

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Wednesday, September 19, 2018
Electronic and Hard Copy Filing Date: Thursday, September 20, 2018

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

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Joe Nelsen, Sheriff Mike Schmidtknecht, Mr. Dave Rynders, Ms. Elizabeth Corriea, Mr. Hugh Stephens, Mr. Jason Poser, Ms. Carrie Renchin, Mr. Shawn Squires, Ms. Danielle Schalinske, and Mr. Stephen LaValla.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding A Resolution to Identify Delinquent 2015 Real Estate Taxes: Ms. Halverson explained that four properties owned by Brent Zeller would come off the resolution as they were paid just a few minutes ago. The property owned by ADJJ Revocable Trust has set up a payment plan to make payments every two weeks. The Dorothyann Forthun property has finally been deeded over to Kyle and Elizabeth Corriea. Ms. Forthun passed away two years ago and it has taken this long to get the probate finished. Ms. Corriea is now working with Alliance Bank to get a loan to pay off the taxes. Ms. Corriea explained the bank thinks they will have all the paperwork and appraisal done in a month, but promises to keep the County Clerk informed of the progress. Ms. Halverson would like to keep the properties that have a payment plan on the resolution so if payments are not made she can proceed with the tax deed process without starting the process over. Mr. Grisen made a motion to approve the ADJJ payment plan, give Ms. Corriea until January 1st to have the taxes paid, and proceed with foreclosing on the remaining properties, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding Review of Information Technology Bid: Mr. Stephens came forward to explain the changes to the proposed contract. We currently have the gold plan which covers everything. With labor costs rising that same plan will raise from \$64,800.00 to \$91,200.00 per year. A discussion was held on lower priced services and what would be covered in the lower priced services. Hiring a full-time IT person with assistance from Ironcore was discussed. There are risks associated with having a full-time individual on staff, but Ironcore can help keep that risk at a minimum. The Finance Committee will meet with some of the other companies that submitted bids and discuss what their bids include.

Review/Discussion/Action regarding Review of Corporation Counsel Bid: There were four bids received. The two lowest bids were from the Bilski Law Firm and the Heike Law Firm. The Bilski law firm does have experience with CHIPS and TPR cases. A discussion was held on the types of cases the Corporation Counsel will handle. The current contract ends December 31, 2018. Ms. McMillan Urell made a motion to approve the Corporation Counsel bid from the Bilski Law Firm in the amount of \$60,000.00, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Review of Aging Programs: The transportation and aging meal programs were reviewed. The transportation program receives grant funds and charges a fee for these services. The grant does require a 20% match. Money from this program can be saved from year to year but can only be for transportation equipment.

The meal sites, delivered meals, and associated costs were discussed. The program is run by grant funds and donations for meals. They are required to have one site open five days per week. Currently the Gilmanton site is open to meet that requirement. The committee would like to know if the program is required and if both congregate and delivered meals need to be offered. This will be researched. The committee feels this is a good program, but would like to know more about it and more cost effective ways to fund it.

Review/Discussion/Action regarding A Resolution to Support and Fund the Remonumentation Project: Mr. Nelsen and Mr. Poser presented the remonumentation resolution. The basis of the resolution is to get the remonumentation project completed in five years. There are some towns that want to have this completed and are willing to pay for 50% of the cost. There are still some towns that do not want to participate, though are included in the resolution. A discussion was held about how the towns would repay the costs. It was felt that if CAPX funds were used the towns should pay interest on the loan equal to the interest that is currently received on that money. There was discussion on whether or not CAPX funds should even be used for remonumentation. Ms. McMillan Urell made a motion to send this back to the Land Information Committee to contact the towns and have a firm contract that they are interested and willing to pay back half the costs, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding A Resolution to Backfill One (1) Deputy Position Due to the Creation of Two (2) Patrol Sergeant Positions: Sheriff Schmidt knecht spoke regarding the resolution. The Law Enforcement Committee looked at the budget and found some areas of savings and the balance of the 2018 budget being carried forward allows this position to cost nothing for 2019. The two Sergeant positions are not working as they were expected to because of the staffing shortage that Law Enforcement is currently facing. A discussion was held on open positions, where the budget cuts were made, and the amount the 2018 budget was expected to be under budget. Mr. Grisen made a motion to strike “and into the future” from the last paragraph and insert “The position will be reviewed prior to the adoption of

the 2021 budget.” seconded by Ms. McMillan Urell. Carried. Ms. Rosenow and Mr. Danzinger voted no.

Review/Discussion/Action regarding A Resolution to Authorize the Purchase of Truck and Hoist for Recycling Program: Ms. Hansen reviewed the bids received for the new truck and hoist for recycling. The current truck is causing some mechanical issues. Leasing was reviewed by the Recycling Committee, but it was found not to be feasible. Ms. Rosenow made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Modify the Part-Time Chief Deputy Register of Deeds Position to Full-Time: A discussion was held on the position and when full-time would start. This position would convert to full-time immediately and be reviewed after one year. The reasoning for the additional staff time was to perform scanning of old documents and the committee would like to review the progress after one year. Mr. Grisen made a motion to approve the resolution, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding Centralized Fuel Consumption: Fueling stations would be located at three locations in the county for all county vehicles to use. The purchase of fuel in bulk would save approximately \$.20 per gallon. There would be a cost of \$8,500 per card control machine. Credit cards for gas purchases would still be needed for transports and trainings. The committee would like the Highway Department to move forward with obtaining solid numbers for costs of implementing this.

Review/Discussion/Action regarding the 2019 Budget: The departments were able to review their budgets and bring the deficit from \$1.5 million down to \$1.2 million. With the current health insurance changes there will be an additional savings of approximately \$84,000.00 and the transfer of funds into the HRA account can be removed showing a savings of \$50,000.00. There is \$110,000.00 that is in debt services already for the last payment on the old bond so this will not need to be added to the budget. The holiday pay could be reduced in the Patrol budget and the Jail budget. The part-time staff in the Clerk of Court office and the Communications/Corrections Officer in Law Enforcement could be removed as these are new positions and need resolutions to create them. The committee directed Ms. Hansen to look at fund balances to see what could be used to balance the budget.

Review/Discussion/Action regarding Monthly Vendor Invoices, Vouchers, Employee Payroll and Funds Investment Report: Invoices were reviewed. There is an autopsy bill in there that is higher than normal. Election programming costs, and return of funds to the State for the sale of the two EAP properties were discussed. Ms. McMillan Urell made a motion to approve the invoices, seconded by Mr. Danzinger. Carried.

Chairperson Report: None.

Administrative Coordinator Report: Ms. Hansen gave her report. She approved an emergency expense for markers and posts in the amount of \$954 for the Surveyor. She is still working on finding space in the courthouse for the DA's office. The bid came in for remodeling at \$31,560.00. Options were discussed as this cost is not budgeted.

Public Comments: None.

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

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk