

Buffalo County Minutes

Committee/Board: Finance Committee

Date of Meeting: Tuesday, January 16, 2018

Electronic and Hard Copy Filing Date: Wednesday, January 17, 2018

Chair Douglas Kane called the meeting to order at 1:00 p.m.

Board Members Present: Mr. Douglas Kane, Mr. Donald Hillert, and Mr. Larry Grisen. Ms. Nettie Rosenow and Mr. David Danzinger excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Roselle Schlosser, Ms. Carol Burmeister, Ms. Diane Prenot, Mr. Dave Rynders, Mr. Joel Weiss, and Ms. Pat Spilde.

Public Comments Regarding Posted Agenda Items: None.

Minutes: Mr. Grisen made a motion to approve the minutes, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Approval of Demolition Contractor Bid for CDBG – EAP Grant: Ms. Spilde distributed a bid review sheet for the three demolitions that need to be performed. One of the homes will need special demolition procedures as an oil tank has exploded in the basement. Ms. Spilde explained the process for each demolition. Mr. Hillert made a motion to approve the bids from Sendelbach, Airtech, WWR and the testing fees, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding A Resolution to Increase a Community Health Educator Position from Part-Time to Full-Time: Mr. Rynders explained this Resolution would take two part-time positions and turn them into one full-time Health Educator position. The part-time Dietician position would be eliminated. Mr. Grisen made a motion to approve the Resolution, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the 2018 Buffalo-Pepin Child Support Plan: Mr. Rynders reviewed the 2018 Child Support Plan. Buffalo County will be providing services to Pepin County through a contract and will in turn contract out to Ms. Lisa Plunkett in St. Croix County. Some changes will need to be made to job duties of current staff and an additional 16 hour per week person will need to be added to cover support staff duties. Ms. Kari Wilde will provide 8 of those 16 hours and Ms. Jerilyn Baures will provide the other 8 hours. The cost is about \$2,600 more than originally budgeted, but the overall costs is a reduction in levy request. Mr. Hillert made a motion to move forward with this proposal, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding the Town of Dover Tax Deed Bids: Ms. Halverson informed the Committee that the auction closed this morning at 10:00 a.m. and the high bid was for \$35,500.00. Mr. Hillert made a motion to approve the high bid, seconded by Mr. Grisen. Carried.

Ms. Halverson updated the Committee on the Fountain City property. The owner was given until December 19th to bring the taxes current. Ms. Halverson worked with the owner to bring in a check all the way through last week when the check that was brought in was returned for insufficient funds. Ms. Halverson has asked Corp. Counsel to proceed with eviction proceedings so that the property can be sold for delinquent taxes.

Review/Discussion/Action regarding A Resolution to Purchase 2018 Shop Truck with Crane: This will be a replacement for the 2008 truck the Highway Department currently has. The old truck will be placed on the auction website to be sold as the dealer did not want to take it as a trade. This piece of equipment was in the 2018 budget. Mr. Grisen made a motion to approve the Resolution, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Purchase Two Single Axle Patrol Trucks with Dump Boxes and Attachments: These two trucks were budgeted for in 2018. The Highway Committee approved the low bid. Mr. Grisen made a motion to approve the Resolution, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy 103 Overtime and Compensatory Time of the Buffalo County Employee Handbook: Ms. Hansen explained this Resolution has already gone through the HR Committee. The Resolution revises Policy 103 to comply with Fair Labor Standards Act. Mr. Grisen made a motion to approve the Resolution, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Chief Deputy Register of Deeds Position Description: Ms. Burmeister reviewed the changes she is requesting to be made to the Chief Deputy Register of Deeds position description. These changes are needed to better define the duties with all the recent program changes. Mr. Grisen made a motion to table the position description pending the HR Committee review of the placement of all Elected Official Deputies, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Chief Deputy Clerk of Court and Deputy Clerk of Court Position Descriptions: Ms. Schlosser reviewed the changes to the Deputy and Chief Deputy Position descriptions. She indicated that with the new e-filing there is no longer a separation of duties in her office and all staff have to be trained on all office duties. Ms. Schlosser explained the financial duties that each staff member is responsible for. The Committee discussed the possibility of removing the "Chief" from the position description since both employees are doing the same work and have the same responsibilities. Mr. Hillert made a motion to table the position description pending the HR Committee review, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Filling the Personnel Advisor Position Due to Retirement: Ms. Hansen explained that Ms. Sessions is retiring at the end of February and this position needs to be filled. It has already been advertised and interviews are scheduled for Friday. Mr. Hillert made a motion to approve, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding a Bond for Highway Construction & Maintenance: Ms. Hansen discussed the options PMA put together for a bond. The Highway Department does not feel they can get all roads caught up in a 3 year timeframe and 5 years would be

better. A discussion was held on how to pay for maintenance of the roads after the bond as there will still be limited funds for the County. The Finance Committee would like to see a spreadsheet that shows the passer rating, the year the road was last reconstructed, and a traffic count. There will be a joint meeting between the Finance Committee and the Highway Committee on February 13 at 9:00 a.m. in the Highway Conference Room. A special meeting of the County Board to discuss the bond will be held in March.

Review/Discussion/Action regarding a Request by the City of Alma to participate in the Recycling Program: The City of Alma is very interested in joining the County Recycling program. They understand there may be a charge to do so. The solid waste pick up for the City of Alma would remain the same as it is now. This will be discussed further at the Recycling meeting on the 24th of January.

Review/Discussion/Action regarding CDBG EAP Reimbursement Requests for Project #17-02, #17-07, #17-08, #17-09, and #18-02: Ms. Hansen explained project #17-07 did not include the real estate taxes in the original amount and this request is to pay those. Mr. Hillert made a motion to approve #17-07, seconded by Mr. Grisen. Carried.

Project #17-08 would be for window replacement, inspection fees and administrative fees. Mr. Grisen made a motion to approve #17-08, seconded by Mr. Hillert. Carried.

Project #18-02 is for the repair of a driveway. Mr. Hillert made a motion to approve Project #18-02, seconded by Mr. Grisen. Carried.

Project #17-02 is for inspection fees. Mr. Grisen made a motion to approve Project #17-02, seconded by Mr. Hillert. Carried.

Project #17-09 is for inspection fees. Mr. Hillert made a motion to approve Project #17-09, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Uniform Sign Replacement Proposal: Ms. Hansen explained the Towns Association canceled their last meeting and therefore did not discuss the address sign replacement.

Review/Discussion/Action 2017 Preliminary Expenditure & Revenues Report: Ms. Hansen reviewed the report. Not all revenues are posted, but overall things are looking good.

Review/Discussion/Action Monthly Vendor Invoices, Vouchers, Employee Payroll and Funds Investment Report: Mr. Grisen made a motion to approve the vendor invoices, vouchers, and employee payroll and investment report, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Revised Calendar Dates for Future Finance Committee Meetings: Ms. Hansen explained the Tuesday meeting date will not work and requests the schedule of meetings move back to Wednesday. Mr. Hillert made a motion to approve the revised calendar, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding the Chairperson Report: None.

Review/Discussion/Action regarding Administrative Coordinator Report: Ms. Hansen reported that she is working on the agreement with BBC and City of Mondovi on recycling. The Sheriff and Ms. Hansen met with the City of Alma Mayor regarding their law enforcement needs.

Public Comments: None.

Adjournment: Mr. Hillert made a motion to adjourn at 3:40 p.m., seconded by Mr. Grisen. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk