

## Buffalo County Minutes

<b><u>Committee/Board:</u></b>	Finance Committee
<b><u>Date of Meeting:</u></b>	Thursday, September 21, 2016
<b><u>Electronic and Hard Copy Filing Date:</u></b>	Wednesday, September 28, 2016

Chair Douglas Kane called the meeting to order at 2:00 p.m.

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

**Others Present for All or Part of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. David Brommerich, Mr. Cameron Bump, Ms. Carrie Olson, Mr. Jon Seifert, Mr. Thomas Clark, Ms. Robin Schmidtkecht, Ms. Carol Burmeister, Mr. Jason Poser, Ms. Lisa Schuh, Mr. Dave Rynders, and Mr. Steve Schiffli.

**Previous Meeting Minutes:** Mr. Hillert made a motion to approve, seconded by Mr. Danzinger. Carried.

**Public Comment regarding Posted Agenda Items:** None.

The Chair informed the audience that items would be moved around to accommodate those in attendance. The Auditor Report and CAPX2020 funding request would be reviewed at the next Finance meeting.

**Review/Discussion/Action regarding Board of Adjustment Per Diem:** Chair Kane explained with the amount of time the BOA puts into their meetings and site visits a per diem increase is warranted. Ms. Hansen cautioned that there may be other committees that would request an increase also. Mr. Hillert made a motion to approve, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding a Structural Evaluation by Ayres and Associates:** The cost to do a visual review of the area in question and give a recommendation of how to correct the issue if there is one would cost \$1,900.00. Mr. Grisen made a motion to move forward with this, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding 2016-2020 Transportation Alternative Program (TAP) Project – Great River State Trail Winona Connector:** Mr. Bump explained the grant applied for was awarded and that the Federal Government thought it was significant enough that they created a new category for the grant. This grant is an 80%/20% match, but he will help apply for DNR grants to cover the 20% match required of the County. These grants are reimbursement grants so the County will need

to put forth the money to begin with and request reimbursement as the project proceeds. Mr. Bump reviewed what work has already been completed and what will be done in the future. There is a DOT training that will need to be attended by the County to train employees on things that are required involving this grant and project. Ms. Hansen indicated that Ms. Schmidtknecht and Ms. Schuh will be attending that training. This grant will run over the next 4-years and construction work must commence during that time, but does not need to be completed. While applying for the DNR grant no construction work can commence only planning. Mr. Bump will continue to work with Buffalo County to apply for the DNR grants next year.

**Review/Discussion/Action regarding Corporation Counsel Bid Opening:** Ms. Hansen present two sealed envelopes, both from Seifert & Schultz LLC. Mr. Seifert said both bids are essentially the same except that one is for 2-years and one is for 4-years. Ms. Hansen read the bids. The bid for 2-years (2017 and 2018) is for \$50,000.00 each year. The bid for 4-years is as follows: \$45,000.00 for 2017, \$47,500.00 for 2018, \$47,500.00 for 2019, and \$50,000.00 for 2020. A discussion on the average number of hours worked each year and the services provided. Mr. Grisen made a motion to approve the bid from Seifert & Schultz LLC for a term of 2-years in the amount of \$50,000 each year, seconded by Ms. Rosenow. Mr. Kane voting no. Carried.

**Review/Discussion/Action regarding a presentation by Mr. Mark Schwarting from Fidlar:** Mr. Schwarting discussed the features of the Fidlar program that would be used by the Register of Deeds Office for land records. This program would make the records more accessible to the public. There was question on whether or not this program would work with GCS that is used by the Treasurer's Office. Mr. Schwarting said there is a software that will integrate the two programs so that there is no extra work for either department. The average return on investment for this program is 4-5 years. There are different levels for the public to access the documents and Mr. Schwarting reviewed those and the costs for each. If approved the conversion would not move forward until 2017.

**Review/Discussion/Action regarding A Resolution to Support Buffalo County Conservation Aids Program for Trout Stream Restoration:** Ms. Olson reviewed the Resolution and explained it is the same as in past years with the County's match coming from a local Rod and Gun Club. The stream chosen this year is Eagle Valley Creek and will be done in addition to the streams that are being restored using CAPX2020 funds. This Resolution is written a little differently so that it does not need to be brought back each year, but instead will allow Ms. Olson to apply for these grants each year. Mr. Grisen made a motion, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding A Resolution to Identify 2013 Delinquent Real Estate Taxes:** Ms. Halverson explained the work she and Ms. Marilyn Sheahan, County Treasurer, have done to collect the delinquent taxes. The properties on this list still have an outstanding balance. Ms. Swope will be making payments, Ms. Wieczorek has paid in full since this Resolution was created, Ms. Corriea is making payments, Mr.

Kent paid in full since this Resolution and Mr. Miller has made a payment. Ms. Halverson explained that the properties with a payment plan are still listed to meet statutory requirements in the event payments cease to be made. The two main properties of concern are the Mr. Carl Triggs property and the Mr. Thomas Jensen property. Neither individual has responded to the numerous letters sent to them. Mr. Grisen made a motion, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding 2016-2017 LP Gas Bid Opening:** Ms. Hansen presented 3 bids to the Committee. The RFP asked that the companies submit two bids, one for 30,000 gallons and one for 35,000 gallons. The bids are as follows:

NAME	30,000 GALLON BID	35,000 GALLON BID
Quality Propane	\$.7685	\$.7585
Countryside Co-op	\$.78	\$.78
Premier Cooperative	\$.849	\$.849

Mr. Danzinger made a motion to accept the bid from Quality Propane for 35,000 gallons of LP in the amount of \$.7585 per gallon, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding A Resolution to Authorize Buffalo County to Submit the Community Development Block Grant-Emergency Assistance Program Application and A Resolution to Authorize a Cooperative Agreement for Community Development Block Grant-Emergency Assistance Program:** Ms. Hansen explained these Resolutions are needed to help obtain grants to aid those affected by the flood. The first Resolution would include Trempealeau County if they qualify for grant funds. The second Resolution is to enter into an MOU with Trempealeau County if they qualify. Mr. Hillert made a motion, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding Vendor Invoice Preparation Using Invoice Stamp Procedures:** This would utilize the use of a stamp system for invoices versus the old paper system. The hope is to streamline the process and use less paper. The auditors have reviewed this process and have said it should work.

**Review/Discussion/Action regarding the 2017 Buffalo County Budget:** Chair Kane explained that with a few revisions the budget is still showing a deficit of about \$400,000.00. This does not include any increases for health insurance, cost of living, and a few other items. HHS has reviewed their budget and can lower audit expenses by \$22,000.00 and a reduction in vehicle expenses. There is potential for an increase in health insurance for the HHS budget as the two vacancies they currently have may be filled with individuals that need family coverage, as before the employees did not utilize the health insurance. Other changes in the overall budget were the reduction of part-time help in the Jail, eliminating the funds for new office furniture in the Clerk of Courts Office (only budgeting for 1 desk and sound barrier), and not including funds for part-time help in the Clerk of Courts Office. Some items that may need to be added to the

budget are funds for tourism promotion, a new back-up system, and a new financial system. The next meeting to discuss the budget will be October 12<sup>th</sup> at 2:00 p.m.

**Review/Discussion/Action regarding Monthly Vendor**

**Invoices/Vouchers/Employee Payroll/Funds Investment Report:** Invoices and vouchers were reviewed. Mr. Hillert made a motion, seconded by Ms. Rosenow. Carried.

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

**Review/Discussion/Action regarding the Administrative Coordinator Report:** Ms. Hansen has been working on projects and prioritizing them. She will review this with the Chair and bring it back at a future meeting.

**Public Comments:** None.

Ms. Rosenow made a motion to adjourn at 5:30 p.m., seconded by Mr. Danzinger. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk