

Buffalo County Minutes

Committee/Board: Finance Committee

Date of Meeting: Wednesday, February 21, 2018

Electronic and Hard Copy Filing Date: Tuesday, February 27, 2018

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

Board Members Present: Mr. Douglas Kane, Mr. Donald Hillert, Mr. Larry Grisen, Ms. Nettie Rosenow, and Mr. David Danzinger (via phone).

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Marvin Rieck, Ms. Tina Anibas, Mr. Bob Platteter, Ms. Diane Prenot, Ms. Roselle Schlosser, Ms. Carol Burmeister, Mr. Dave Rynders, Mr. Shawn Squires, Sheriff Mike Schmidtknecht, Ms. Ashley Henthorn, Ms. Pat Spilde, Mr. Joel Weiss, Ms. Michelle Weiberg and Ms. Sarah Schanor.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding Reverse the Demolition Contract Bid for CDBG-EAP Grant Decision: Ms. Spilde explained that a discussion was held after the last meeting regarding the different ways the bids were submitted. It was decided to place the demolition back out for new bids so they were uniform. Mr. Hillert made a motion to reverse the bids approved at the January 16th meeting, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding approval of Demolition Contractor Bid for CDBG-EAP Grant: Ms. Spilde explained the asbestos removal was sent out separate from the demolition bids. Brack Thermal was the low bid for asbestos removal at \$16,730.00. The demolition low bid was from Reglin & Hesch in the amount of \$161,057.00. The DNR and SEH will be on the site to test soils to make sure enough contaminated soils are removed. The fees for this testing will be in addition to the bids, but will be covered by the grant. Mr. Grisen made a motion to approve the two low bids, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Financing Option for Highway Construction and Maintenance Projects: Ms. Weiberg and Ms. Schanor presented the Finance Committee with options for a \$4 million bond for highway road repair projects. The bond would be payable over 10 years with a 2.75% interest rate. There will be a special meeting of the County Board on March 19th where this will be discussed with the public to get their input on bonding for road repairs.

Review/Discussion/Action regarding Fleet Vehicle Leasing with Enterprise: A presentation was given by Enterprise in regards to providing fleet vehicles for the County. The vehicles would not be a traditional lease but rather an equity lease where the vehicles are paid for over time and managed by Enterprise. At the end of the term Enterprise would help sell the vehicles and obtain new ones for the County fleet. They also have vehicles that would work for Law Enforcement. Chair Kane would like them to come back with more information at a later time.

Review/Discussion/Action regarding Focus on Energy – 2nd Floor Lighting Options: The Committee would like to have the LED lighting installed in the entire courthouse with funds left from the bond.

Review/Discussion/Action regarding Approval of Elk Creek Contractor Bid: Mr. Mau has been working on obtaining bids to complete this project. There were two bids received. R&M Schlosser Excavating in the amount of \$14,400.00 and Sendelbach Construction in the amount of \$4,075.00. There may need to be some seeding and shrubs purchased as well not to exceed \$500. Mr. Hillert made a motion to approve the bid from Sendelbach Construction, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to approve Buildings & Grounds Projects from Bond Funding: Ms. Hansen reviewed a list of projects that need to be completed yet and the costs associated with them. The cost of all projects is \$118,213.00.

- LED lighting for 2nd floor and a portion of the outside of the courthouse (\$16,000.00).
- Flooring in the Court Reporter Office, tile on the 2nd floor, and carpeting in the basement (\$18,806.00).
- Upgrade fire system (\$4,600.00).
- Smoke detection system and fire suppression system in server room (\$29,307.00).
- Chiller System (\$49,500.00).

Some additional items to be considered from the bond funds are LED lights for the remainder of the courthouse, new concrete steps in front of the courthouse and finishing the technology upgrade in the county board room. Mr. Hillert made a motion to approve the Resolution, seconded by Mr. Danzinger. Carried. Mr. Grisen made a motion to move forward with obtaining bids on the other projects, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to Purchase Unbudgeted Power Broom for Maintenance Department: Mr. Rieck explained that a power broom would allow him to clean the snow from the sidewalks better than a snow blower. The snow blower leaves snow and ice on the cement whereas the power broom would clean

them almost completely off. Ms. Rosenow made a motion to approve the Resolution with the funds coming from contingency, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding the Chief Deputy Register of Deeds Position

Description: Ms. Hansen explained this was tabled at the last meeting to have the HR Committee review and make any changes. Ms. Rosenow made a motion to approve the description, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding the Deputy Clerk of Court Position

Description: This description was also tabled at the last meeting pending HR approval. Mr. Hillert made a motion to approve the description, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding a Request by Clerk of Court for Unbudgeted Clerical Support:

Ms. Schlosser explained that one of her staff will be gone for 10 weeks of family leave. She had requested in her 2018 budget presentation part-time help for this reason, but it was removed. She explained that with the staff person gone and the workload for the office a part-time office staff is needed. She believes the cost for a person working 40-hours per week person during the family leave would cost approximately \$1,400.00. Ms. Schlosser indicated to the Committee that she may not have the person come in for 40-hours per week, but wanted the flexibility if it was needed. Ms. Rosenow made a motion to approve the unbudgeted support with the funds coming from contingency, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding a Request by Ag & Extension to Create a UW Extension Intern Non-Lapsing Account:

Ms. Hansen explained that donations are received from different organization for a portion of the cost of an intern, but the County through its contract also pays for that intern. She indicated that she does not see where there are funds left over each year. A discussion was held. Mr. Grisen made a motion to deny the request, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees – Part-Time Recycling Truck Driver:

Ms. Hansen explained this Resolution is to create a classification and pay scale for part-time drivers. Mr. Hillert made a motion to approve the Resolution, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding CDBG-EAP Reimbursement Requests #18-03 and #18-01:

Ms. Hansen explained that we are near the end of the funds available from the grant. She will be talking with the State to see if additional funds are available. Ms. Rosenow made a motion to approve the requests, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding a Solid Waste Permit Approval: Ms. Hansen explained that she received applications and fees from several companies to haul solid

waste in Buffalo County. If approved she will send certificates to these companies. Mr. Hillert made a motion to approve the permits, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Uniform Sign Replacement Proposal: Ms. Hansen explained that she did reach out to the towns to see if they were interested in working with the County to purchase replacement address signs. Some would like more info and some will only get new signs if the County paid the full cost. Ms. Hansen will work on getting a firm quote from Lange Enterprises for the signs. Mr. Danzinger will have this presented at the next WTA meeting in April.

Review/Discussion/Action regarding Potential Request for Loan for the Fair Association: Mr. Steve Weiss contacted Ms. Hansen in regards to a loan for the Fair Association portion of the bathroom construction. The Committee asked Ms. Hansen to have the Fair Association put something together for the next meeting showing how much they needed and plans to pay it off.

Review/Discussion/Action regarding the Buffalo County Humane Association Contract: Ms. Halverson explained she had been contacted by MH Insurance Agency regarding the required insurance for the Humane Association. It seems there are no employees or vehicles only volunteers. Therefore at this point they have no workers compensation insurance or vehicle insurance, only insurance on the building they have and general liability. Ms. Halverson will check with the county attorney regarding the insurance.

Review/Discussion/Action regarding A Resolution to Approve Budget Entry Adjustments for Postage from Fund 10 Departments to Buildings & Grounds Budget: Ms. Hansen explained the issues with the postage machine not being able to print out individual department expenses without paying an additional fee to Pitney Bowes. For the time being Ms. Halverson's office will be running a report quarterly and handwriting the balances to bill out to the individual departments. No other action is needed at this time.

Review/Discussion/Action regarding Recycling Program Update: Ms. Hansen explained that the City of Mondovi has accepted part of the agreement that everyone can use the Mondovi facility, but the hours of operation are at issue. The agreement calls for the facility being open for 12 hours each week, but the City of Mondovi felt they could only be open 8.5 hours (Saturday 8:00 a.m.-1:30 p.m. and Thursday 3:00 p.m.-6:00 p.m.). BBC also was not able to be open the 12 hours during the winter months. Mr. Grisen made a motion to allow Ms. Hansen to negotiate the agreement with the City of Mondovi and BBC, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Sand Testing Update: Ms. Hansen explained the testing showed no major concerns. A discussion was held regarding uses for the sand. The Committee would like this report sent to all County Board Supervisors. The cost of the testing was \$2,003.79.

Review/Discussion/Action regarding a 2016 Unpaid Bill to Seitz Electric Inc.: This bill originates from the 911 system installation in the jail back in 2016. Our financial system does not show that this bill has been paid. Mr. Grisen made a motion to pay the bill of \$608.86, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding 2017 Preliminary Expenditures & Revenues Report: The Committee reviewed the expenditure and revenue report showing preliminarily how 2017 looks. The Auditors will review the accounts and make adjustments as they need to.

Review/Discussion/Action regarding Monthly Vendor Invoices, Vouchers, Employee Payroll and Funds Investment Report: Mr. Grisen made a motion to approve, seconded by Mr. Hillert. Carried.

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

Review/Discussion/Action regarding Administrative Coordinator Report: Ms. Hansen reported on new staff in her office. She also reviewed the Treasurer's Report with the Committee explaining some changes that were made to the report. The Committee would like to have the report they receive and the County Board report to be in the same format.

Public Comments: None.

Adjournment: Mr. Grisen made a motion to adjourn at 4:15 p.m., seconded by Ms. Rosenow.
Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk