

Buffalo County Minutes

Committee/Board:

Finance Committee

Date of Meeting:

Wednesday, November 21, 2018

Electronic and Hard Copy Filing Date:

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

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Mr. Ben Adank, Ms. Lisa Schmidt, Mr. Dave Rynders, Ms. Tina Anibas, Mr. Rob Ganschow and Sheriff Michael Schmidtknecht.

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

Review/Discussion/Action regarding Minutes of the Previous Meeting(s):

Ms. Mary Anne McMillan Urell made a motion to approve the minutes as presented, seconded by Mr. Larry Grisen. Motion Carried.

Review/Discussion/Action regarding Information Technology Bid Approval for 2019:

Ms. Sonya Hansen informed the Committee that she had met with Itechra to review their proposal to evaluate the two bids between Chestnut Consulting and Itechra. She indicated she had also been in contact with Chestnut Consulting to review their proposal. Factors taken into consideration were industry expertise and experience, customer service response times, vendor strength and stability, account management, reporting capabilities, relevant experience and financial impact. Mr. Larry Grisen made a motion to accept the proposal from Itechra for a three year contract, seconded by Ms. Mary Anne McMillan Urell. Motion Carried.

Review/Discussion/Action regarding Approval of Tax Deed Bids:

Mr. David Danzinger made a motion to accept the bid on the James Gillies property located in the Town of Buffalo in the amount of \$1,200.00, seconded by Mr. Larry Grisen. Motion Carried.

Ms. Mary Anne McMillan Urell made a motion to re-advertise the Bambi Huebner property located in the City of Mondovi with a hidden reserve but start the bids at \$100.00 as no bid had been received, seconded by Mr. David Danzinger. Motion Carried.

Review/Discussion/Action ~ A Resolution to Create one Full-time Communication/Corrections Officer Position:

Ms. Sonya Hansen explained that the budget passed in November approved the funding for this position. This resolution had been tabled at the last meeting so that a Joint meeting between the Finance Committee and the Law Enforcement Committee could be held to answer questions and establish a procedure to justify the position. She indicated that this resolution authorizes the establishment of the position. Mr. Larry Grisen indicated that the joint committee meeting was very informative and made a motion to approve the resolution, seconded by Ms. Mary Anne McMillan Urell. Motion Carried.

Review/Discussion/Action regarding A Resolution Requesting Increased Funding and Oversight Reform for Wisconsin's Child Protective Services System:

Mr. Dave Rynders addressed the committee regarding the Wisconsin Children Protective Services (CPS) system leaving significant gaps in state-level oversight in regular policy guidance concerns and adequate funding, performance, cost sharing and long-term stability. He indicated that this resolution is supported by the Wisconsin Counties Association to support the emerging CPS trends and ongoing system needs to include additional funding. Ms. Mary Anne McMillan Urell stated that the resolution should also be sent to Governor Elect Evers and any other legislative officials taking office in addition to the offices listed in the resolution. Mr. Larry Grisen made a motion to approve the resolution, seconded by Ms. Mary Anne McMillan Urell and that it should be also be sent to any incoming legislative officials. Motion Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees:

Ms. Sonya Hansen reviewed the created Job Classification/Pay Grade for Non Represented Employees and the policy amendments. The step increase will be paid in two increments on January 1, 2019 and July 1, 2019 and includes the creation of a Step 8. She indicated that the new policy does not allow for a step increase if an employee is hired in the last quarter of the year, was developed for sustainability, retention and recruitment. Ms. Sonya Hansen stated that a satisfactory employee evaluation is still required to be awarded a step increase in 2019. A motion was made by Ms. Mary Anne McMillan Urell to approve the resolution, seconded by Mr. David Danzinger. Motion Carried.

Review/Discussion/Action regarding A Resolution to Amend Policy No. 301 of the Buffalo County Employee Handbook (Health Insurance and Cobra):

Ms. Sonya Hansen reviewed the changes in Policy 301 Health Insurance and Cobra with the new policy clarifying the effective date for new hires and end date for employee separating from employment. The policy also address the Health Reimbursement

Account (HRA) usage and funding with current balances as of December 31, 2018 being frozen and no longer being rolled over from year to year due to the declining balance in the Health Insurance Fund. She indicated that the County will be exploring Health Saving Account options in the future. Mr. David Danzinger made a motion to approve the resolution, seconded by Mr. Larry Grisen. Motion Carried.

Review/Discussion/Action regarding A Resolution to Approve Donation to Buffalo County from Xcel Energy for Winona Connector Trail Project:

Ms. Sonya Hansen informed the Committee that Mr. David Schmidt is working on the Winona Connector Trail Project and that the County entered into an agreement with CORRE to negotiate and project manage the acquisition of the land needed to move the project forward. She indicated that as part of the project, CenturyLink has underground fiber optic facilities attached to Xcel Energy's distribution poles and that the relocation of Xcel Energy's facilities will be required to relocate CenturyLink's facilities at a cost. She stated that Xcel Energy cannot do this without charging the County. They proposed giving a cash donation of \$5,000 to help offset the cost that they need to charge the project to relocate CenturyLink's facilities. The resolution authorizes the acceptance of the donation from Xcel Energy in the amount of \$5,000 plus paying any transfer fee costs, which has been received. A motion was made by Mr. David Danzinger to approve the resolution to accept the donation from Xcel Energy for the Winona Connector Trail Project, seconded by Mr. Larry Grisen. Motion Carried.

Review/Discussion/Action regarding Approval of Land Information Ortho Amendment:

Ms. Sonya Hansen informed the Finance Committee that this amendment was reviewed by the Land Information Council and the Land Information Committee and is part of the Buffalo County Land Information Plan and is paid with grant funding. She stated that this project will be done during the spring of 2019 and will establish a base line to monitor changes. Ms. Mary Anne McMillan Urell made a motion to approve the Amendment to Agreement for aerial imagery as presented, seconded by Mr. David Danzinger. Motion Carried.

Review/Discussion/Action regarding approval of Credit Application for Interstate Building Supply:

Ms. Sonya Hansen informed the Committee that Mr. Marvin Rieck, Buildings and Grounds Manager, had requested the ability to purchase items at Interstate Building Supply in Wabasha, Minnesota establishing a credit account rather than having to travel to Winona, Minnesota. Ms. Sonya Hansen disclosed that she had a conflict of interest in approving this request as she has a brother-in-law that is affiliated with Interstate Building. Mr. David Danzinger made a motion to approve the Business Credit Application with Interstate Building Supply, seconded by Mr. Larry Grisen. Motion Carried.

Review/Discussion/Action regarding 2019 Mileage Reimbursement Rate:

Ms. Sonya Hansen informed the Committee that IRS mileage reimbursement rates were not yet posted for 2019. Buffalo County has established a county reimbursement rate of 53 cent per mile and that the 2018 current IRS rate is 54.5 cents per mile. No action was required by the committee as there is no change in the Buffalo County reimbursement rate.

Review/Discussion/Action regarding a Review of the 2017 Audit:

Auditor Mr. Rob Ganschow from Wipfli reviewed the 2017 Audit Reports with the Committee that included the financial statement, single audit, statement of net position (Governmental & Business Type activities) and fund balance financial statements. It was noted by the auditors that the decrease in the general fund balance was a conscious decision made by the County Board of Supervisors to transfer funds to the Highway Department and that he did not see any substantial financial issues that cause concerns with process or procedure during the audit. He indicated that the County has an adequate general fund balance at this time.

Review/Discussion/Action regarding Building Improvement (leaking windows) and Project Updates:

Ms. Sonya Hansen informed the Committee that Mr. Marvin Rieck has looked at the leaking windows in the Department of Health and Human Services and intends to caulk them on a weekend to see if this will reduce the moisture but that the Committee may need to consider additional repairs to the existing windows. She indicated that Mr. Rieck had attempted to get additional bids to provide guidance on how to move forward with addressing the leaking windows and found it challenging to find any contractors that are certified to do this type of work. She indicated that there is approximately \$50,000 of unused bond funding at this time.

The Committee asked that the Buildings and Grounds Manager to explore solar panel options for the Courthouse.

Ms. Sonya Hansen informed the Committee that the sidewalk cement project was not completed and will be completed in early spring of 2019 due to the weather turning colder than anticipated.

Ms. Sonya Hansen clarified that the Finance Committee had approved the purchase of a fire door for the Register of Deeds office at a prior meeting in the amount of \$1,145.97.

Ms. Sonya Hansen informed the Finance Committee that the new chilled water coils and pump are in the building but not yet installed. She is paying only a portion of the bill until the installation is completed and that she had contacted Winona Heating and Ventilation and advised them of this action.

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

A motion was made by Ms. Mary Anne McMillan Urell to approve, seconded by Mr. Larry Grisen. Motion Carried.

Review/Discussion/Action regarding the Chairperson Report:

Chair Mr. Don Hillert had nothing additional to report.

Review/Discussion/Action regarding the Administrative Coordinator Report:

Ms. Sonya Hansen informed the Finance Committee that they had received several quotes for a key security system but that we are waiting for a final quote from another vendor before presenting this information to the Committee.

Ms. Sonya Hansen stated that Mr. David Schmidt had the opportunity for the County to have their financial audited statement reviewed by a third party financial advisor at no obligation to the County. A copy of his findings was distributed to the members of the Committee with no substantial findings noted.

Ms. Sonya Hansen stated that at the next meeting, a resolution would be prepared to address the short-term financing as approved in the 2019 budget and approve the financial institution. She indicated that this financing has to be completed prior to the end of the year.

Ms. Sonya Hansen informed the Finance Committee that there are some issues with the Garden Valley Dam Repair Project and that the steps are being taken to safeguard the risks to the County and for completion of the project.

Ms. Sonya Hansen informed the Finance Committee that the Department of Health and Human Services – WIC Program had applied for an infrastructure grant and had received it in the amount of \$15,781.00. These funds will be used to remodel the existing WIC office door entryways and eliminate the small hallway into the County Board room connecting to the department. The grant period expires in September of 2019.

Ms. Sonya Hansen inquired as to whether or not the members of the Finance Committee had received the County Ambassador Program notice for 2019-2020 with the Human Services Day at the Capital set for April 2nd and indicated that if anyone needed a copy or planned to attend to contact her for additional information.

Ms. Sonya Hansen indicated that Enterprise has notified us that Ford may be making changes in no longer producing the Ford Explorers and that this may not be an option for Law Enforcement. This matter will be discussed at their home committee but she wanted the Finance Committee aware that this matter may come before them in the future.

Review/Discussion/Action regarding Public Comments:

There were no public comments.

Review/Discussion/Action regarding the Next Meeting Date Change to December 12, 2018:

The next meeting of the Finance Committee will be held on Wednesday, December 12, 2018 at 1:00 p.m. so that action needing County Board approval can be obtained at the December meeting.

Adjournment: Mr. Larry Grisen made a motion to adjourn at 3:50 p.m., seconded by Ms. Mary Anne McMillan Urell. Motion Carried.

Respectfully Submitted,

Sonya J. Hansen
Recording Secretary