

## **Buffalo County Minutes**

<b><u>Committee/Board:</u></b>	Finance Committee
<b><u>Date of Meeting:</u></b>	Wednesday, October 17, 2018
<b><u>Electronic and Hard Copy Filing Date:</u></b>	Monday, October 22, 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, and Mr. Larry Grisen. Ms. Mary Anne McMillan Urell was excused.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Sheriff Mike Schmidtknecht, Ms. Gina Tomlinson, Judge Gary Schlosstein, Mr. Kelly Herold, Mr. Roger Sessions, Mr. Ben Adank, and Mr. Dave Rynders.

**Public Comments Regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding Minutes of the Previous Meeting:** Mr. Grisen made a motion to approve the August 15, September 5, September 6, September 7, and September 19 meeting minutes, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding Information Technology Bid Review for 2019:** Ms. Hansen indicated that she met with four of the vendors that submitted bids to get a better idea of what each bid encompassed. Ironcore is our present provider and their bid was significantly higher than their current cost. Wipfli had a bid of \$63,600, but there are no projects included in that cost. Itechra was \$68,829, but not all services were included. Chestnut Consulting provided a bid of \$65,000 which would be locked in for three years and included all projects. Mr. Adank (Itechra) spoke and indicated his bid did include some services, for example antivirus software and a certain number of service hours per month. Further discussion was held on the current system we have and the services we receive. Mr. Grisen made a motion to table this item pending a review of our system, 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:** This resolution was sent back to the DHHS Committee by the HR Committee.

**Review/Discussion/Action regarding A Resolution to Create a Family Community Specialist Position:** This resolution was tabled by HR until their November meeting.

**Review/Discussion/Action regarding Buffalo County Award Federal Grant: Enhancing Community Response to the Opioid Crises – Serving our Youngest Crime Victims:** Mr. Rynders explained they have been awarded a grant of

approximately \$470,000 which will be distributed over the next three years. The grant will cover getting help to children affected by opioids and other drug use. Some of the services will be education for social skills and coping skills, family based therapy, and to help the children recover and heal from what they have been through. There are no matching funds needed and no additional staff requirements. Mr. Rynders indicated that he and Ms. Schalinske would be providing the duties associated with the grant. There are no obligations after the grant is finished but they are putting plans into effect to make the program sustainable. Mr. Grisen made a motion to allow DHHS to approve the grant and allow Mr. Rynders to sign any necessary documents regarding the grant, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding A Resolution to Rescind Resolution #90-02-03 Allocation of Space for the County Historian and the Buffalo County Historical Society:** Judge Schlosstein spoke to the committee regarding office space for the Buffalo County Historical Society. He was appointed the County Historian back in 1990 which included office space located in the courthouse. He explained to the committee that the Buffalo County Historical Society is known statewide for the services it offers and the manner in which records are kept especially with the office and county being so small. He feels Mr. Herold has done a very good job at digitizing the records and assisting people with genealogical research. A discussion was held on the cost of remodeling any space that would be available and that with budget constraints it is not feasible. The timeline that the District Attorney needs to be moved over to the courthouse was also discussed. Judge Schlosstein indicated his foundation could help with costs of the remodel. Ms. Rosenow made a motion to table this item pending Ms. Hansen obtaining costs of remodeling a specific location and bring this back at a future meeting, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding A Resolution for County Aid for Town Bridges and Culverts – Section 82.08 of the Statutes:** Ms. Rosenow made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding A Resolution to Approve Health Insurance Benefit Plan:** Ms. Hansen explained this resolution confirms WEA Trust as our new insurance carrier and Cottingham and Butler as our agent. It will also set our deductible at \$3,000/\$6,000. The change in insurance is a savings to the county of \$215,000 and a savings to the employee. The plan is to have the HRA phase out in 2019 and have an HSA in place for 2020. The costs described are for the higher priced plan. The employees have an option of choosing a Mayo only plan which will be additional savings to both the county and employee. Mr. Grisen made a motion to approve the resolution, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding A Resolution to Amend Policy 301 – Health Insurance and Cobra of the Buffalo County Employee Handbook:** Ms. Hansen indicated she found errors in the policy after the HR meeting and would like this returned to HR to have those corrected. Mr. Danzinger made a motion to return the resolution to HR, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding A Resolution to Amend Salary Classification and Compensation System for Non-Represented Employees:** This resolution was tabled at the HR committee.

