

**October 31, 2023**

The regular meeting of the Board of Supervisors was called to order at 9:01 am by Chairman Doug Sorensen. Present were Doug Sorensen, Rick Thompson, Heath Hansen, Lisa Frederiksen, Chassity Musfeldt, Cliff Barker, Ben Linde, Mike Galloway-via phone, Justin Veik-via phone, Kent Grabill and Mitch Rydl.

Motion- Thompson Second- Hansen to approve the agenda. Vote-all in favor. Motion- Thompson Second- Hansen to approve the minutes of October 19<sup>th</sup>, 2023. Vote-all in favor. Motion- Thompson Second- Hansen to approve the minutes of October 24<sup>th</sup>, 2023. Vote-all in favor. IT Director Ben Linde brought in proposals for colored printer options. Buying verse leasing one was discussed. It was agreed on to purchase a smaller scale color printer that would be centrally located for the offices to share. He will look at different options to be approved next week.

At 9:30 am Mike Galloway was called to discuss the handbook draft. Auditor Frederiksen discussed several items from the draft with Galloway and Supervisors that were in question. He was going to edit the items discussed and send the revisions back later today. After it is reviewed again, the next step will be to send out to the Department Heads and Elected Officials to review before the final approval is made. The Supervisors had contacted Galloway on the topic of having payroll twice a month or every other week. Galloway said the Union would be able to do an MOU for this change relatively soon if the County wants to take that route. Many questions were asked including when it would be implemented, the issues that are unresolved with the payroll software, the several different time cutoff dates from various departments, and the two-week verse twice a month option. Frederiksen said she would need time to hire additional full-time staff for strictly payroll if this gets implemented. Galloway said Audubon is one of the few counties that still pays once a month. It was suggested to check with surrounding counties to see how they handle paying twice a month.

Justin Veik phoned in to discuss the results from last week. He had reached out the Graphite Construction, as they were the lowest bidder, to ask questions and get a list of past clients so he could get their reviews. Graphite gave him reasonable explanations for every question, and the past clients had given him good reviews of the company's work. Veik felt like Audubon was at a good point to make a decision. Motion- Hansen Second- Thompson to award Graphite Construction the HVAC project work with a final bid number to be decided. Vote-all in favor. Veik will reach out to Graphite Construction today and get documents ready to move forward. Next, Graphite can help the County come to an agreed upon dollar amount that fits into the budget. He will follow up with Supervisors soon with a letter on the condition of the Courthouse building.

Weed Commissioner Kent Grabill gave the Supervisors a copy of the annual report that gets submitted to the State. Motion- Hansen Second- Thompson to approve and re-appoint Kent Grabill to continue as the Weed Commissioner. Vote-all in favor.

Engineer Mitch Rydl gave maintenance and Secondary Roads updates. Rydl inquired about the phone call with Mike Galloway regarding payroll pay dates. He wanted to know what they needed to do on the Union side to get this change made. It was stressed that the Auditor's office needs to be fully prepared to handle the change before anything is implemented. He said the BOA meeting was last Thursday. Some landowners joined that meeting with the discussion on the E911 Tower setbacks. Rydl met with Puck Enterprises on Monday and gave them a copy of the compensation estimate to review for the purchase of ROW land. The maintainers will be out blading roads before any measurable amount of snow falls.

Discussion was held on the E911 Tower funding. They will need a resolution to borrow the money from an internal loan. Auditor Frederiksen gave her input on the options.

Discussion was held on the FY22 audit findings and recommendations from the exit interview. It was recommended that a plan/agreement regarding a few topics in the Conservation department should be in place including following Courthouse Policies, vehicle policies, advancement within the department, and a housing agreement. Another topic discussed was having any entity that the County is giving funding to come in a couple times a year and give updates on what they are doing with the money. Motion- Thompson Second- Hansen to adjourn the meeting at 12:05 pm. Vote-all in favor.

/s/Doug Sorensen

Chairman, Board of Supervisors

/s/Chassity Musfeldt

Audubon County Auditor Clerk