

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Wednesday, May 20, 2020
Electronic and Hard Copy Filing Date: Friday, May 22, 2020

Chair Dennis Bork called the meeting to order at 8:00 a.m.

Finance Committee Members Present: Mr. Dennis Bork, Mr. Max Weiss, Mr. David Danzinger, Mr. Donald Hillert, and Mr. Brad Schmidtknecht.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, and Ms. Tina Anibas.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding minutes of the previous Finance Committee meeting: Mr. Hillert made a motion to approve the minutes, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Selection of the Economic Development Committee: Chair Bork discussed possible conflicts with Mr. Danzinger being on the Economic Development Committee and having a business that is tourism based. Mr. Danzinger explained how important it is to have someone on the committee that has business experience. Mr. Weiss asked the committee who would be interested to serve on the Economic Development Committee. There needs to be three members from Finance on the EDC. Mr. Schmidtknecht, Mr. Danzinger and Mr. Weiss were selected to be on the EDC.

Review/Discussion/Action regarding the Investment Policy: This policy comes from the Treasurer's Office. Ms. Anibas would like to add Bremer Bank to the list as we have been doing business with them. There was a discussion on how funds were invested. Mr. Danzinger made a motion to remove United Bank from the list and add Bremer Bank, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding a Donation Policy: Ms. Hansen reviewed the policy and steps taken to accept donations. Mr. Danzinger made a motion to approve the policy, seconded by Mr. Weiss. Carried.

Review/Discussion/Action regarding 2019 Overdrafts: The budgeting process and how overdrafts are covered was discussed. Ms. Hansen explained this report has been done for many years and is a way to show areas that may need more funds during the next budgeting process. The committee would like the word overdrafts changed to over budget. Mr. Hillert made a motion to approve the report, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Grant Writer Position: The Grant Writer position was placed on hold during the COVID-19 pandemic. Ms. Hansen feels that the current Economic Development Coordinator would have time to help with grant writing. The committee would like to put this on hold until the end of the year, then look at bringing someone on to be trained by Mr. Schmidt to work as the Economic Development Coordinator and Grant Writer.

Review/Discussion/Action regarding the COVID-19 Plan: Ms. Hansen explained the plan is being put into place, barriers are being installed on office counters, and Public Health is working on guidelines to put out to the public.

Review/Discussion/Action regarding a Payroll Tax Deferral under the CARES Act: Ms. Hansen explained this allows Buffalo County to postpone payment of the Social Security tax payment over two years. This may be needed with the reduction of revenues we may be facing. Mr. Danzinger made a motion to pay the next quarterly payment and review this when it comes time for the third quarter payment, seconded by Mr. Schmidt. Carried.

Review/Discussion/Action regarding monthly vendor invoices/vouchers/employee payroll/funds investment report: Ms. Hansen explained what types of bills will show up on the report and what types are approved for payment by other committees. Mr. Hillert made a motion to approve the vouchers, seconded by Mr. Danzinger. Carried.

Chairperson Report: None.

Administrative Coordinator Report: Ms. Hansen reported that a lawsuit was received and turned over to our insurance company. She reviewed the dates that had been set for Finance to meet. The committee decided to move meeting dates to the third Thursday of each month at 8:30 a.m. The Department Heads would like more direction on how resolutions will be handled as most things are very time sensitive.

Public Comments: Ms. Halverson discussed bills municipalities are receiving from the Buffalo County Humane Society. She talked with one municipality that questioned BCHS about the bill and was told they were looking for donations to cover the costs of picking up cats. There are no funds to cover cats and no statute that regulates cat licensing.

The next meeting will be Thursday, June 18th at 8:30 a.m.

Mr. Hillert made a motion to adjourn, seconded by Mr. Schmidt. Carried.

Respectfully Submitted,

Roxann Halverson
County Clerk