

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Friday, January 25, 2019
Electronic and Hard Copy Filing Date: Tuesday, January 29, 2019

Mr. Hillert called the meeting to order at 1:00 p.m.

Board Members Present: Mr. Donald Hillert, Mr. David Danzinger (via phone), Ms. Mary Anne McMillan Urell, Ms. Nettie Rosenow, and Mr. Larry Grisen.

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Lisa Schuh, Ms. Brenda Gruber, Mr. Bernie Brunkow, Mr. Dave Rynders, Ms. April Loeffler, Ms. Tina Anibas, and Mr. Marvin Rieck.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes of the Previous Meeting(s): Ms. McMillan Urell made a motion to approve the minutes as presented, seconded by Mr. Hillert. Motion Carried.

Review/Discussion/Action regarding A Resolution to Pay Remaining Dog License Fund Money to the Buffalo County Humane Association and approve 2019

Contract: A discussion was held on the collection of dogs and areas of the county that are covered. Ms. Gruber indicated that the Humane Association can only pick up stray dogs where the owner is unknown. Dogs that are running-at-large but the owner is known needs to be handled by the Sheriff's Department. Ms. Halverson explained that the county does have an ordinance on file that prohibits animals running at large. A discussion was held on municipalities or persons that are not in favor of the contract. The Town of Montana would like to handle the dog issue themselves. Ms. Halverson indicated she is not aware of any part of the statute where a municipality can opt out only the statute that if the county designates a humane society all funds need to go to fund that association. Mr. Grisen made a motion to approve the resolution and contract by roll call vote, seconded by Mr. Danzinger. All voting in favor. Carried.

Review/Discussion/Action regarding Building and Grounds Repairs and Projects:

Mr. Rieck discussed projects that were on the original list to be completed with bond funds. There is no longer enough funds to cover all the projects. A spreadsheet showing all the items was reviewed. Line #5 on the list is for the replacement of the gate at the Treasurer's Office (\$10,531.00), line #6 is for a key FOB security system (\$33,543.35), line #9 is for a new door installation to the hallway for the GIS Department (\$8,980.00), line #11 WHV Control upgrades (\$69,000.00), line #13 is for replacing the cracked steps in front of the courthouse (\$4,500.00). Mr. Rieck indicated he does not know the status of #7 as Mr. Fuerbringer was working on this. There is only \$79,064.56 left in the fund for these expenses. He felt priority should be given to the Treasurer's gate, the WHV control upgrades and the concrete steps. A discussion was held on the

door to the GIS office to make it more accessible to the public. Ms. Halverson explained the GIS Department has had the Clerk's Office and the Treasurer's Office track for the last several months the number of public visitors to that office. There has only been 3 and those were from the towns working on the address signs. Ms. McMillan Urell made a motion to approve items 5, 11, and 13 by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

Review/Discussion/Action regarding the Recovery and Wellness Consortium

Working Capital Annual Review: Mr. Rynders discussed the funds given to the consortium in 2018, the services offered, and the number of people served. The costs have been relatively low for the program and there were excess funds left out of the original investment. They could send that excess amount back, but may need additional funds in the future. Mr. Rynders suggests leaving all the funds in the consortium because if Buffalo County leaves the consortium all the funds would be paid back. Ms. McMillan Urell made a motion to approve the annual review and leave the funds in the consortium by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

Review/Discussion/Action regarding an Award of Opioid Prevention Grant: Ms. Loeffler and Mr. Rynders discussed the grant of \$17,216.00 that they received to help with opioid preparedness. The goal is to educate and enhance citizen response to the issue.

Review/Discussion/Action regarding the Potential Impact on Buffalo County

Residents Due to Partial Federal Government Shut Down: Mr. Rynders discussed programs that will be affected by the government shut down and how long the funds will last. They have been in contact with local food pantries to help them be prepared for people that will not be receiving help because of lack of funds. Ms. Anibas indicated that there may be some taxes that will be affected as well. Those that have USDA loans and the taxes are escrowed will not have checks issued for the first half of the taxes. There are no provisions in the statutes for leniency on delinquent taxes. Interest and penalty will be assessed if the first half of the taxes are not paid.

Review/Discussion/Action regarding Approval of 2019 Solid Waste Hauler

Permits: The list of haulers and where the waste is being taken was reviewed. Ms. Schuh indicated that one of the haulers has turned in their application after this list was compiled. If others are turned in they will have to be brought back to a future Finance meeting for approval. Ms. McMillan Urell made a motion to approve the haulers that have turned in their applications so far by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

Review/Discussion/Action regarding the City of Mondovi Tax Deed Property Bid

Amount and Due Date: A discussion was held in regards to the condition of the property. Questions were asked about seeing if an organization would be interested in any of the belongings left behind or if the house was in a condition that someone could rehab it. Ms. Halverson explained the items left behind are not in a condition to be reused by anyone and she is not sure about the condition of the house. The floor in the bathroom appeared to be wet and soft around the toilet. The basement did not appear to have water in it. The lights, water and furnace were still on when she went into the

home. Ms. Halverson explained the assessed value on the tax roll is \$69,200.00 but does not feel the property in the condition it is in is worth that. There is about \$7,600.00 owed against the property. She also reminded the committee that they have the right to reject or accept any bid most advantageous for the county. Ms. McMillan Urell made a motion approve by roll call vote to start the opening bid at \$100 with the right to accept or reject any bids, seconded by Ms. Rosenow. All in favor. Carried.

Review/Discussion/Action regarding A Resolution to Add Policy No. 112 to the Buffalo County Handbook – County Credit Card Use Policy: This policy is to take credit cards out of individual employee's names and put into the county's name. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

Review/Discussion/Action regarding the Approval of Department Credit Card Limits: This listing shows the number of cards each department will receive and the spending limit on each card. Ms. Hansen had reviewed with each department the credit card use to determine the amount that was needed. Ms. McMillan Urell made a motion to approve the limits by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

Review/Discussion/Action regarding A Resolution to Purchase One Used 2015 Case Crawler Dozer: Mr. Grisen explained the equipment was already purchased due to the timeline it needed to be purchased in. This piece of equipment was approved in the budget and is actually less than budgeted. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees – Skilled Craft Technicians (Highway Department): Mr. Grisen explained there was a mathematical error in the calculations for the Highway scales. This has been corrected and brings these scales in line with all the other sections. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Ms. Rosenow. All in favor. Carried.

Review/Discussion/Action regarding A Resolution to Amend the Established Job Category and Grade for Salary Schedule for Non-Represented Employees: Mr. Grisen explained the categories were amended to move a category due to the workload and responsibilities these employees have. Another employee was adjusted as they had a split pay scale and in order to make things easier for budgeting and payroll a new scale was developed. This will allow the employee to be paid the same no matter which position they are in. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

Review/Discussion/Action regarding a 2018 Preliminary County Financial Report: Ms. Schuh explained the report looks good overall. It shows about \$3,400.00 over in spending. Revenue is still coming in. Ms. McMillan Urell made a motion to approve the report by roll call vote, seconded by Ms. Rosenow. All in favor. Carried.

Review/Discussion/Action regarding Monthly Vendor Invoices / Vouchers/ Employee Payroll / Funds Investment Report: Ms. Schuh explained a few invoices

that have been corrected since the report was generated. The GAL court fees have been adjusted, the account number for Pepin County Treasurer was corrected, and grant information was corrected for Land Information. Ms. McMillan Urell made a motion to pay the invoices by roll call vote, seconded by Mr. Grisen. Carried.

The investment report was discussed. The amount of interest received for the operating account was reviewed. The committee discussed obtaining an RFP to see if other banks would give a higher interest rate. Ms. Anibas indicated this account is the operating account and she goes to the bank almost every day to work on this account. Moving the funds to a different bank would require travel time. She also discussed fees that other banks charge that the county is not currently charged. The committee would like Ms. Anibas to see if she can get a better interest rate on these funds and to proceed with an RFP. Mr. Grisen made a motion to have the Treasurer proceed with an RFP for investment of the operating account funds by roll call vote, seconded by Ms. McMillan Urell. Ms. Rosenow voting no. Carried.

Review/Discussion/Action regarding the Chairperson Report: None.

Review/Discussion/Action regarding the Administrative Coordinator Report: None.

Review/Discussion/Action regarding the next meeting date and time: The next meeting will be February 15th at 1:00 p.m.

Review/Discussion/Action regarding Public Comments: None.

Mr. Hillert adjourned the meeting at 2:50 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk