

Buffalo County Minutes

Committee/Board: Finance Committee

Date of Meeting: Wednesday, December 12, 2018

Electronic and Hard Copy Filing Date: Wednesday, January 02, 2019

Mr. 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, and Ms. Nettie Rosenow. Mr. Larry Grisen excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Carol Burmeister, Ms. Diane Prenot, Mr. Bob Platteter, Mr. Lee Engfer, Mr. Dave Rynders.

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

Review/Discussion/Action regarding Minutes of the Previous Meeting(s):
Ms. McMillan Urell made a motion to approve the minutes as presented, seconded by Ms. Rosenow. Motion Carried.

Review/Discussion/Action regarding the Request for Line Item Transfer or Use of Excess Revenues in Register of Deeds Office for Land Records Book Repairs:
Ms. Burmeister requested to use funds from her budget for the repair of an old CSM book. The maps in those books are originals and must be maintained by the county. These maps are also scanned in for public use. Ms. Rosenow made a motion to allow the use of funds from the Register of Deeds budget for repair of old books, seconded by Mr. Danzinger.

Mr. Danzinger asked Ms. Burmeister about surveyor maps being available online for public use. She indicated that this would be a question for the GIS department as those maps are not in her office.

Review/Discussion/Action regarding a Request to Carryover 2018 Capital Assets Funds to 2019 to Cover Replacement Costs of Patrol Squad Cars Due to Manufacturer Issues: Mr. Engfer explained Ford is having a difficult time with providing cars. The carryover would be approximately \$11,000 and would replace a squad that had deer damage back in July. It is believed the car will be processed but there is no guarantees from Ford. The \$10,000 covers the deductible and the other \$1,000 would install a push bar on the car to help with future deer damage. Ms. McMillan Urell made a motion to approve the carryover, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Highway Department Tentative Five (5) Year Construction and Maintenance Plan: Mr. Platteter reviewed the spreadsheet showing yearly road maintenance and construction over the next five years. Included

each year is a portion set aside for bridge replacement. The spreadsheet shows roads printed in black that would be covered by regular budgetary funds and roads printed in blue that would use bond money funds if the bond is obtained. The proposed plan also includes five additional miles of chip sealing each year. The chip sealing is done to extend the life of the road. The roads on this list may change due to other roads needing to be moved up in the schedule. Roads are tested each year as to their condition and will occasionally bump another road further down on the list. A discussion was held on whether or not regular bridges can be funded outside of the levy like the bridge aids are with the towns, can the funds from the bond be borrowed as needed or does it need to be borrowed all at once, and is the interest and principal payment owed by the department budget or is it part of the tax levy. Additional information will be obtained and brought back to the January meeting.

Review/Discussion/Action regarding A Resolution to Purchase Two New Patrol Trucks with Dump Boxes and Attachments: Mr. Platteter indicated that one truck will be a tri-axle and one will be a tandem axle. The trucks are on an 11-12 year rotation. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Change a Limited Term Full-Time Case Manager Position to a Permanent Status Social Worker/Case Manager Position: Mr. Rynders indicated that this resolution is no longer needed with the HR Committee decision to offer limited term full-time employees benefits.

Review/Discussion/Action regarding A Resolution to Extend a Full-Time Limited Term Child Welfare Case Manager Position an Additional Six Months through December 31, 2019: Mr. Rynders indicated this position addresses child welfare concerns and will be reviewed next year as to the need to continue the position. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to Change a WIC Support Staff Specialist Position from Part-Time to Full-Time: This position will reduce tax levy for 2019 by leaving a Support Specialist position vacant. The position will increase from a .65 to a full-time position and will address the needs of staffing. Ms. McMillan Urell made a motion to approve the resolution, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to Create a Full-Time Family and Community Specialist Position: Mr. Rynders indicated this position was originally a contracted position, but the person is now retiring. He has looked at contracting with different agencies, but the proposed costs were higher than if the county were to hire an employee to provide the services. This person will provide supervised visitation and parent education services. Mr. Hillert made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Establish the Fee Schedule for Administering the Buffalo County Uniform Dwelling Code (UDC) Inspections as Mandated by Buffalo County and S.SPS 320.06: These fees are to be reviewed

each year. The fees did increase slightly to match what Weber Inspections is charging in other counties. Buffalo County does keep \$25 from each fee. The UDC is separate from the Zoning Ordinance and the county will still need to provide this service even if a municipality opts out of the Zoning Ordinance. A discussion was held as to what will be covered or not covered if a municipality opts out of the Zoning Ordinance. Ms. McMillan Urell made a motion to approve the Resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Pay Remaining Dog License Fund Money to the Buffalo County Humane Association and Approve the 2019

Contract: Mr. Engfer spoke regarding this matter. As Chief Deputy of Buffalo County he has reports of stray dogs from the southern end of Buffalo County and the Buffalo County Humane Association has been unable to respond to pick up the dog. He would like to see more assistance for this area as the Sheriff's Department is not equipped to pick up dogs and transport or contain them. Ms. Halverson did indicate she sent out an email to all municipal clerks asking for input and other than Town of Montana she has not heard of any issues. Ms. Hansen did receive a call from the City of Alma with concerns. The Finance Committee would like a letter drafted to the Humane Association requesting they attend the next Finance Committee meeting to discuss the 2019 contract and concerns about service to areas of Buffalo County.

Review/Discussion/Action regarding A Resolution to Establish Fees for Services of County Coroner:

In the past there was a freeze on increasing Coroner fees, but this has since lapsed. However the increase is still limited, but can be adjusted yearly. This resolution shows the amount of increase that is allowed. Mr. Danzinger made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution Providing for the Issuance, Sale and Delivery of \$450,000 General Obligation Promissory Note:

A letter was sent to lending institutions requesting interest rate and fees for a \$450,000 promissory note. Bank of Alma quoted 3.18% with no fees, Waumandee Bank quoted 3.995% with no fees, and Citizens Community Federal (CCF) quoted 2.8% with no fees. The county's financial statements were sent to CCF to get pre-approval. This will be a short-term note to assist with the cost of road repairs and maintenance. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Ratify Buffalo County Law Enforcement Officers WPPA/LEER Collective Bargaining Agreement:

Ms. Hansen explained the HR Committee met with the Law Enforcement Officer Union on Monday to ratify the contract. The new contract will remove any longevity pay, set wages at 3% for 2019, 1.5% in January 2020 and 2021 and 1.5% in July of 2020 and 2021. The term Investigator will be changed to Detective, the 12-hour shifts will become part of the contract and no longer in a side letter of agreement. The picks for shift/day off rotation will only occur if there is a vacancy, every four years or upon Sheriff's approval. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Spy Glass Proposal for Services: Ms. Hansen explained this company will review bills and see if they can save you any

money. If they do find savings they get 50% of the savings for 12 months. No motion to proceed with this item.

Review/Discussion/Action regarding a Credit Card Policy: Ms. Hansen reviewed the policy on the usage of county credit cards. Past usage was reviewed and how new cards will be in the county's name not the employee's name.

Review/Discussion/Action regarding the 2019 Proposed Meeting Calendar: There are two meetings that would be after county board (November and December). The November meeting cannot be helped as the county board date is set by statute. The January meeting will be moved to January 25th and the December meeting will be moved to December 11th. All other dates will be as proposed.

Review/Discussion/Action regarding Approval of the County Administrative Coordinator and County Clerk to Accept the Bid on the Tax Deed Auction ending December 19, 2018: Ms. Halverson explained that she was unaware of the meeting date being changed when she re-advertised the City of Mondovi property for the second time. She would like approval for Ms. Hansen and herself to approve the bid most advantageous to the county on December 19th. Ms. Rosenow made a motion to allow Ms. Hansen and Ms. Halverson the approval of the tax deed bid, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Administrative Coordinator Compensation Proposal: A discussion was held on the review and proposed compensation. Ms. McMillan Urell made a motion to approve the compensation level of \$82,500 for the Administrative Coordinator, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Monthly Vendor Invoices / Vouchers/ Employee Payroll / Funds Investment Report: Invoices were reviewed. Ms. McMillan Urell made a motion to approve the invoices/vouchers/employee payroll, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding the Chairperson Report: Chair Don Hillert had nothing additional to report.

Review/Discussion/Action regarding the Administrative Coordinator Report:

Ms. Sonya Hansen informed the Finance Committee that the renovation on the first floor is proceeding, but slowly. She has contacted Mr. Seiffert about extending the rent for the DA's office. He agreed to an extension of \$600 for a month or \$500 a month for long term rent. The current rent is \$300. The DA's office will be located in the southern end of the first floor office space and the Veterans Office will remain where it currently is.

During the glitch of the financial system Conduit had informed the Administration Office to not worry about the payroll forms due to the IRS and that those forms could be submitted once the program was back up and running. The IRS was not forgiving as

Conduit had been told and issued a \$4,000 fine for not submitting the forms. The fine is being appealed, but has been paid in the meantime.

Work is being completed on the IT transition. Ironcore has indicated if the new IT company needs extended help with the transition they will need to charge a fee for that service at a rate of \$84 per hour.

The remaining CDBG vacant lots will need to be addressed. One of them can be sold, but the ones in Gilmanton will need to be either kept or given to the municipality.

Ms. Hansen will be meeting with UW Extension to discuss a bill for office staff. There needs to be some clarification on billing of hours Megan spends helping Annie with certain projects.

Ms. Hansen discussed tablets for the county board supervisors. Microsoft sent an estimate of \$399 per tablet. Mr. Bork had a tablet for a month and said it worked well and reduced paperwork. A demo of the product will be set up for the January county board.

The lawsuit for payment in lieu of taxes has been settled and Buffalo County was awarded \$601. The lawsuit for opioids is still outstanding.

Review/Discussion/Action regarding Public Comments: There were no public comments.

Mr. Hillert adjourned the meeting at 3:50 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk