

## **Buffalo County Minutes**

**Committee/Board:** Finance Committee

**Date of Meeting:** Wednesday, February 15, 2017

**Electronic/Hard Copy Filing Date:** Thursday, February 16, 2017

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

**Board Members Present:** Mr. Douglas Kane, Ms. Nettie Rosenow, Mr. Don Hillert, and Mr. David Danzinger (via phone). Mr. Grisen joined the meeting at 3:25 p.m.

**Others present for all or portions of the meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. David Eddy, Ms. Cindy Krett, Ms. Brenda Gruber, Ms. Tina Anibas, Ms. Sara Schnoor, Ms. Annie Lisowski, Ms. Carrie Olson, Ms. Georgia Crownhart, Mr. Tom Clark and Ms. Sue Burr.

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

**Public Comments regarding posted agenda items:** None.

**Review/Discussion/Action regarding a presentation by PMA Financial Advisor:**

Ms. Schnoor updated the Finance Committee on work that has been done since PMA was hired. She reviewed the different rates and indicated that Waumandee State Bank has been very competitive giving Buffalo County better rates than can be obtained elsewhere. PMA will continue to look at our funds to see what can be invested and what funds need to stay liquid.

**Review/Discussion/Action regarding investment efficiency strategies:** Ms. Anibas explained that the process to move funds from one investment to another can be cumbersome. The current process requires an invoice to be prepared and a check to be made out which can delay investing by several days. There are wire transfers and ACH transfers that could be done to save time. The wire transfer has a fee of \$20 per transfer but can occur the same day. There is a \$10 fee for the ACH transfer but that takes as long as 24 hours. The Finance Committee agreed that transferring money through an ACH or wire transfer would be a good process to change to. A discussion was held on the number of accounts we have. The Committee would like Ms. Anibas to look into combining the accounts so that it is easier to track and working on the investments is more efficient. The Committee also advised her to invest wherever she can get the best rate, stay local if she can, but it is okay to go outside the County if the rates are better.

**Review/Discussion/Action regarding the Buffalo County Humane Society**

**Contract and Dog License Fee:** The proposed contract was discussed. Ms. Gruber indicated that they would not be able to capture dogs running at large and asked that this be stricken from the contract. She also indicated that they would not be able to pick

up captured dogs 24 hours a day 7 days a week. They would be able to do so at reasonable times of the day and suggested times to be 9:00 a.m. through 5:00 p.m. She also thought that during the summer months they would be available longer and that the Vet Office in Alma might be able to help with holding dogs until the Humane Association can get there to retrieve them. Mr. Danzinger expressed concerns that all towns get notified of this change prior to it going into effect. Chair Kane asked that this contract and resolution be sent to each municipality to get comments from them prior to the March County Board meeting. Ms. Rosenow made a motion to approve, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding A Resolution to Pay Remaining Dog License Fund Money to the Buffalo County Humane Association:** Ms. Gruber had a concern with making sure the resolution clearly designated the Buffalo County Humane Association as the official humane society for Buffalo County and that the funds would be given to them for their program. The final paragraph of the resolution clearly states this. Ms. Rosenow made a motion to approve, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding an update on the Elk Creek Project:** Ms. Olson reviewed the two options that were compiled by Mr. Todd Mau. The first option is to use earthmoving equipment to access the site and remove the debris from Elk Creek streambank. The estimated cost is \$5,560.00. Ms. Olson is unsure if this cost includes obtaining a right-of-way from property owners. The second option is to use labor from WisCORPS. This would be all hand labor and would remove the debris from the streambank, but not haul it out of the area. The estimated cost is \$5,000.00 but is contingent upon WisCORPS agreeing to the project. Chair Kane has had a conversation with Town Chair Marvin Meier who indicated that he will be able to haul the debris away once it is cut up and out of the streambank. Mr. Grisen made a motion to approve option number 2 and have Mr. Mau apply to WisCORPS for the work to be done, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding Land Conservation contractor invoice payments from conservation grant:** No action was needed on this item.

**Review/Discussion/Action regarding an amendment to the La Crosse County Solid Waste Contract:** Mr. Eddy presented the amendment to the La Crosse County Solid Waste Contract. The blanks on the document are to accommodate the various counties and states that need to sign off on the amendment. Mr. Eddy indicated that there will be no additional costs to Buffalo County this will just be extending participation in the program. By signing the contract amendment Buffalo County agrees to extend the contract to seven years past the original end date of June 30, 2023, making the new termination date June 30, 2030. Ms. Hansen wanted to clarify there would be no additional payments required past the original agreed upon 20 payments, as we are currently on our 15<sup>th</sup> payment. Mr. Eddy agreed once that 20<sup>th</sup> payment is made there would be no more payments. Mr. Grisen made a motion to approve, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding Solid Waste Ordinance revisions:** A discussion was held on what types of materials were supposed to be going to La

Crosse. Ms. Hansen reviewed a report she is getting each month from La Crosse County detailing who brought solid waste there and how much was brought in. A discussion was held on how to ensure solid waste from Buffalo County is being taken to La Crosse County. Possible items to focus on would be meeting with haulers to discuss where solid waste should be taken, who will be in charge of managing the solid waste ordinance, creating a solid waste plan, ensuring each hauler turns in a report as required, and matching that hauler report with the report from La Crosse County. This item was tabled to a future meeting.

**Review/Discussion/Action regarding the Recycling Program:** Chair Kane has been doing research on the Recycling program and has found that the County is in charge of the design of how the program will run and setting the program up. The Recycling Committee is in charge of overseeing the program as set up by the County. Chair Kane would like the program to continue as it is for the remainder of 2017 with any funds to pay for expenses to come from the Recycling Fund. If changes are necessary these would be handled through the budgeting process for 2018. Currently there are 2 recycling centers in Buffalo County (Mondovi and BBC). Recycling streams will need to be looked at, as well as the costs for subsidizing those recycling streams. County Board will need to approve all fees the recycling program will charge.

**Review/Discussion/Action regarding consideration of action on grant approval requests (CDBG-EAP #17-01, CDBG-EAP #17-02, and CDBG-EAP #17-03):** Ms. Crownhart explained the work she has been doing for Buffalo County in regards to the grant work for victims of the August 2016 flood. Today she brings three requests for approval. These requests are all for driveway damage caused by flooding and the individuals have met the requirements for grant funds. Ms. Crownhart is also working with Ms. Hansen on the mitigation grant. There are six properties that are being reviewed for that grant. Three of those houses need more repair than the value of the property and so efforts will be made to relocate those affected. One of the property owners is still currently living in the home and if they do not wish to relocate they may not be eligible for any funds. This program has funds to demolish and clean up the properties. Ms. Crownhart did note that one of the grant applications that need approval today has a potential conflict of interest that needs to be addressed. Each applicant is given the listing of Finance Committee members and asked if there is any potential risk of a conflict. The one applicant mentions Mr. Hillert as an insurance representative. Mr. Hillert indicated that he does not feel this would be a conflict of interest. Mr. Hillert made a motion to approve CDBG-EAP #17-01, CDBG-EAP #17-02, AND CDBG-EAP #17-03, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding nEXT Generation Cooperative Extension Update:** The nEXT Generation project recommendation memo was distributed. The recommendation is to regionalize services yet have each county continue their current level of contributions. Each county would get to pick the types of services they want to offer in their county and a fee would be assessed. The changes will be implemented in stages with the first stage set to begin on July 1, 2017, and the rest could take 3-5 years to accomplish. There is the ability to submit comments regarding these changes, but the timeline is very short to do so. The AG and Extension Committee will be meeting

early next week to discuss this and submit their comments. Mr. Grisen made a motion to table this item, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding creation of non-lapsing accounts from radio tower rental fees:** Ms. Hansen indicated she had reviewed the rental fees with Sheriff Schmidtknecht as requested at the last Finance meeting. Certain fees are low due to the contracts originating back in the 80's. C-FC School currently has a transmitter on the tower in Fountain City and Sheriff Schmidtknecht would like to put the money generated by that rental into a nonlapsing account to pay for tower repairs. The Committee was not in favor of creating a new account that would limit what the funds could be used for.

**Review/Discussion/Action regarding the purchase of a laptop computer for UW Extension from Teen Court Nonlapsing Account:** Ms. Lisowski explained how the funds in the nonlapsing account are generated and what their general use is. This laptop purchase would be to replace her aging desktop computer. The laptop would allow more flexibility to use for presentations, for work outside of the office, and would have a docking station to work in the office. There is approximately \$4,700.00 in the account at this time and each year there are two deposits of approximately \$1,500.00 into that account. Ms. Rosenow made a motion to approve, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding amendment to Crime Policy for Inside and Outside Monies and Securities Coverage:** Ms. Hansen explained they received a letter from the insurance company regarding this additional coverage that was being recommended. She spoke with those departments that transport deposits to the bank and there is not a need at this time for this additional coverage.

**Review/Discussion/Action regarding unbudgeted prosecution expense:** Mr. Clark explained that there will be a need for additional funding for expert testimony and witness fees for upcoming trials. The most recent trial has already seen bills coming in over \$4,000.00. Mr. Clark is estimating that the remaining trials that are scheduled could cost up to \$20,000.00. Mr. Hillert made a motion to approve prosecution expenses up to \$20,000.00, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding unbudgeted software for the District Attorney Office required for E-filing:** Mr. Clark indicated that there is a new filing requirement that will go into effect March 15, 2017. All documents must now be E-filed to the court system. The program to do this was originally quoted at \$1,600.00, but Ms. Burr has negotiated that cost down to \$1,200.00. Mr. Hillert made a motion to approve \$1,200.00 for the purchase of the E-filing computer program, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding monthly vendor invoices/vouchers/employee payroll/funds investment report:** Ms. Hansen explained some of the invoices being paid this month. (Fidlar, library billings, recount reimbursement, and dog assessor fees). Mr. Hillert made a motion, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding the 2016 preliminary financial report:** Ms. Hansen reviewed some of the items on the report. This report will be updated again next month as we are still receiving revenue in for 2016. Chair Kane indicated that the sales tax revenue for November 2016 was the second lowest in the last 6 years.

**Review/Discussion/Action regarding Chairperson Report:** No report.

**Review/Discussion/Action regarding Administrative Coordinator Report:** Ms. Hansen gave her Administrative Coordinator Report.

- The Town of Gilmanton received a bill from the City of Mondovi Fire Department for services during the flood. Ms. Hansen will be paying for this from money set aside for flood assistance.
- A valve on the boiler has gone out and needed replacing. The emergency expense of \$2,500.00 was authorized for its repair.
- The jail elevator is having problems again. The packing was replaced and the problem was thought to be fixed but it is showing signs of not working properly again.
- WCA is having a webinar on February 27<sup>th</sup> regarding broadband in Wisconsin rural communities.
- The Auditors will be here for two weeks beginning the first week in May.
- There will an addressing presentation at the next Finance meeting.
- Office relocation is still being worked on. Historical will be moving to third floor. The carpet in the current Historical Office will need to be replaced before CJCC can move in.
- DNR has asked for another office space. It does not need to be near the other offices.
- Rental leases are up this year and will be discussed at the next Finance meeting.
- An update on the bike trail was given.

**Public Comments:** None.

Mr. Hillert made a motion to adjourn at 6:00 p.m., seconded by Mr. Grisen. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk