

## **Buffalo County Minutes**

**Committee/Board:** Finance Committee

**Date of Meeting:** Wednesday, July 18, 2018

**Electronic and Hard Copy Filing Date:** Friday, July 20, 2018

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

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

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Mr. Todd Poeschel, Mr. Bernard Brunkow, Mr. Dave Rynders and Ms. Tina Anibas.

**Public Comments Regarding Posted Agenda Items:** There were no public comments.

**Minutes:** Mr. Larry Grisen made a motion to approve the minutes, seconded by Ms. Mary Anne McMillan Urell. Carried.

### **Review/Discussion/Action regarding a Request from the Buffalo County Fair Association to Review Amount Designated from CAPX2020 Funding for County Park Bathrooms:**

Mr. Todd Poeschel presented the final bid proposal for the Buffalo County Fairgrounds bathrooms located in the County Park in the amount of \$183,093.35 which is under the original projected cost. He stated that when the Fair Association had the opportunity to purchase the bleachers from the Durand School District, they felt with permanent bleachers and a new bathroom, that it would increase usage of the grounds. The Fair Association was asking for clarification in the wording of the original resolution which authorized to provide up to \$135,000 of CAPX2020 funds to the Buffalo County Agricultural Fair Association which was based on the project being \$185,000. He stated that if you combine both the bathroom project and the bleachers, that the total \$135,000 provided by CAPX2020 would be close to a 50/50 match. It was the consensus of the Committee that the intent of the resolution was to fund up to \$135,000 as long as the total cost was greater than this amount. They further agreed that as the Fair Association is billed for services, they would then submit them to the County for payment. Mr. Poeschel indicated that the bathroom project is well underway and it is not for sure that it will be completed in time for the 2018 Buffalo County Fair.

### **Review/Discussion/Action regarding Amendment to Approval of CDBG-EAP #18-01:**

Ms. Sonya Hansen stated that the Finance Committee approved this project in February of 2018 in the amount of \$21,252. The CDBG-EAP grant is able to fund the 12.5% of the match money for the FEMA Mitigation Grant and that no local tax revenue will be

needed for this project. The total cost of the FEMA Mitigation Grant was \$203,213.93. The prior approved match in the CDBG-EAP grant was short by \$3,249.75. She requests the Finance Committee to approve the additional amount needed. Ms. Mary Anne McMillan Urell made a motion to approve the amendment to the approval of CDBG-EAP Project #18-01 in the additional amount of \$3,249.75, seconded by Mr. Larry Grisen. Carried.

**Review/Discussion/Action regarding A Resolution to Purchase One New Motor Grader with Snow Wing:**

A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. David Danzinger to approve the Resolution to Purchase One new Motor Grader with Snow Wing. Carried.

**Review/Discussion/Action regarding A Resolution to Extend Limited Term Child Welfare Case Manager Position an Additional Six Months:**

Mr. Dave Rynders presented the request to extend the temporary case manager position for an additional 6 months. He explained that the worker who previously was in this position moved into the vacant position in the Social Services Unit. Upon the recommendation of his Standing Committee and approval of the Human Resources Committee, they would like to increase this position to June 30, 2019. He stated that since the original presentation to request this position that there has been another 3 cases added for a total of 30 out-of-home placements. He stated that making this a 12 month position will assist with recruitment efforts.

Mr. Rynders stated that they have applied for a mentoring grant which will provide outreach to children and families involved with opioid and other drug issues.

Ms. Mary Anne McMillan Urell made a motion to approve the Resolution to Extend Limited Term Child Welfare Case Manager Position an Additional Six Months, seconded by Ms. Nettie Rosenow. Carried.

**Review/Discussion/Action regarding A Resolution to Purchase Three Vehicles with Wisconsin Department of Transportation 85.21 Grant Funds:**

Mr. Dave Rynders informed the Committee that he does not normally make a mid-year request but that the State is recommending that counties reduce reserve account balances in their 85.21 funds to below \$80,000 by the end of 2018 or funding balances may be in jeopardy of being returned to the State. He stated that these vehicles are used to provide transportation needs to senior and disabled residents and that they are planning to increase these services through the integration plan with Pepin County and the ADRC. Three of the current vehicles used for this program are older, have high mileage and significant maintenance needs. He is request permission to purchase two minivans to replace the 2001 Ford E350 and 2001 Chrysler Town and Country Van and one handicapped accessible minivan for a total cost of \$135,000. He stated that the current fund balance is \$150,417.81 and that after these purchases, the balance projected as of 12/31/2018 would be \$50,417.81.

Ms. Mary Anne McMillan Urell made a motion to approve the Resolution to Purchase Three Vehicles with Wisconsin Department of Transportation 85.21 Grant Funds, seconded by Ms. Nettie Rosenow as this will improve services to the elderly and disabled residents. Carried.

**Review/Discussion/Action regarding an Application from CCT for Town of Milton Broadband Project:**

Ms. Gina Tomlinson presented the request by Cochrane Telephone Cooperative (CCT) for \$100,000 under the 2018 Buffalo County Broadband Award to be used to expand broadband coverage throughout the Town of Milton. She indicated that the total project is \$1,291,807 and that they received a grant in the amount of \$391,807 from the State, the Town of Milton was contributing \$400,000 and that the balance would be paid for by CCT. She stated that the State has recognized the partnership between Buffalo County, CCT and the Town of Milton. She further stated that this application meets all of the requirements in Resolution #17-12-06 except the 30 mbps download and 15 mbps upload to all residents and businesses. She explained that the starting speed is 25/25 and was done so to price economically at \$49.99 with no data caps and unlimited usage. She indicated that they will change its starting speed if needed to receive approval from the County.

Ms. Mary Anne McMillan Urell made a motion to approve the application to CCT for the Town of Milton Broadband project with the 25/25 in the amount of \$100,000 seconded by Mr. David Danzinger. Carried.

**Review/Discussion/Action regarding Payment in Lieu of Taxes (PILT) Class Action Law Suit:**

Ms. Sonya Hansen explained that we were notified that Buffalo County has the opportunity to join a Class Action Lawsuit currently pending to receive any underpayment under the PILT program for the fiscal years 2015 through 2017. She stated that there is no cost to participate and that Corporation Counsel has advised that he saw no reason not to participate. She stated that Buffalo County receives payment from the Federal Government for federal lands as they are not taxed. She indicated it is uncertain as to the amount that Buffalo County may receive but that if we are entitled to any funds, we should join this class action lawsuit.

Mr. Larry Grisen made a motion to approve joining the Class Action Lawsuit, seconded by Ms. Mary Anne McMillan Urell. Carried.

**Review/Discussion/Action regarding Approval of Survey Rates for 2018:**

Ms. Sonya Hansen presented the request by the County Surveyor to increase his charge out rates. She stated that these rates have not been increased since 2008. He is proposing the following:

Professional Land Surveyor      \$71.00/hour

Crew Chief	\$65.00/hour
Technician 1	\$56.00/hour
Technician 2	\$43.00/hour
GPS equipment	\$30.00/hour
Mileage	Federal Rate

A motion was made by Mr. David Danzinger seconded by Ms. Nettie Rosenow to approve the surveyor rates as presented effective July 1, 2018. Carried.

**Review/Discussion/Action regarding Rental of Office Space for District Attorney/Victim Witness:**

Ms. Sonya Hansen explained that at this time we do not know who the Governor is intending to appoint as the District Attorney to fill the vacancy on August 1<sup>st</sup>. She informed the Committee that she had spoken with Attorney Jon Seifert to explore the possibility of renting the current space occupied by the Victim Witness and the District Attorney in their office building until the County is able to transition this department into office space in the courthouse. She indicated that she had negotiated a total monthly rent of \$300 per month on a month-to-month through the end of the year.

A motion was made by Ms. McMillan Urell seconded by Mr. David Danzinger to approve the rental of the office space from Attorney Jon Seifert at \$300 per month for the District Attorney and Victim Witness office. Carried.

**Review/Discussion/Action regarding 2019 Budget Strategy & Timelines:**

The Committee established the following guidelines and timelines for the 2019 budget:

- Administration will get worksheets to the departments within the next week.
- Departments will present budgets to their Standing Committees in August.
- Departments will meet with the Finance Committee either on September 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup>. The meeting times will be 12 – 4.
- First draft of the budget will be discussed at the September County Board meeting.
- Second draft of the budget will be discussed at the October County Board meeting.
- The budget will be published in the official paper by October 19<sup>th</sup>.
- The budget will need to be adopted at the November 13<sup>th</sup> County Board meeting.
- Departments are to review all user fees. Departments and Standing Committees will review all operations and determine whether user fees should be initiated for cost recovery of programs that primarily benefit a single user as opposed to the community at large.
- Departments will review all contracts and provide a list that includes cost and maturity dates.
- Health insurance will be budgeted with a 5% increase.
- Wages will be budgeted with a 3% increase.
- Departments are to budget at same tax levy limits as 2018.

**Review/Discussion regarding 2018 Financial Report:**

The Committee reviewed the 2018 financial report as of June 30, 2018 with expenditures at 42.04% and revenues at 51.76%.

**Review/Discussion regarding ~ Monthly Vendor Invoices/Vouchers/Employee Payroll/Funds Investment Report:**

The Buffalo County Humane Association report was reviewed. Mr. Bernard Brunkow informed the Committee that they are performing a complete audit of the records. Mr. Larry Grisen inquired about the Hazardous Material Clean Up in the Jail and Mr. Bernard Brunkow stated that he would find out additional details and report back.

A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Larry Grisen to approve the monthly vendor invoices. Carried.

**Review/Discussion/Action regarding the Chairperson Report:**

Chair Mr. Donald Hillert stated that he had been contacted by Edward Jones to invest funds and that they are fully insured by the FDIC. He stated that he was going to send this information to our attorney to verify as they are offering higher rates than we are currently receiving on our investments.

Chair Mr. Donald Hillert asked the Committee to consider whether or not we should place the balance of the CAPX2020 funds into an escrow account and then only spend the interest each year. He stated that this would preserve these funds for the future. Ms. Tina Anibas informed the Committee that if they make any changes to how the interest on these funds are used that it does affect her budget as the interest now goes into the General Fund. This was a topic to be discussed at the upcoming Committee of the Board meeting.

**Review/Discussion/Action regarding Administrative Coordinator Report:**

Ms. Sonya Hansen reported on the following:

Current Note: She stated that she had spoken with PMA, our current investment advisor, our auditor and Ms. Tina Anibas regarding the balance of unused funds on our note at the Bank of Alma. She stated that we had to make the final draw by July 13, 2018 and that the entire balance has been requested and placed into a separate account to complete the construction projects. This action complies with the IRS guidelines as long as the interest rate on this investment is under 2.25% and that any unused funds would need to be applied to debt proceeds.

CDBG Revolving Loan Fund: Due to compliance issues, the State of Wisconsin Department of Administration is proposing to require communities and counties that have CDBG RLF's to consider returning fund back to them and assign active loans to the department and then reapply for a grant or repay the RFL cash on hand and

reimburse the state for principal owed on all active loans and then reapply for a grant. No action is being requested at this time and she will be working with the Treasurer and the Economic Development Coordinator to present a proposal for a decision but wanted the Committee aware of this issue.

**Credit Card:** Amber Leininger, the Administrative Assistant, is working on submitting an application for a County credit card with US Bank. They need the 2017 final audit before they can approve our application. US Bank will allow the County to be the cardholder and individuals will no longer have to use their personal information for County related business. If approved, a credit card policy will be developed with limits for the Finance Committee to approve.

**Courthouse Steps:** Bids were received for repairing the courthouse steps from DJ's in the amount of \$3,900 and Ready Concrete in the amount of \$9,907. DJ's will start work on the repairs later this fall.

**Elk Creek Summary:** A summary report was presented to the members. The total expenditure was \$6,156.55.

**Parking Lot:** The bill for the work performed by the Highway Department in the courthouse parking lot was received in the amount of \$6,110.27 which was over the estimate of \$4,052.00. Highway Commissioner Bob Platteter indicated that this was due to the increase in price of materials and 2018 labor rates.

**Corporation Counsel Contract:** A meeting had been held with Attorney Jon Seifert who holds the Corporation Contract with the County to discuss the current needs of the Department of Health and Human Services. He does not have the staff to meet the needs of the cases involving termination of parental rights (TPR). Attorney Seifert is willing to negotiate his current contract to have the County contract with another attorney to complete these cases through the end of the year. One TPR case can take from 100 to 200 attorney hours. She is in the process of writing an RFP for Corporation Counsel services for 2019 and it was suggested to look at doing one for TPR cases for 2018. Ms. Hansen indicated that she would explore these options.

**Debt Service Accounts:** The Financial Advisor and the Treasurer have worked together to combine the debt service accounts for record keeping efficiencies.

**Public Comments:**

Mr. Bernard Brunkow recommended that the County review the costs and fees that Edward Jones will charge for investment services prior to entering into any investment.

**Adjournment:** Chair Mr. Donald Hiller adjourned the meeting at 3:27 p.m.

Respectfully Submitted,

Sonya Hansen, Administrative Coordinator