

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Wednesday, August 21, 2019
Electronic and Hard Copy Filing Date: Thursday, August 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. Sonya Hansen, Ms. Roxann Halverson, Mr. Dave Rynders, Ms. Lisa Schuh, Ms. Tina Anibas, Mr. Bruce Fuerbringer, Mr. Bob Platteter, and Mr. Paul Hoch.

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 and budget meeting minutes, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution Providing for the Issuance, Sale and Delivery of \$4,000,000 Taxable General Obligation Refunding Bonds, Series 2019; Establishing the Terms and Conditions Therefor; Directing Their Execution and Delivery; Creating a Debt Service Account Therefor; and Awarding the Sale Thereof: Ms. Hansen explained an advisory referendum was held and passed to approve borrowing of the funds to repair and maintain the roads. There were letters sent out to various banks for bids on interest rates. Bremer Bank came in with the lowest interest rate proposal at 2.47% with two draws and a 10-year payback period. The funds will all need to be spent within three years and can only be spent on road repair or maintenance. Ms. McMillan Urell made a motion to approve the resolution and borrow the money from Bremer Bank, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding A Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code: This resolution was not needed as the funds have not been spent and therefore will not need to be reimbursed.

Review/Discussion/Action regarding A Resolution to Approve Creating a Shared Recycling/Highway Employee Position: Mr. Fuerbringer and Mr. Platteter presented the resolution to approve a shared employee. This position will help both departments with needed staffing. The employee will report to Mr. Platteter, who will work with Mr. Fuerbringer on scheduling. The economic impact for the position is \$70,732.00, which includes benefits. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Approve Entering into a Contract for the Purpose of Implementing a Single-Stream Recycling Program: Mr. Fuerbringer explained this has been in the works for quite some time. Moving to single stream simplifies the process and will improve participation. This would take effect the first of the year. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to Approve Recycling Program Capital Equipment Purchases and Repairs: Mr. Fuerbringer discussed the need to replace equipment that was 20-years old. The cost was less than first anticipated due to refurbishing some of the equipment. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Purchase One New Front End Loader: Mr. Platteter explained this purchase was budgeted for this year. They demoed the lowest two bids and staff chose the John Deere 624L. Mr. Grisen made a motion to amend the resolution to show that the John Deere 624L was the model chosen, seconded by Mr. Danzinger. Carried. Ms. McMillan Urell made a motion to approve the amended resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Purchase Sign Truck Attachments (Platform, Cabinets, Crane & Hydraulics): Mr. Platteter explained the trouble they had with equipping the sign truck. This item came in over budget due to the company that originally made the equipment no longer being in business. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Integration of Aging with Aging and Disability Resource Center: Mr. Hoch described the changes to the business plan and the integration of Aging into ADRC. This process has been reviewed for some time as they wanted to make sure it was all done correctly to ensure success. Ms. McMillan Urell made a motion to approve the business plan, seconded by Ms. Rosenow. Carried.

Review/Discussion regarding DCF Children & Family Community Aids Allocation: Mr. Rynders reported that extra funds have been put in the state budget for children and family services. He estimates Buffalo County will receive \$100,000.00 this year. He would like to put the money in a nonlapsing fund to be used if this extra funding would be taken away in future budgets. He would understand if the county took the money to reduce the current budget as they had put levy funds into this program.

Review/Discussion/Action regarding A Resolution to Authorize the Purchase of Liquid Propane for the 2019-2020 Heating Season: Ms. Hansen reviewed the bids received for LP for the 2019-2020 heating season. Countryside Coop came in with the lowest bid of \$.84 per gallon. Ms. Hansen prepared the resolution with the low bid and to purchase 45,000 gallons. Ms. McMillan Urell made a motion to approve the resolution with purchasing 45,000 gallons of LP from Countryside Coop not to exceed \$37,800.00, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Purchasing Policy: Ms. Hansen explained there is more work to be done on this policy as it needs to meet federal requirements to allow departments to apply for federal grants. The purchasing policy also addresses how departments can dispose of property. A form could be developed to set the value of the property, when to have committee approval to dispose or sell property, and comments for any adjustments to the value. The Committee would like titles to property kept in the County Clerk's Office. Computer purchases that are in the budget would not need IT Committee approval. Ms. Hansen will discuss this with Department Managers and bring a draft back to a future meeting.

Review/Discussion/Action regarding the 2020 Budget Draft Review: The 2020 budget requests are \$1.6 million over funds available. The 2018 audit is not yet available to show what extra funds may be available from the General Fund. The Finance Committee would like all departments to review their budgets again and see if there is anything that could be cut or any revenues that could be increased. There will be another budget meeting on September 9th at 11:00 a.m.

Review/Discussion/Action regarding Monthly Vendor Invoices/ Vouchers/ Employee Payroll/Funds Investment Report: Invoices were reviewed. Mr. Grisen made a motion to approve invoices and vouchers, seconded by Mr. Danzinger.

Chairperson Report: None.

Administrative Coordinator Report: Ms. Hansen gave her report.

- A new bid was received for new cement steps in front of the courthouse. There are very few that will do step work and with the Veteran Memorial wall adjacent to the steps the work is more difficult. The new bid was for \$12,980.00. Ms. Hansen instructed Mr. Rieck to complete the project.
- Enterprise reviewed the fleet management program. It is costing \$.32 per mile to lease the vehicles according to their information.
- The ACH agreement with Bank of Alma needed to be updated to increase the maximum amount of money that can be transferred by ACH. This was done to protect the county and cover the transfer amount needed for payroll.
- A complaint was filed with Administration stating that the Clerk of Court is not working under the statutes that guide the office. Ms. Hansen will be working with Corporation Counsel on a response to the person that filed the complaint. The state says the Clerk of Court is following what needs to be done.

Public Comments: None.

Mr. Hillert adjourned the meeting at 4:34 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk