

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

1. Meeting called to order:
Wolff called the meeting to order at noon in the County Board Room.
2. Pledge of Allegiance:
The Pledge of Allegiance was recited.
3. Roll call taken:
Present were Krall, Lauer, Erickson, Lutgen, Wolff and Youngs.
4. Acknowledge that the meeting was properly noticed and posted:
The Clerk certified that the meeting was properly noticed.
5. Approve minutes of February 18, 2025 as presented:
Motion to approve the minutes as presented with one change to the motion on item 11 made by Lauer, seconded by Erickson. All yes, carried.
6. Clerk/Chair Report:
Wolff noted that we should have a draft of the wage study by the first week of June. We are also working on how the County moves forward when paying for things and sustainability.
7. Administrative Coordinator's Report:
Lutgen discussed preparing items for the Auditors and getting a new financial report together for the committee. She also went over the administrative items and her suggestions for making whoever they hire a full-time position as this is a bigger job than initially thought.
8. Public comment pursuant to Resolution #2341:
None
9. Discussion with WCA on Administrative Coordinator vs. County Administrator:
Sarah and Andy from the WCA discussed the differences between the Administrative Coordinator Statute 59.19 and a County Administrator Statute 59.18.
10. Discuss/Action Resolution 2025-4001 Approve Iron County Forest Gravel Pit Maintenance Reclamation Fund Reserve:
Motion made by Erickson seconded by Krall, after discussion, it was determined that all County owned Pits or nonmetallic sites should be included in the Resolution. The Motion was rescinded by Erickson and seconded by Lauer. All yes, carried.
11. Discuss/Action Bid for the Sale of 2(two) 40 acre parcels of Iron County to John Hilgemann:
Eric Peterson Forestry Administrator noted that the two parcels are land locked, and we cannot do anything with them. Motion to sell them made by Erickson, seconded by Lauer. All yes, carried.
12. Discuss/Action Iron County Comprehensive Planning & Zoning Annual Report:
The committee did not feel they needed to approve this and moved to send it to the County Board.
13. Discuss/Action of CD expiring October 2027:
At the last meeting the Committee discussed cashing the CD in early if the penalty would not be too high and we could still recoup some of the penalties with the higher rates. After contacting the bank, it would be too astronomical to cash in the CD early so we will leave it alone.
14. Discuss/Action Window Bids:

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Wolff stated that we had placed \$75,000.00 in Capital Outlay to replace the windows. Bill Nasi head of Maintenance, stated the bids:

Superior Glass Co	\$58,092.00
Schraufnagel Glass.	\$62,478.75
Nasi Co.	\$113,000.00
H Window Co.	\$25,732.95

Nasi also stated that H Window Co was not the full bid, they only bid on part of the project. His recommendation was Superior Glass at \$58,092.00. They are a good company and are also the lowest bid. Motion to go with Superior Glass Co at \$58,092.00 made by Krall, seconded by Erickson. All yes, Carried.

15. Discussion on 5-year plan for County owned Vehicles:

Wolff noted that this is not in the budget but some of our vehicles are hitting high miles and getting older and we should start looking at this and making a plan to start replacing them.

16. Discuss/Action on formally establishing Special Revenue Funds for CDBG, Opioid, Land Records, Carbon Credit, Highway- Bridges and Roads:

We have created new fund accounts to organize and keep track of revenue, expenses, cash and fund balances for the separate lines of business as these were never utilized before. Motion to approve made by Lauer, seconded by Krall. All yes, carried.

17. Discuss/Action on Website Project:

A spreadsheet was presented with a few options and what the County is currently paying. Danny Gardner IT Director and Lutgen went over the differences and Danny recommended the Lower Cost option of Plan B Standard with a total cost of \$44,300 and this includes the first year annual maintenance cost. Motion to approve Civic Plus Standard option made by Erickson, seconded by Lauer. All yes, carried.

18. Discuss/Action on Replacement of County Finance Software:

Lutgen noted that we need to be looking at this in the future. The clerk stated that this should be something that the committee and board should start looking into now as this has been a very confrontational issue as well as not efficient for all the different departments.

19. Discuss/Action on Courthouse Safety Project:

Youngs noted that the employees completed and active shooter training and was well received. They are now working on fire drills and other safety matters.

20. Discuss/Action on Union Rep Email Regarding Deputy Insurance Premium:

The Union filed a complaint over incorrect insurance premiums that were deducted, and the committee directed the clerk to refund the correct amounts. Motion to refund the deputies the difference made by Lauer, seconded by Krall. All yes, carried.

21. Discuss/Action on Highway Employee 6-month Probationary Period for Pay Adjustment:

Krall noted that his new employee is coming up to the end of his probationary period and that he is doing a good job and should be placed 100%. Motion to approve the pay adjustment to 100% made by Erickson, seconded by Lauer. The clerk asked for clarification when this is to take effect and Krall noted the first of April.

22. Discuss/Action to approve Job Descriptions for Deputy Clerk, Treasurer and Deeds:

Motion to approve the Deputy Clerk and Treasurer and to have the deeds be placed in the appropriate format made by Lauer, seconded by Erickson. All yes, carried.

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23. Discuss/Action on Tax Deed Sale Lawsuit:

Lutgen stated that she just wanted to inform and update everyone on the situation. All 72 counties were served in this lawsuit on tax deeds. These are tax deeds that the County took by foreclosure and sold. The laws changed and they feel that the surplus of funds should go back to the owners.

24. Discuss/Action on Open Records Request for DEI Information:

Most of the department heads have gotten back to Lutgen to see if any of our documents have the specific information in them. Attolles Law is working with the Counties on this issue as well.

25. Discuss/Action on Policy for Vender Payments by ACH:

Lutgen stated that some of the departments were asked by venders to go to ACH. The ordinance would need to be updated to reflect this. Currently they do ACH for payroll and according to the ordinance it is not approved. The clerk stated that she agreed that this needs to be done and that doing ACH is fine with the venders but that we should go through a process and procedure first before just accepting it. We need to see how it will work and affect the clerk and treasurer's offices in changing how we may pay expenses. The Committee agreed. Motion to move to board and approve Wire transfers, or ACH/EFT and venders are subject to procedures being implemented made by Lauer, seconded by Erickson. All yes, carried.

26. Review and Discuss Treasurers Report and February Budget Comparison:

Reports were reviewed. Lutgen presented the Administrative Coordinator Financial Report and asked if the Committee would like to see anything else in the report.

27. Review, Discussion, and Approval of Credit Card Bills, Voucher Numbers 554 through 863 and Check Numbers 151889 through 152190 dated 2/11/2025 to 3/11/2025.

Motion made to approve the credit card bill, voucher and checks made by Lauer, seconded by Krall. All yes, carried.

28. Adjournment:

Wolff adjourned the meeting at 2:12pm.

Approved: April 15, 2025

Respectfully submitted,
Christan Brandt, County Clerk