

Buffalo County Minutes

Committee/Board: Finance Committee

Date of Meeting: Wednesday, April 17, 2019

Electronic and Hard Copy Filing Date: Monday, April 22, 2019

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

Board Members Present: Mr. Donald Hillert, Mr. David Danzinger, 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. Sonya Hansen, Ms. Carol Burmeister, Ms. April Loeffler, Mr. Dave Rynders, Mr. Bruce Fuerbringer, and Ms. Tina Anibas.

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 regular meeting minutes, seconded by Mr. Grisen. Carried.

Ms. McMillan Urell made a motion to approve the joint Land Information Committee minutes, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding 2019 Highway Capital Purchases Review: Mr. Platteter was unable to attend the meeting, but did put together a spreadsheet of purchases. The Highway Department will still be purchasing a front end loader in 2019, but this should come in lower than expected, keeping the department under budget for machinery purchases.

Review/Discussion regarding the Register of Deeds 2018 Annual Report: Ms. Burmeister gave her annual report. Her office was able to generate extra revenue with the new program for obtaining copies of documents. The difference between a certified survey map (CSM) and a survey found in the Surveyor's Office was discussed. Ms. Burmeister discussed electronic recording and other projects her office has been working on.

Review/Discussion/Action regarding the ADRC Smartboard & Screen Donation to UW Extension for 4-H Program at Mondovi Site: The Department of Health and Human Services has a Smartboard that is no longer being utilized in their department. Mr. Rynders did ask other departments to see if there was an interest or need. UW Extension assists with an afterschool program in Mondovi that could utilize the equipment. Ms. Rosenow made a motion to approve transferring the Smartboard to the youth program in Mondovi, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Sharps Drop Box Request: Ms. Loeffler explained through a health care coalition the Department of Health and Human Services can obtain a Sharps Drop Box. It would be the responsibility of the department to install the box and another organization has offered to come and empty the box. The box is a metal “mailbox” type of box that would be bolted to wherever it is placed. There were questions of who is responsible if the box is damaged or if the organization no longer wants to empty it. Ms. Rosenow made a motion to have Ms. Loeffler speak with Law Enforcement for an acceptable location and report back to the Finance Committee, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Recycling Updates & Future Direction: Mr. Fuerbringer reviewed the action plan and fund balances. The Recycling Committee would like to keep a reserve in the fund balance for future use. A discussion was held on single stream recycling and curbside pickup. A per cap fee could also be assessed to help fund the program. Mr. Fuerbringer will continue to work with Highway to have a shared position and on ways to keep the program on track for the long term.

Review/Discussion/Action regarding 2019 Recycling Fees: The Recycling Committee reviewed the fees and adjusted them so they are in line with what St. Croix County has. They would like to get larger signs at the recycling locations to better display the costs. Mr. Grisen made a motion to approve the changes to the recycling fees, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Snowmobile Grant Update: Ms. Halverson reviewed some issues she has been having with the Snowmobile Grant program. The State had withheld reimbursing funds to Buffalo County for the 2017-2018 grant due to a bill not being acceptable. The bill had been sent back to the association for review and for months there was no response. Ms. Halverson indicated that she did contact the association President and Treasurer a couple of times to no avail. She finally sent an email that she would not be accepting any more bills for 2018-2019 and would not apply for the 2019-2020 grant if this was not taken care of. She was able to get a response that the State accepted and did receive payment. There is still lots of work to do to fix issues with the program. The number of miles approved by the grant and the number of miles the association is stating they maintain do not match and the State wants this corrected. There are also some miles Buffalo County has claimed that Pepin County now wants as they are the ones that do the actual maintenance.

The State advances Buffalo County over \$30,000.00 each year. Bills are submitted for the advanced amount and for the balance of the grant which was at \$67,920.00 in 2018-2019, but will drop to \$66,480.00 in 2019-2020 due to some miles being turned over to Pepin County. Ms. Halverson will continue to try and work with the association the best she can, but she wanted the Finance Committee to know that there are issues.

Review/Discussion/Action regarding Funding for Payments in Lieu of Taxes (PILT) Program: PILT is for payment in lieu of taxes on federal lands. These are lands that cannot be taxed, but would need emergency services if something were to happen. Each year the Federal Government decides how much will be sent to the municipalities and County. Ms. Anibas did send a letter to legislatures urging them to continue to

approve payments and only received a response from Senator Jeff Smith. Ms. McMillan Urell made a motion to approve the Administrative Coordinator sending a letter in support of continuing the PILT program, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Purchasing Policy: Ms. Hansen reviewed the Purchasing Policy. She needs to work on updating this and reviewing it with the Auditors to make sure it is compliant with State and Federal funding. Having a section that applies to grants versus regular purchases was discussed, as well as how to track assets.

Review/Discussion/Action regarding 2018 Unaudited Financial Update: Ms. Hansen reviewed the unaudited financial update. There are some fund transfers and nonlapsing accounts in this spreadsheet that do not give a clear picture of how revenues and expenses did throughout the year. She will prepare a spreadsheet department by department and take out any transfers to see how the numbers look.

Review/Discussion/Action regarding 2019 Unaudited Financial Update: Ms. Hansen explained that it is too early to see how 2019 is looking as any information from April has not been entered yet.

Review/Discussion/Action regarding 2020 Budget Planning Process (New Positions and Capital Improvement Program (CIP) Policy): Ms. Hansen talked with Department Managers to see what they would need to begin the budget process. It was indicated that they would need salary numbers in May to be able to present to their committees in June and July. Ms. Hansen explained the timeline to review the budgets with committees, Finance and the full County Board.

Review/Discussion/Action regarding Monthly Vendor Invoices/ Vouchers/ Employee Payroll/Funds Investment Report: Ms. McMillan Urell made a motion to approve paying invoices except for the snowmobile invoices pending Ms. Halverson's work on those issues, seconded by Mr. Danzinger. Carried.

Administrative Coordinator Report: Ms. Hansen reported that the auditors will be coming soon to begin work on the 2018 financial review.

The next meeting date will be May 15th at 1:00 p.m.

Public Comments: None.

Mr. Hillert adjourned the meeting at 4:15 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk