

Buffalo Lake P&R District First Quarter  
Board of Commissioner's Meeting  
Saturday, February 13, 2021 8:00am  
Packwaukee Town Hall

- 1) Meeting called to order at 8:00.
- 2) Roll Call: Present: Bill Lewis, Larry Haygood, Vikki Trimble, Joe Dion Absent: Al Rosenthal, Jon Schiller, Judy Nigbor
- 3) Changes or additions to the agenda. Added January Treasurer's report to item 5a.i.. Motion made by Vikki and seconded by Larry to add January Treasurer's report to item 5a.i.. Motion carried.
- 4) Acceptance of minutes from prior meeting. A motion was made by Vicki and seconded by Larry to approve the minutes from September 12<sup>th</sup> meeting. Motion carried.
- 5) Committee Reports
  - a. Finance & Dues
    - i. Treasurer's Report approval for September, October, November, December 2020 & January 2021. Larry reported the following balances: checking \$4,326.99, operating fund \$51,255.49 and equipment fund of \$114,050.73. Motion made by Larry and seconded by Bill to approve the September, October, November, December 2020 & January 2021 Treasurer's reports. Motion approved.
    - ii. Discussion on a new Expense Reimbursement Form. Vicki will send the new Expense Reimbursement Form to all board members. Motion to approve the Expense Reimbursement Form by Larry seconded by Bill. Motion carried.
  - b. Harvesting
    - i. Discussion on approval of job descriptions for all harvesting positions. Motion by Vicki and seconded by Larry to approval all harvesting positions job descriptions as presented. Motion approved.
    - ii. Discussion on approval of recommended wages for all harvesting positions. Motion by Larry and seconded by Bill to approve all harvesting positions recommended wages as presented. Motion approved.
    - iii. Discussion on approval of recommended changes to the Employee Handbook. Motion by Larry and seconded by Vicki to approve the Employee Handbook changes as presented with a change to Section

Employment at Will last sentence “ All employees will not be automatically rehired each year. Each position must be applied for and a completed interview process with the Hiring sub-committee must be completed each year.”. Time Cards new sentence “Each employee shall be responsible for filing out their own time card on a daily basis, signing it on the bottom and submitting it to their supervisor at the end of the work week.” and a change to Overtime with the additional sentence “Any time overtime pay is met in a pay period, there will be a report given by the Harvesting Supervisor to the Harvesting Chairperson who then will approve and forward to the Harvesting committee members and the Board Chairperson.”. Motion approved.

- c. Communication: No report.
  - d. Lake Plan: No report
  - e. Ecology: There were 12 applicates for the Wisconsin Healthy Lakes grants of up to \$1,000.00 for property owners who install a best practice (native plant garden, fish sticks, diversion, rain garden, and rock infiltration) that improves habitat and water quality. They have not been approved at this time. The committee will try to get beetles to release on Buffalo Lake to aid in control of purple blue strife.
- 6) Marquette Lake Group/County/Town Reports: Vikki reported for the town that they are looking into replacing the concrete runners (32’ by 14’) at the freedom boat landing.
- 7) Lake Level: Discussion on status. Joe reported that we were continuing work with the attorneys. It was also reported that the district is working with the DNR to see if we could provide assistance in taking the readings and making the adjustments. Larry discussed the progress of looking into dredging on Buffalo Lake.
- 8) Unfinished Business: None
- 9) New Business: None
- 10) Announcements – Roe announced that the 2nd Annual Venetian Night boat parade on Buffalo Lake will be on July 3<sup>rd</sup> this year. Next meeting: 8:00am April 10<sup>th</sup> 2021.
- 11) Adjournment: Motion to adjourn by Larry and seconded by Vicki at 9:10. Motion carried.

Buffalo Lake P R District Equipment Fund  
September 30, 2020

<b>INCOME</b>	<b>2020 Budget</b>	<b>2020 YTD</b> 9/30/2020
<b>Prior year balance forward</b>	221,489.43	221,489.43
Misc Income Sale of Blue Harvester		0.00
Lake Assessments	61,000.00	59,607.41
Pontoon Boats		1,400.00
Kubota Engine		1,000.00
DNR Grant	31,896.72	31,024.17
Sale of Diesel Tank		250.00
Interest	150.00	252.39
<b>TOTAL INCOME</b>	<b>314,536.15</b>	<b>315,023.40</b>
<b>EXPENSES</b>		
<b>Checks</b>		0.00
Repairs & Maintenance	19,000.00	21,417.00
New Transporter	179,744.00	179,774.00
<b>TOTAL EXPENSES</b>	<b>198,744.00</b>	<b>201,191.00</b>
<b>YEAR END</b>		
<b>BALANCE</b>	<b>115,792.15</b>	<b>113,832.40</b>

Buffalo Lake District Operating Fund  
September 30, 2020

	2019 Balance	2020 Budget	YTD 9/30/20	2020 Balance
<b>INCOME</b>				
Prior Year Balance Forward	63048.46	53,798.55	53,798.55	
Miscellaneous	31.60		0.00	
Interest	1,259.79	1,000.00	646.41	353.59
Lake Assessment	123,499.74	184,000.00	183,084.78	915.22
Assessments to Equipment Fund		-61,000.00	-59,607.41	
Assessment Overpayments	-125.00		0.00	
Signs	0.00		0.00	
Payment for Signs	0.00		0.00	
Donations, Grants, Lotus Ec	0.00		0.00	
Misc. Marq. Adams Cap. Cr.	36.10	40.00	0.00	40.00
Transfer from Equip for repairs	27,349.68	19,000.00	21,417.00	-2,417.00
Insurance Reimbursement	230.00		0.00	
YTD BALANCE	215,330.37	196,838.55	199,339.33	**
Maintenance and Repairs	27,349.68	19,000.00	21,417.00	-2,417.00
Audit	200.00	400.00	0.00	400.00
Employer Taxes Paid	5,353.13	5,000.00	5,019.50	-19.50
Employee Taxes Paid	13,657.87	12,500.00	12,924.08	-424.08
Commissioners	2,250.00	2,500.00	1,250.00	1,250.00
Bookkeeper Expense	2,500.00	2,500.00	1,875.00	625.00
Fuel/Oil/Antifreeze	13,142.45	9,000.00	11,078.22	-2,078.22
Unemployment	12,879.09	7,500.00	1,830.38	5,669.62
Insurance	12,378.00	13,000.00	11,753.00	1,247.00
Labor Costs-Net	56,807.40	57,000.00	59,494.02	-2,494.02
Legal	7,850.93	2,000.00	2,735.00	-735.00
Miscellaneous	2,094.09	2,000.00	1,478.21	521.79
Newsletter/Bulk Mailing	550.00	600.00	663.00	-63.00
Office Equipment	0.00	400.00	221.53	178.47
Office Supplies/Mailings	583.34	1,000.00	266.34	733.66
Printing/Legal Notices	157.36	300.00	288.10	11.90
Site Maintenance	1,107.76	1,500.00	487.30	1,012.70
Utilities	586.69	500.00	357.71	142.29
Web Site	250.00	360.00	340.00	20.00
Restoration Fund	360.03	5,000.00	0.00	5,000.00
Buoys	1,474.00	980.00	0.00	980.00
Endeavor Fire Department Donation	0.00		750.00	
TOTALS	161,531.82	143,040.00	134,228.39	
BALANCE	53,798.55	<u>                    </u>	<u>65,110.94</u>	
*To be reimbursed by equipment fund	11,652.65	Checking Balance	8,867.94	
	42,145.90	Money Market	56,243.00	
	<u>53,798.55</u>		<u>\$ 65,110.94</u>	

Buffalo Lake P R District Equipment Fund  
October 31, 2020

<b>INCOME</b>	<b>2020 Budget</b>	<b>2020 YTD</b> 10/31/2020
<b>Prior year balance forward</b>	221,489.43	221,489.43
Misc Income Sale of Blue Harvester		0.00
Lake Assessments	61,000.00	59,607.41
Pontoon Boats		1,400.00
Kubota Engine		1,000.00
DNR Grant	31,896.72	31,024.17
Sale of Diesel Tank		250.00
Sale of Belting		300.00
Interest	150.00	270.75
<b>TOTAL INCOME</b>	<b>314,536.15</b>	<b>315,341.76</b>
<b>EXPENSES</b>		
<b>Checks</b>		0.00
Repairs & Maintenance	19,000.00	21,554.81
New Transporter	179,744.00	179,774.00
<b>TOTAL EXPENSES</b>	<b>198,744.00</b>	<b>201,328.81</b>
<b>YEAR END</b>		
<b>BALANCE</b>	<b>115,792.15</b>	<b>114,012.95</b>

Buffalo Lake District Operating Fund  
October 31, 2020

	2019 Balance	2020 Budget	YTD 10/31/20	2020 Balance
<b>INCOME</b>				
Prior Year Balance Forward	63048.46	53,798.55	53,798.55	
Miscellaneous	31.60		0.00	
Interest	1,259.79	1,000.00	649.79	350.21
Lake Assessment	123,499.74	184,000.00	183,084.78	915.22
Assessments to Equipment Fund		-61,000.00	-59,607.41	
Assessment Overpayments	-125.00		0.00	
Signs	0.00		0.00	
Payment for Signs	0.00		0.00	
Donations, Grants, Lotus Etc	0.00		0.00	
Misc. Marq. Adams Cap. Cr.	36.10	40.00	0.00	40.00
Transfer from Equip for repairs	27,349.68	19,000.00	21,554.81	-2,554.81
Insurance Reimbursement	230.00		0.00	
YTD BALANCE	215,330.37	196,838.55	199,480.52	**
Maintenance and Repairs	27,349.68	19,000.00	21,554.81	-2,554.81
Audit	200.00	400.00	0.00	400.00
Employer Taxes Paid	5,353.13	5,000.00	5,660.82	-660.82
Employee Taxes Paid	13,657.87	12,500.00	14,394.60	-1,894.60
Commissioners	2,250.00	2,500.00	2,500.00	0.00
Bookkeeper Expense	2,500.00	2,500.00	2,500.00	0.00
Fuel/Oil/Antifreeze	13,142.45	9,000.00	11,456.49	-2,456.49
Unemployment	12,879.09	7,500.00	3,261.53	4,238.47
Insurance	12,378.00	13,000.00	11,753.00	1,247.00
Labor Costs-Net	56,807.40	57,000.00	59,494.02	-2,494.02
Legal	7,850.93	2,000.00	2,735.00	-735.00
Miscellaneous	2,094.09	2,000.00	1,478.21	521.79
Newsletter/Bulk Mailing	550.00	600.00	663.00	-63.00
Office Equipment	0.00	400.00	221.53	178.47
Office Supplies/Mailings	583.34	1,000.00	266.34	733.66
Printing/Legal Notices	157.36	300.00	365.27	-65.27
Site Maintenance	1,107.76	1,500.00	487.30	1,012.70
Utilities	586.69	500.00	357.71	142.29
Web Site	250.00	360.00	340.00	20.00
Restoration Fund	360.03	5,000.00	0.00	5,000.00
Buoys	1,474.00	980.00	0.00	980.00
Endeavor Fire Department Donation	0.00		750.00	
<b>TOTALS</b>	<b>161,531.82</b>	<b>143,040.00</b>	<b>140,239.63</b>	
<b>BALANCE</b>	<b>53,798.55</b>	<b>_____</b>	<b>_____</b>	
*To be reimbursed by equipment fund	11,652.65	Checking Balance	2,994.55	
	42,145.90	Money Market	56,246.34	
	<u>53,798.55</u>		<u>\$ 59,240.89</u>	

Buffalo Lake P R District Equipment Fund  
November 30 2020

<b>INCOME</b>	<b>2020 Budget</b>	<b>2020 YTD</b> 11/30/2020
<b>Prior year balance forward</b>	221,489.43	221,489.43
Misc Income Sale of Blue Harvester		0.00
Lake Assessments	61,000.00	59,607.41
Pontoon Boats		1,400.00
Kubota Engine		1,000.00
DNR Grant	31,896.72	31,024.17
Sale of Diesel Tank		250.00
Sale of Belting		300.00
Interest	150.00	289.64
<b>TOTAL INCOME</b>	<b>314,536.15</b>	<b>315,360.65</b>
<b>EXPENSES</b>		
<b>Checks</b>		0.00
Repairs & Maintenance	19,000.00	21,554.81
New Transporter	179,744.00	179,774.00
<b>TOTAL EXPENSES</b>	<b>198,744.00</b>	<b>201,328.81</b>
<b>YEAR END</b>		
<b>BALANCE</b>	<b>115,792.15</b>	<b>114,031.84</b>

Buffalo Lake District Operating Fund  
November 30, 2020

	2019 Balance	2020 Budget	YTD 11/30/20	2020 Balance
<b>INCOME</b>				
Prior Year Balance Forward	63048.46	53,798.55	53,798.55	
Miscellaneous	31.60		0.00	
Interest	1,259.79	1,000.00	732.91	267.09
Lake Assessment	123,499.74	184,000.00	183,709.78	290.22
Assessments to Equipment Fund		-61,000.00	-59,607.41	
Assessment Overpayments	-125.00		0.00	
Signs	0.00		0.00	
Payment for Signs	0.00		0.00	
Donations, Grants, Lotus Ec	0.00		0.00	
Misc. Marq. Adams Cap. Cr.	36.10	40.00	0.00	40.00
Transfer from Equip for repairs	27,349.68	19,000.00	21,554.81	-2,554.81
Insurance Reimbursement	230.00		0.00	
YTD BALANCE	215,330.37	196,838.55	200,188.64	**
Maintenance and Repairs	27,349.68	19,000.00	21,554.81	-2,554.81
Audit	200.00	400.00	0.00	400.00
Employer Taxes Paid	5,353.13	5,000.00	5,660.82	-660.82
Employee Taxes Paid	13,657.87	12,500.00	14,394.60	-1,894.60
Commissioners	2,250.00	2,500.00	2,500.00	0.00
Bookkeeper Expense	2,500.00	2,500.00	2,500.00	0.00
Fuel/Oil/Antifreeze	13,142.45	9,000.00	11,456.49	-2,456.49
Unemployment	12,879.09	7,500.00	3,261.53	4,238.47
Insurance	12,378.00	13,000.00	11,753.00	1,247.00
Labor Costs-Net	56,807.40	57,000.00	59,494.02	-2,494.02
Legal	7,850.93	2,000.00	4,655.00	-2,655.00
Miscellaneous	2,094.09	2,000.00	1,478.21	521.79
Newsletter/Bulk Mailing	550.00	600.00	663.00	-63.00
Office Equipment	0.00	400.00	221.53	178.47
Office Supplies/Mailings	583.34	1,000.00	266.34	733.66
Printing/Legal Notices	157.36	300.00	365.27	-65.27
Site Maintenance	1,107.76	1,500.00	487.30	1,012.70
Utilities	586.69	500.00	410.70	89.30
Web Site	250.00	360.00	360.00	0.00
Restoration Fund	360.03	5,000.00	0.00	5,000.00
Bouys	1,474.00	980.00	0.00	980.00
Endeavor Fire Department Donation	0.00		750.00	
TOTALS	161,531.82	143,040.00	142,232.62	
BALANCE	53,798.55	<u>53,798.55</u>	<u>57,956.02</u>	
*To be reimbursed by equipment fund	11,652.65	Checking Balance	6,706.62	
	42,145.90	Money Market	51,249.40	
	<u>53,798.55</u>		<u>\$ 57,956.02</u>	



Buffalo Lake P R District Equipment Fund  
December 31, 2020

<b>INCOME</b>	<b>2020 Budget</b>	<b>2020 YTD</b> 12/31/2020
<b>Prior year balance forward</b>	221,489.43	221,489.43
Misc Income Sale of Blue Harvester		0.00
Lake Assessments	61,000.00	59,607.41
Pontoon Boats		1,400.00
Kubota Engine		1,000.00
DNR Grant	31,896.72	31,024.17
Sale of Diesel Tank		250.00
Sale of Belting		300.00
Interest	150.00	308.53
<b>TOTAL INCOME</b>	<b>314,536.15</b>	<b>315,379.54</b>
<b>EXPENSES</b>		
<b>Checks</b>		0.00
Repairs & Maintenance	19,000.00	21,554.81
New Transporter	179,744.00	179,774.00
<b>TOTAL EXPENSES</b>	<b>198,744.00</b>	<b>201,328.81</b>
<b>YEAR END</b>		
<b>BALANCE</b>	<b>115,792.15</b>	<b>114,050.73</b>

Buffalo Lake District Operating Fund  
December 31, 2020

	2019 Balance	2020 Budget	YTD 12/31/20	2020 Balance
<b>INCOME</b>				
Prior Year Balance Forward	63048.46	53,798.55	53,798.55	
Miscellaneous	31.60		0.00	
Interest	1,259.79	1,000.00	763.50	236.50
Lake Assessment	123,499.74	184,000.00	184,022.28	-22.28
Assessments to Equipment Fund		-61,000.00	-59,607.41	
Assessment Overpayments	-125.00		0.00	
Signs	0.00		0.00	
Payment for Signs	0.00		0.00	
Donations, Grants, Lotus Etc	0.00		0.00	
Misc. Marq. Adams Cap. Cr.	36.10	40.00	43.19	-3.19
Transfer from Equip for repairs	27,349.68	19,000.00	21,554.81	-2,554.81
Insurance Reimbursement	230.00		0.00	
YTD BALANCE	215,330.37	196,838.55	200,574.92	**
Maintenance and Repairs	27,349.68	19,000.00	21,554.81	-2,554.81
Audit	200.00	400.00	0.00	400.00
Employer Taxes Paid	5,353.13	5,000.00	5,660.82	-660.82
Employee Taxes Paid	13,657.87	12,500.00	14,394.60	-1,894.60
Commissioners	2,250.00	2,500.00	2,500.00	0.00
Bookkeeper Expense	2,500.00	2,500.00	2,500.00	0.00
Fuel/Oil/Antifreeze	13,142.45	9,000.00	11,456.49	-2,456.49
Unemployment	12,879.09	7,500.00	3,261.53	4,238.47
Insurance	12,378.00	13,000.00	11,753.00	1,247.00
Labor Costs-Net	56,807.40	57,000.00	59,494.02	-2,494.02
Legal	7,850.93	2,000.00	5,825.00	-3,825.00
Miscellaneous	2,094.09	2,000.00	1,821.80	178.20
Newsletter/Bulk Mailing	550.00	600.00	663.00	-63.00
Office Equipment	0.00	400.00	628.76	-228.76
Office Supplies/Mailings	583.34	1,000.00	266.34	733.66
Printing/Legal Notices	157.36	300.00	365.27	-65.27
Site Maintenance	1,107.76	1,500.00	487.30	1,012.70
Utilities	586.69	500.00	446.89	53.11
Web Site	250.00	360.00	370.00	-10.00
Restoration Fund	360.03	5,000.00	0.00	5,000.00
Buoys	1,474.00	980.00	0.00	980.00
Endeavor Fire Department Donation	0.00		750.00	
TOTALS	161,531.82	143,040.00	144,199.63	
BALANCE	53,798.55	<u>                    </u>	<u>56,375.29</u>	
*To be reimbursed by equipment fund	11,652.65	Checking Balance	5,122.85	
	42,145.90	Money Market	51,252.44	
	<u>53,798.55</u>		<u>\$ 56,375.29</u>	

Buffalo Lake P R District Equipment Fund  
January 31 2021

<b>INCOME</b>	<b>2021 Budget</b>	<b>2021 YTD</b> 1/31/2021
<b>Prior year balance forward</b>	114,050.73	114,050.73
Misc Income Sale of Blue Harvester		0.00
Lake Assessments	61,000.00	0.00
Pontoon Boats		
Kubota Engine		
DNR Grant		
Sale of Diesel Tank		
Sale of Belting		
Interest	300.00	17.67
<b>TOTAL INCOME</b>	<b>175,350.73</b>	<b>114,068.40</b>
<b>EXPENSES</b>		
<b>Checks</b>		0.00
Repairs & Maintenance	19,000.00	0.00
<b>TOTAL EXPENSES</b>	<b>19,000.00</b>	<b>0.00</b>
<b>YEAR END</b>		
<b>BALANCE</b>	<b>156,350.73</b>	<b>114,068.40</b>

Buffalo Lake District Operating Fund  
January 31, 2021

	2020 Balance	2021 Budget	YTD 1/31/21	2021 Balance
<b>INCOME</b>				
Prior Year Balance Forward	53,798.55	53,798.55	56,375.29	
Miscellaneous	0.00		0.00	
Interest	763.50	1,000.00	3.10	996.90
Lake Assessment	184,022.28	184,000.00		184,000.00
Assessments to Equipment Fund	-59,607.41	-61,000.00		
Assessment Overpayments	0.00		0.00	
Signs	0.00		0.00	
Payment for Signs	0.00		0.00	
Donations, Grants, Lotus Ec	0.00		0.00	
Misc. Marq. Adams Cap. Cr.	43.19	40.00		40.00
Transfer from Equip for repairs	21,554.81	19,000.00		19,000.00
Insurance Reimbursement	0.00		0.00	
YTD BALANCE	200,574.92	196,838.55	56,378.39	**
Maintenance and Repairs	21,554.81	19,000.00	0.00	19,000.00
Audit	0.00	400.00	0.00	400.00
Employer Taxes Paid	5,660.82	5,000.00	0.00	5,000.00
Employee Taxes Paid	14,394.60	12,500.00	0.00	12,500.00
Commissioners	2,500.00	2,500.00	0.00	2,500.00
Bookkeeper Expense	2,500.00	2,500.00	625.00	1,875.00
Fuel/Oil/Antifreeze	11,456.49	9,000.00	0.00	9,000.00
Unemployment	3,261.53	7,500.00	0.00	7,500.00
Insurance	11,753.00	13,000.00	0.00	13,000.00
Labor Costs-Net	59,494.02	57,000.00	0.00	57,000.00
Legal	5,825.00	2,000.00	0.00	2,000.00
Miscellaneous	1,821.80	2,000.00	0.00	2,000.00
Newsletter/Bulk Mailing	663.00	600.00	0.00	600.00
Office Equipment	628.76	400.00	0.00	400.00
Office Supplies/Mailings	266.34	1,000.00	125.52	874.48
Printing/Legal Notices	365.27	300.00	0.00	300.00
Site Maintenance	487.30	1,500.00	0.00	1,500.00
Utilities	446.89	500.00	35.39	464.61
Web Site	370.00	360.00	10.00	350.00
Restoration Fund	0.00	5,000.00	0.00	5,000.00
Bouys	0.00	980.00	0.00	980.00
Endeavor Fire Department Donation	750.00		0.00	
TOTALS	144,199.63	143,040.00	795.91	
BALANCE	<u>56,375.29</u>	<u>                    </u>	<u>55,582.48</u>	
*To be reimbursed by equipment fund	5,122.85	Checking Balance	4,326.99	
	<u>51,252.44</u>	Money Market	<u>51,255.49</u>	
	<u>\$ 56,375.29</u>		<u>\$ 55,582.48</u>	