

IRON COUNTY FINANCE COMMITTEE  
Meeting Minutes for February 18, 2025  
Approved

1. Meeting called to order:  
Wolff called the meeting to order at noon in the Courthouse boardroom
2. Pledge of Allegiance:  
Pledge was recited.
3. Roll call taken:  
Roll call: Erickson, Youngs, Lauer, Lutgen, Wolff. Absent Krall.
4. Acknowledge that the meeting was properly noticed and posted:  
Clerk certified the meeting was properly noticed.
5. Approve minutes of January 21, 2025 as presented:  
Motion to approve the minutes as presented made by Lauer, seconded by Erickson. All yes, carried.
6. Clerk's Report.  
None
7. Administrative Coordinator' Report:  
Lutgen stated that she is still putting in over 40 hours a week. She thanked Youngs for starting the monthly Department Head meetings as she feels this is important for communication. She also thanked Wolff for all the work he had done as she didn't realize just how much work he had put in. She is still working on 2024 Aid and Grants that need to be posted back. In 2023 we had 53 Journal entries, and we are hoping that all the work we have been doing will eliminate most of those. Hopefully March will have new Finance reports to review. Lutgen noted that she and Wolff have worked with Government Solutions on year end and tax levy items and so far, only \$4,900 has been spent of the \$25,000 approved. She is also hoping to have Sarah from the WCA come in March to speak with the board.
8. Public comment pursuant to Resolution #2341:  
None
9. Discuss/Action on Agreement with Northwest Regional Planning Commission:  
Motion to approve the agreement made by Erickson, seconded by Lauer. All yes, carried.
10. Discuss/ Action on Highway CD due on February 27<sup>th</sup>:  
Wolff noted that his suggestion would be to keep the funds liquid and if the money market is offering the same interest rate, then we should place it in the money market. Wolff would like to see conversations on how to invest money County Wide. Motion to approve placing the Highway funds into a money market made by Youngs, seconded by Lauer. All yes, carried.
11. Discuss/Action on Highway purchase of Scissor Lift:  
Kacey Krall stated that the lift can be utilized by 3 departments and not just Highway. He also noted that we could get the lift a little cheaper by picking it up ourselves. The amount would be \$44,444.00. Wolff noted that we could take funds from the Capital as we have \$46,000 remaining

from 2024. Motion to recommend we use Highway Funds to purchase the scissor lift made by Youngs, seconded by Erickson. All yes, carried.

12. Discuss/Action on Employee Handbook Changes:

Lutgen discussed the changes made to the handbook that were discussed at the last Department Head meeting. Changes made to 2.12 Iron County is a drug-free workplace. Employees must report to the workplace free of drugs, intoxicants, alcohol, narcotics or any other controlled substance. Employees may be disciplined, up to and including termination, for possession, consumption, not being free of or use of, any illegal drugs, drug paraphernalia, intoxicants, alcohol, narcotics or any other controlled substance, on or about County premises at any time.

2.13 Depending on the seriousness and circumstances of the offense, employees may be subject to disciplinary action and at the County's sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to counseling, rehabilitation, or an employee assistance program (EAP). Refusal to cooperate in this program may result in discipline, up to and including termination. Due to the number of employees holding commercial driver's licenses, the County has been mandated to comply with the Department of Transportation regulations for testing employees.

5.3 Employees called in will be paid two (2) hours of call-in pay as straight time, and the number of hours worked for the call-in event will be paid a rate of one and one-half (1.5) times.

8.1 All employees shall be paid for the following holidays, except for highway, forestry, and Sheriff's Office:

The employee's regularly scheduled hours shall be paid at straight time for each holiday. For example, an employee regularly scheduled for four ten-hour days shall be paid for a ten-hour holiday. Sheriff's Office employees shall receive no extra pay for holidays because payment for the holidays has been rolled into base pay. In order to be eligible to receive holiday pay, employees must be in pay status the day preceding and the day following the paid holiday.

Work on scheduled holidays must be pre-approved by the employee's Department Head or designee.

8.2 All Sheriff's Office employees shall receive 40 hours of personal leave per year. All other employees shall receive a total of 128 hours of combined holiday and personal leave per year.

8.5 eliminated 8.5 B . Motion to recommend approval to full board for changes made by Youngs, seconded by Lauer. All yes, carried

13. Discuss/Action on updated to I&A Specialist Job Description:

This item was discussed at the December Human Services Meeting. The description entailed more qualifications than what the State requires the job to hold. They are just amending the requirements to read : Certification as a Social Worker by the State of Wisconsin Department of Safety and Professional Services or eligible for certification and able to obtain certification within two years of employment is preferred.

14. Discuss/Action on 2025 Budget Amendments:

Motion to table made by Lauer, seconded by Youngs. All yes, carried.

15. Discuss/Action on Payoff of 2024 Cap X Loan:

Typically, these types of loans are paid off in February once all the settlements are in from taxes. Wolff stated that he feels we should continue to follow by design of how these loans work and pay the loan off. Motion to recommend approval to the full board made by Erickson, seconded by Youngs. All yes, carried.

16. Discuss/Recommendation on Applying Carbon Credit Revenue:

Wolff noted that with this second round of Carbon Credit funds we should look at making a significant dent in the loan. His suggestion is to pay \$500,000 and keep \$200,000 for 60 to 90 days to see where we are sitting. Motion to recommend to full board that we pay \$500,000 on the Saxon loan and set aside the remaining funds for 60 to 90 days made by Youngs, seconded by Lauer. All yes, carried.

17. Review and Discuss December and January Budget Comparison and Treasurer Report:

The treasurer's report was reviewed. The Comparisons are not a good reflection at this time due to remaining Journal Entries. Lutgen asked about the CD's we have and that the one CD is very low. They would like to see what the penalty is and if it is less than 6 month interest we would make it up within months. Motion made to cash in CD if it is a 6 month or less forfeiture of interest and penalty made by Lutgen, seconded by Lauer. All yes, carried.

18. Review, Discussion, and Approval of Credit Card Bills, Voucher Numbers 232 through 552 and Check Numbers 151565 through 151888 dated 1/14/2025 to 2/11/2025:

Questions were asked on a few checks and the clerk will email the answers for checks 151810, 151858 and 151656. Motion to approve the vouchers and pay checks and credit cards made by Lutgen, seconded by Erickson. All yes, carried.

19. Adjournment:

Wolff adjourned the meeting at 12:59pm.

Approved: March 18, 2025

Respectfully submitted  
Christan Brandt, County Clerk

