948.56
04933	DASH MEDICAL GLOVES	396.00
04946	SOUTHERN WISCONSIN INTERPRETIN	751.00
05013	PERSONNEL EVALUATION INC	50.00
05017	GRAPHIC IMAGE LLC	225.00
05025	COMMAND CENTRAL	100.00
05118	ANCOM TECHNICAL CENTER	2,310.00
05237	WI ELEVATOR INSPECTION INC	240.00
05396	GUNDERSEN LUTHERAN MED CEN INC	106.00
05446	VERIZON WIRELESS	25.02
05525	EAU CLAIRE CO DHS	35,075.00
05544	CHIPPEWA CO DHS	81,106.55
05726	BAYCOM INC	7,842.00
05750	JOHN DEERE FINANCIAL	384.21
05752	FIVE STAR BOAT HULL AND	6,935.82
05775	PRECISE MOBILE RESOURCE MGMT	242.00
05821	OLSEN CHAIN & CABLE CO INC	1,016.39
05829	LEXIPOL LLC	1,189.11
05899	HILLYARD-HUTCHINSON	1,877.67
05923	HARTLAND FUEL PRODUCTS LLC	5,277.23
06026	QUEST DIAGNOSTICS TB, LLC	1,248.00
06079	NUSS TRUCK & EQUIPMENT	3,733.19
06114	CAMPION, BARROW & ASSOCIATES	509.60
06142	FBI-LEEDA	795.00
06157	A-1 GLASS COMPANY INC	1,780.00
06186	WESTERN WI TITLE SERVICES LLC	3,125.00
06258	MACTEK SYSTEMS INC	3,608.00
06278	M-TECH SOLUTIONS LLC	10,192.00
06336	TACTICAL SOLUTIONS	2,211.77
06339	LISA A PLUNKETT	1,531.25
06358	PRODUCTIVITY PLUS ACCOUNT	236.45
06441	LOFFLER COMPANIES INC	830.58
06496	FIDLAR TECHNOLOGIES INC	1,034.48
06532	MAXVILLE TRUCK & REPAIR	1,240.93
06533	CONTROL SOLUTIONS INC	195.00
06565	BI INCORPORATED	2,496.00
06567	DONNA MAE'S PANTHER CAFE	11,880.00
06581	WENDY JOHNSTON	22.50
06608	GUNDERSEN HEALTH SYSTEM	150.00
06680	CINTAS CORPORATION	387.36
06697	RISTOW ENTERPRISES LLC	125.00
06700	KELLY J. SWAN	1,059.82
06707	AHERN FIRE PROTECTION	272.00
06709	ENTERPRISE FM TRUST	13,373.37

Vendor Purchasing Report

For Date Range 05/01/2026 - 05/31/2026

Vendor Set: Vendor Set 01

Vendor	Name	Volume
06723	CULLIGAN WATER CONDITIONING	317.00
06788	US BANK	8,942.18
06837	MIDTOWN BUILDING SUPPLY	29.94
06848	JW TRANSCRIPTION	13.16
06873	MIDWEST REPAIR LLC	662.67
06909	DELTA DENTAL OF WISCONSIN	6,460.33
06915	ASHLEY N HENTHORN	37.50
06920	LIONBRIDGE TECHNOLOGIES LLC	30.55
06934	MEDIA ONE INC	203.82
06936	GREATAMERICA FINANCIAL SERVICES CORPORATION	768.98
06937	GREEN CIRCLE RECYCLING LLC	2,319.18
06938	HENRY G MEIGS LLC	454.86
06939	AUTH CONSULTING & ASSOC INC	8,546.20
06949	LOST PIRATE, LLC	3,785.75
07047	AT&T MOBILITY LLC	1,393.57
07083	LOBERG LAW OFFICE LLP	375.00
07088	TALON PROTECTION AGENCY INC	145.00
07112	1ST CHOICE PEST SOLUTIONS INC	80.00
07128	ODP BUSINESS SOLUTIONS LLC	1,426.12
07149	CANON FINANCIAL SERVICES INC	1,201.12
07163	SHARON BRABBIT	1,560.00
07166	EMPLOYEE BENEFITS CORPORATION	3,288.65
07173	PAMELA LARSON	1,152.00
07193	TOP PACK DEFENSE LLC	60.96
07195	ADVENT FINANCIAL SYSTEMS LLC	60.00
07204	BIANCA MULLEN	143.36
07205	TRANSUNION RISK AND ALTERNATIVE DATA SOLUTION	200.00
07210	MODERN OFFICE	1,799.00
07219	JOSE PAEZ	1,302.00
07224	R&S NORTHEAST LLC	28.45
07240	CHAD GLIDDEN	651.00
07308	ALLEGIANCE BENEFIT PLAN MANAGEMENT INC	254,636.43
07315	FRONTIER PRECISION INC	4,800.00
07316	DUNN CO CLERK OF COURT	6.25
07326	BUFFALO CO TREASURER (SELF INS)	219,823.00
07344	NEIGHBORHOOD FAMILY CLINICS INC	1,693.00
07404	AMERICAN HERITAGE LIFE INSURANCE COMPANY	872.55
07423	SUN LIFE	270.47
07429	FLOCK GROUP, INC	3,000.00
07492	GFL SOLID WASTE MIDWEST LLC	71.71
07493	ASCENDANCE TRUCKS, LLC	941.19
07496	US BANK	2,128.42
07531	FACTORY MOTOR PARTS	37.72
07539	CITY OF ALTOONA	975.00
07561	JUDY BRITTON	90.00
07620	ABIGAIL SODERBERG	651.00
07722	MUTUAL OF OMAHA INSURANCE COMPANY	2,888.27
07739	QUALI-TEE SCREEN PRINTING OF WINONA, INC	264.00
07777	CONSERVATORSHIP OF MARTIN HENELY	750.26
07842	CHRISTIAN SERVANTS HOME CARE LLC	110.00
07844-ADM	AMAZON CAPITAL SERVICES, INC.	556.50
07844-LE	AMAZON CAPITAL SERVICES, INC.	292.38
07866	JONAH HEWITT	2.37
07868	UP NORTH RECYCLING, LLC	25.00
07944	JOSHUA J NELSON	434.51
07962	WIN IT SERVICES	66,369.55
07965	LITTLE RAIDERS CHILDCARE CENTER	7,191.20
08000	DAVID W CARLSON JR	1,100.00

Vendor Purchasing Report

For Date Range 05/01/2026 - 05/31/2026

Vendor Set: Vendor Set 01

Vendor	Name	Volume
08060	SPARTAN INVESTIGATIONS	125.00
08071	BRENDA BONESTEEL	75.00
08076	MACY EMBERSON	3,025.00
08082	NEIGHBORHOOD FAMILY CLINICS, INC	926.00
08083	EVERLAST REHAB	4,800.00
08086	STEVEN A BENSON, PHD LLC	4,575.00
08087	MN DEPT OF HEALTH - OFFICE OF VITAL RECORDS	40.00
08089	KIM A & VICKY L ALLEMANN REVOCABLE TRUST	65.89
08090	KENNETH M JR & NORMA M LARSON	46.21
08091	CLIFTONLARSONALLEN LLP	24,150.00
08094	REGISTER OF DEEDS PETTY CASH FUND	200.00
08095	CLASS A	150.00
08096	TD SYNnex CORPORATION	3,353.62
08097	ST CROIX COUNTY JAIL	1,180.00
08099	MINDY WICK	45.00
08100	TRI-COMMUNITY FIRE DEPARTMENT	312.50
08103	JW DIESEL TUNING & PARTS	1,600.00
Vendor Set Vendor Set 01 Total:		1,609,239.84