**Review/Discussion/Action regarding A Resolution to create One (1) Full-Time Communication/Corrections Officer Position:** Sheriff Schmidtknecht reviewed the position, costs and past jail audits. The audits have shown that there is a staffing shortage that needs to be addressed. Employees have been denied vacation and some are working mandatory overtime. This is leading to burnout. Mr. Grisen indicated he would like to have a joint meeting between HR and Law Enforcement to seek the opinions of employees working in that department, which will be held Tuesday, October 23, 2018, at 9:00 a.m. A further discussion was held. Mr. Grisen made a motion to table this until after the joint meeting, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding an Application for Buffalo County Broadband Award – Phase II of Town of Milton by Cochrane Cooperative Telephone Company:** Ms. Tomlinson spoke regarding the work Cochrane Cooperative Telephone has been doing in the Town of Milton. They have now been awarded a second grant for the completion of the project. She is here today to request a second \$100,000 to finish the Town of Milton project. Mr. Danzinger made a motion to approve the expenditure of \$100,000 for phase two of the project, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding CAPX2020 Expenditures Update:** Ms. Hansen indicated the balance of funds not designated for projects was \$860,483.89. She reviewed projects approved and what has been paid already. Interest on these funds is approximately \$2,800 each month.

**Review/Discussion/Action regarding Tax Deed (set value, minimum bid and deadline):** Ms. Halverson indicated that the Town of Buffalo property has a value of approximately \$800 and is a small triangle piece in the middle of the field. Mr. Grisen made a motion to set a minimum bid of \$350 and have bids due by the next meeting, seconded by Mr. Danzinger. Carried.

The next property is in the City of Mondovi and has a value of \$19,200. This is a vacant lot up behind the John Deere shop. Mr. Danzinger made a motion to set the minimum bid at \$19,200 with the bids due at the next meeting, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding Miller Request for Tax Deed Payment Plan:** Ms. Halverson explained the letter she received from Mr. Miller in regard to setting up a payment plan. The deadline for the payment plan has past as the Finance Committee had approved the foreclosure at the last meeting. This property has a history of delinquent taxes. Mr. Danzinger made a motion to have all taxes paid to current by November 1<sup>st</sup>, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding the 2019 Budget:** Fund balances and the proposed deficit were reviewed. Mr. Rynders and Mr. Squires were present to discuss projections for DHHS. It is uncertain how many child placements will be processed in 2019, nor if the aging financial system will continue to be supported. There was a request by the Buffalo Pepin Literacy Alliance for support of \$5,000. In the past the contribution was \$2,500. Ms. Rosenow made a motion to approve the \$2,500 contribution, seconded by Mr. Danzinger. Carried. A discussion was held on how much to take from each fund to balance the budget. Mr. Grisen made a motion to take \$200,000 from DHHS, \$100,000 from Highway, remove the \$50,000 from HRA expense and use \$50,000 from the self-insurance fund for the HRA, add the Communication/Corrections Officer position into the budget, and add an additional \$5,000 to the IT budget, seconded by Mr. Danzinger. Carried.

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

**Chairperson Report:** None.

**Administrative Coordinator Report:** Ms. Hansen distributed the auditor's report and the funds left from the bond.

**Public Comments:** None.

**Adjournment:** Ms. Rosenow made a motion to adjourn at 5:15 p.m., seconded by Mr. Danzinger. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk