

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Thursday, June 18, 2020
Electronic and Hard Copy Filing Date: Monday, June 22, 2020

Chair Dennis Bork called the meeting to order at 8:30 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, Ms. Janet LaDuke, Ms. Tina Anibas, Ms. Carol Burmeister, Mr. Bob Platteter, Mr. Shawn Squires, Mr. Dave Rynders, Ms. Melissa Brunner, Sheriff Mike Schmidtknecht, Ms. April Loeffler (via TEAMS), and Mr. Jason Poser.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding an Unbudgeted Scanner Purchase for Register of Deeds: Ms. Burmeister discussed the need for the additional scanner. With guidelines of COVID-19 stating workers should not share workspaces and if the current scanner goes down it stops recording of documents the need is there to have an additional scanner. Funds will come from the fee charged to record documents. Mr. Hillert made a motion to approve the unbudgeted purchase of the scanner from Fidler for \$1,085.00, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Sheriff's Department 2020 Financial Status: Sheriff Schmidtknecht reviewed the Patrol and Jail expenditures and revenues for 2020. He explained how transports are handled and that due to an increase in mental health calls this line item is higher than expected for this time of the year. Revenues are down due to grants not being available. The leased vehicle program is going well, but he does advise keeping a few as owned by the county not leased just in case something was to go wrong with the lease program. Contracting fuel was discussed and will be investigated.

Review/Discussion/Action regarding the Highway Department 2020 Financial Status: Mr. Platteter indicated that a change in office staff has caused a lag in financials. Most bills are received at the end of the construction season and so will not be seen until late this fall. Construction projects are on schedule and the overall budget seems to be where it should be. Winter maintenance was less this year than previous years, but still left that line item in a deficit. Mr. Platteter also discussed town work that is being caught up on and some that may not be able to be done as there is not enough time.

Review/Discussion/Action regarding the Department of Health and Human Services 2020 Financial Status: Mr. Rynders and Mr. Squires gave an overview of the 2020 budget. Things are looking good due in part to position vacancies that the department has had. Due to COVID-19 most expenses have been for work done in that area. Staff had been pulled from other areas to assist with the pandemic. Mr. Rynders explained the work is not over and there is a need to hire additional staff to help with contact tracing and testing. There are funds to cover this extra staffing through December 31, 2020.

Review/Discussion/Action regarding A Resolution to Create Public Health On-Call System During the Pandemic: Mr. Rynders explained this resolution would approve an on-call system for Public Health through the end of 2020. On-call pay would only be paid outside of normal working hours. Mr. Danzinger made a motion to approve the resolution, seconded by Mr. Schmidtknecht. Carried.

Review/Discussion/Action regarding A Resolution to Add Limited Term 2020 Public Health Position for Providing Disease Investigations, Contact Tracing & Monitoring for Individuals to Contain the Spread of COVID-19: Mr. Rynders explained the additional staffing would be funded through the CARES funds. He would like to request an amendment to the resolution for up to two positions. These positions are limited term through December 31, 2020. Mr. Danzinger made a motion to amend the last paragraph to allow up to two positions, seconded by Mr. Hillert. Carried. Mr. Danzinger made a motion to approve the amended resolution, seconded by Mr. Weiss. Carried.

Review/Discussion/Action regarding A Resolution to Increase Law Enforcement Process Service Fees for the Child Support Program: Mr. Rynders explained how Law Enforcement does the process service for the Child Support program and the State indicated that a resolution is needed to be allowed to charge more than the minimum fee for that service. Mr. Hillert made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding CAPX2020 Funding Guidelines & Projects: A spreadsheet showing what CAPX2020 funds were pledged toward and the amount remaining was reviewed. Chair Bork asked how everyone would like to proceed with the funds. Would they like to put all requests on hold or continue to review requests as they come in. This will be discussed further at a future meeting.

Review/Discussion/Action regarding A Resolution to Support and Extend Funding of Trout Stream Restoration Projects in Buffalo County from CAPX2020 Funding: Mr. Danzinger made a motion to approve the resolution, seconded by Mr. Schmidtknecht. Carried.

Review/Discussion/Action regarding A Resolution to Support and Extend Bluff Prairie Restoration Projects in Buffalo County from CAPX2020 Funding: Mr. Schmidtknecht made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Preliminary 2021 Budget and Joint Meeting with Human Resources Committee: The meeting will help with budgeting for health insurance

and other items that affect personnel. Sales tax through May has been up. There are some contracts that are set to expire and will require new RFP's. A meeting will be setup with Human Resource Committee for July 16th.

Review/Discussion/Action regarding the Fair Association Loan Repayment: Ms. Hansen indicated that the Fair Association has not asked for an extension on their loan payment, but she wanted to discuss this since the fair has been canceled. Mr. Hillert made a motion to offer the Fair Association to pay the interest on the loan and defer the principal payment, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding monthly vendor invoices/vouchers/employee payroll/funds investment report: Invoices were reviewed. Mr. Hillert made a motion to approve payments, seconded by Mr. Weiss. Carried.

Chairperson Report: None.

Administrative Coordinator Report: Ms. Hansen reported the Highway Commissioner has resigned and there will be a joint Highway and HR meeting prior to County Board to discuss this. An offer has been made for the Administrative Assistant position to Karen Andrew. She will start July 6th. The tablets for the County Board will be at the August meeting.

Public Comments: None.

The next meeting will be Thursday, July 16th at 8:30 a.m.

Mr. Weiss made a motion to adjourn at 11:30 a.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann Halverson
County Clerk