

## BUFFALO COUNTY MINUTES

Committee of the Board:

Finance Committee

Date of the Meeting:

March 17, 2023

Chair Dennis Bork called the meeting to order at 8:30 a.m.

**Members Present:** Mr. Dennis Bork, Mr. William Bruegger, Mr. Brian Michaels, and Mr. Max Weiss (joined at 8:52 a.m.).

**Others Present for All or Parts of the Meeting in Person:** Mr. Lee Engfer, Ms. Lisa Schuh (Teams), Ms. Tina Anibas, Ms. Roxann Halverson, Mr. Chris Woda, Ms. Renee Pronschinske, and Ms. Julie Vollmer.

**Public Comments regarding Agenda Items:** None.

**Public Comments No Regarding Agenda Items:** Mr. Woda gave an update regarding the installation of the new generator. The original plan for location of the new generator was under the carport. It will now be outside that area along the wall of the building. This will be better for noise reduction and no exhaust system will be needed. Highway will assist with installation, which should be on schedule for June placement.

**Review/Discussion/Action regarding the Previous Meeting Minutes:** Mr. Bruegger made a motion to approve the minutes as presented, seconded by Mr. Michaels. Carried.

**Review/Discussion/Action regarding the Chief Deputy Register in Probate/ Chief Deputy Probate Registrar/ Chief Deputy Clerk of Juvenile Court/Chief Deputy Judicial Assistant Position Description:** Ms. Pronschinske explained the updates to the position description. Mr. Michaels made a motion to approve the position description, seconded by Mr. Bruegger. Carried.

**Review/Discussion/Action regarding the Chief Deputy Clerk of Court/Deputy Clerk of Court Position Description:** Ms. Vollmer reviewed the updates she made to the position description. Mr. Michaels made a motion to approve the position description, seconded by Mr. Bruegger. Carried. -

**Review/Discussion/Action regarding the Building and Grounds Janitor Position Description:** The position description was updated to show who the direct Supervisor is, duties were updated, and flexibility of hours of work was noted. Mr. Woda explained the hours for this position would be from 10:00 a.m. to 6:00 p.m. to allow for someone to be in the building in the evening. The person in this position will be cross trained on the HVAC, generator, and who to call if there are issues in the building. Mr. Bruegger made a motion to approve the position description, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action in regard to Filling the Vacant Victim Witness**

**Coordinator Position:** The person who held this position has been on medical leave and announced they were resigning from the position. Mr. Bruegger made a motion to approve filling the position, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding a Solid Waste Hauling Permit – Robert Fort:**

Mr. Engfer explained the application was received after the deadline and Mr. Fort has some zoning issues that need to be corrected. Mr. Fort has also been hauling solid waste without a permit for a couple of years. Mr. Bruegger made a motion to table the application to the next meeting pending correction of the zoning issues and payment of at least one-year prior permit fee, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding Approving the Purchase of a Replacement**

**Fleet Vehicle:** Mr. Engfer reviewed the trade in allowance and the specifications of the proposed replacement vehicle. The proposed replacement vehicle is a 2019 Ford Explorer with approximately 42,000 miles. It will need new tires at some point in the year. This will be an unbudgeted expense with the funds coming from the vehicle expense budget. Mr. Bruegger made a motion to approve the purchase of the Ford Explorer at \$24,780.00 and new tires at approximately \$640.00, not to exceed \$25,700.00, seconded by Mr. Michaels. A roll call vote was taken and all were in favor. Carried.

**Review/Discussion/Action regarding A Resolution to Authorize and Appoint Roxann Halverson, County Clerk, as the Snowmobile Coordinator in Buffalo**

**County:** Ms. Halverson explained she has been the Snowmobile Coordinator for 18 years and is one of the very few County Clerks that still handle the snowmobile grant and the work associated with it. Other counties have their Land Departments handle this type of work. She indicated that she enjoys working with the clubs on these projects and asks that the resolution be approved to allow her to continue this work. The DNR requires the resolution be updated every couple of years to be able to apply for trail grants. Mr. Bruegger made a motion to approve the resolution, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding A Resolution to Support Economic**

**Development in Buffalo County with CAPX2020 Funding:** A discussion was held regarding the amount of funds unpledged in the CAPX2020 funds. The funds would be used to help small businesses with loans, but there are no projects to be brought forward at this time. Mr. Michaels made a motion to send this back to the Economic Development Committee to create a policy on use of the funds, seconded by Mr. Bruegger. Carried.

**Review/Discussion/Action regarding Monthly Vendor Invoices/Vouchers/ Employment Payroll and Investment Report:**

Flyway Trail bills were reviewed. These are for the first phase, not the second phase. Mr. Bruegger made a motion to approve the vouchers and invoices, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding the Committee Going into Closed Session:**

Mr. Michaels made a motion to go into closed session, seconded by Mr. Weiss. Mr. Weiss-yes, Mr. Bork-yes, Mr. Bruegger -yes, and Mr. Michaels-yes.

**Review/Discussion/Action regarding the Committee Returning to Open Session:**

Mr. Bruegger made a motion to return to open session, seconded by Mr. Weiss. Mr. Weiss-yes, Mr. Bruegger – yes, Mr. Bork-yes, and Mr. Michaels-yes.

**Chairperson Report:** Chair Bork discussed a recent trip to Madison where Supervisors and Ms. Anibas met with Legislatures to discuss changes to the MFL program. It does not appear that Legislatures are in favor of changing the program, but could look at compliance issues.

Chair Bork was asked by Western Dairyland to help with fundraising efforts to purchase two homes in Buffalo County to be used as homeless shelters since the house they were renting is no longer available for use.

**Administrative Coordinator Report:** Mr. Engfer reported on some issues that the Flyway Trail is facing. They would like to transfer \$20,000.00 from one line item to another in their budget and would like to see some local matching funds to help with the costs of Phase 2 of the bike trail. Currently it is looking like Phase 2 will be behind schedule and over budget.

Tyler Tech needs to do a data pull to transfer current financial data into their new program. They are unable to do so because of the outdated system we use. Itechra looked at the system and they are not able to pull it either. The current contract is being reviewed by Corporation Counsel as the financial company wants to be paid to give us our data.

The BEAD Grant letter of intent has been signed and submitted for the broadband funds.

**Public Comment Unrelated to Agenda Items:** Mr. Weiss reported he attended the Town of Maxville meeting and discussed remonumentation. An agreement will need to be drafted and signed by both the Town and County. He is still working with Town of Nelson on the project. Town of Canton is on board but will need financing.

**Next Date and Time:** The next regular meeting will be Thursday, April 20<sup>th</sup> at 8:30 a.m.

**Adjournment:** Mr. Bruegger made a motion to adjourn at 10:54 a.m.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk

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