

BUFFALO COUNTY MINUTES

Committee of the Board: Buffalo County Finance Committee

Date of the Meeting: Thursday, July 15, 2021

Chair Mr. Dennis Bork called the meeting to order at 8:35 a.m. in the County Board Room of the Buffalo County Courthouse.

Board Members Present: Mr. Don Hillert, Mr. Max Weiss, Mr. Dennis Bork, Mr. David Danzinger, and Mr. Brad Schmidtknecht.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Tina Anibas, and Mr. Stephen Schiffli appeared in person. Ms. Lisa Schuh appeared remotely.

Public Comments regarding Agenda Items: There were no public comments.

Review/Discussion/Action Regarding Minutes of the Previous Meeting: A motion was made by Mr. Brad Schmidtknecht seconded by Mr. Max Weiss to approve the minutes of the prior meeting. Motion Carried.

Review/Discussion/Action – A Resolution to Rescind Resolution #21-04-01 – Parts/Safety Training Coordinator Position: Mr. Don Hillert explained that the Buffalo County Highway Committee reviewed the needs of the department and determined that they needed additional resources to assist with the accounting functions of the department, as well as assistance with maintaining the department’s inventory. A motion was made by Mr. Don Hillert seconded by Mr. Max Weiss to approval the resolution to rescind the prior resolution #21-04-01 that created and filled a Parts/Safety & Training Coordinator position. Motion carried.

Ms. Sonya Hansen stated that the Buffalo County Highway Committee and this committee agreed combining the Emergency Management duties and the Risk Manager duties into a full-time position that would be more effective and reduce risk exposure for the County.

Review/Discussion/Action – A Resolution to Create and Fill a Parts & Inventory Specialist: A motion was made by Mr. Don Hillert seconded by Mr. Max Weiss to approve the resolution to create and fill a Parts & Inventory Specialist in the Highway Department. Motion carried.

Review/Discussion – Bond Projects Update: Mr. Don Hillert informed the Finance Committee members that Mr. Bob Platteter, Highway Commissioner, had verbally reported that the bond projects are moving forward according to schedule and that the funding should be spent by the end of the fiscal year. The Highway Committee requested a written report for their next meeting.

Review/Discussion – Flyway Trail Maintenance Agreement: Economic Development Coordinator Mr. Stephen Schiffli expressed his concerns with the draft maintenance agreement for the bike trail as follows:

- That Friends of the Flyway Trail are not a registered entity with the State.
- That major repairs are not clearly identified.
- Liability to the County for volunteers performing work on the trail.
- What happens if the Flyway Trail or Friends of the Flyway disbands?

Mr. Stephen Schiffli stated that the current agreements with the State designate the County as the responsible agency to maintain the trail. Mr. David Danzinger stated that when the County was approached by the State to accept the funding for the trail project, that they had been told by the State that the maintenance would not be an issue as they would assist. He stated that this was a complex project with many State agencies being involved. There were many staff changes in the State partner agencies over the past years that also made it challenging for the County. Mr. David Danzinger stated that once the trail is completed, the Flyway Trail would be looking at establishing trail fees/passes. These fees could then be used to help with maintenance costs.

Ms. Sonya Hansen indicated that our insurance carrier had responded to the liability question. She stated that outside groups or entities, even non-profit or volunteer groups are not extended coverage under the County's insurance should they become injured or cause damage or injury to others. They are responsible to obtain their own liability coverage to protect their entity for damage or injury their actions may cause. The County itself is covered under the liability policy for their ownership/operation of the trail, as with other county recreation parks or trails. County employees injured while performing their duties for the county are covered under workers' compensation. Authorized volunteers of the county except for the select group defined by statute are not eligible for workers' compensation coverage and basically volunteer at their own risk.

Mr. Stephen Schiffli will meet with the Flyway Trail Committee to discuss a resolution to the maintenance agreement. It was the consensus of the committee to define major repair as \$5,000 and above and discuss the possibility of an escrow account to address maintenance issues in the event the Flyway Trail or Friends of the Flyway Trail would dissolve. They would also discuss the possibility of fees/passes for using the trail, which would then be deposited into the escrow account for future maintenance.

Review/Discussion/Action – Establish 2022 Budget Meetings with Departments: The Finance Committee set August 27th as the meeting date to meet with departments. They requested to meet with the Highway Department, Department of Health and Human Services and Law Enforcement first in the morning. Ms. Sonya Hansen indicated that she would contact the departments to inform them of the date and will adjust the starting time from 8:00 a.m. if necessary.

Review/Discussion/Action – Approval of Non-Lapsing Accounts: Ms. Sonya Hansen indicated that every year, certain accounts need to be approved as non-lapsing accounts to

be carried over in the budget. These funds are typically grant related and cannot be used for other purposes. A motion was made by Mr. Don Hillert seconded by Mr. Brad Schmidtknecht to approve the 2021 non-lapsing accounts. Motion carried.

Review/Discussion – Mr. Max Weiss informed the Finance Committee that BBC & M (Buffalo City, Belvidere, Cochrane, and Milton) want to subcontract with a private vendor to handle their recycling program. The current contract is silent regarding to subcontracting. Corporation Counsel is reviewing changes to the contract. BBC & M would continue to report their tonnage to the County. The County would remain the responsible unit. Recycling would still be single stream. The current vendor is working on obtaining the necessary permits for a transfer station at the current site. This matter may need to be placed as an agenda item for the County Board of Supervisors to discuss in the future.

Ms. Sonya Hansen indicated that according to the County Committee restructuring, that Recycling technically falls under the Buffalo County Highway Committee. Mr. Dennis Bork requested that this matter be placed on the next Buffalo County Highway Committee agenda to keep them informed.

Review/Discussion/Action – Monthly Vendor Invoices/Vouchers/Employee Payroll/Funds Investment Report:

Mr. David Danzinger made a motion to approve the monthly vendor vouchers as submitted seconded by Mr. Brad Schmidtknecht. Motion carried.

Review/Discussion – Committee Chair Report: Chair Dennis Bork had nothing additional to report.

Review/Discussion – Administrative Coordinator Report: Ms. Sonya Hansen informed the committee that she was working with the Department of Health and Human Services on a fiscal system that can handle their needs as well as the County as a whole. They currently have a software system that is approaching its end of life. She indicated that our current financial system has limited ability to pull data to evaluate trends without a great deal of manual work. She also indicated that our current system does not have the ability to import from some of other software programs. The software that is being looked at has been used successfully in other counties and should be able to eliminate double entry at the Highway Department and with the Department of Health and Human Services. The cost for this software is approximately \$184,000 with on-going yearly costs of \$30,000.

Review/Discussion/Action – Next meeting Date: Regular meeting is August 19, 2021 at 8:30 a.m. and the Budget Review date for August 27, 2021 at 8:00 a.m.

Mr. Brad Schmidtknecht made a motion to adjourn seconded by Mr. Don Hillert at 10:12 a.m. Motion Carried.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary