

## BUFFALO COUNTY MINUTES

Committee of the Board: Finance Committee

Date of the Meeting: August 18, 2022

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

**Members Present:** Mr. Dennis Bork, Mr. William Bruegger, Mr. Brian Michaels, Mr. Max Weiss, and Mr. Brad Schmidtknecht.

**Others Present for All or Parts of the Meeting in Person and Via Teams:** Ms. Roxann Halverson, Mr. Ryan VanDeWalle, Ms. Tina Anibas, Ms. Lisa Schuh, Mr. Dave Danzinger, Mr. Dave Schams, Sheriff Mike Schmidtknecht, Mr. Cale Severson, Mr. Chris Woda, Mr. Lee Gehrke, Ms. Addie Elliott, Mr. Steve Sedelmyer, Mr. Lucas Teska, Mr. Rick Diermeier, Ms. Mary Anne McMillan Urell (Teams), Ms. Ana Rolbiecki (Teams), and Mr. Dave Brommerich (Teams).

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

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

**Review/Discussion/Action regarding the Historical Society Funding Request:** Ms. Elliott requested funding be returned to the \$7,000.00 they have been getting instead of the \$5,000.00 they received this year. They have lost some of their private funding and feel they are vital to the community. This item will be addressed at the upcoming budget meeting.

**Review/Discussion/Action regarding the Buffalo County Sheriff's Office Squad Car Lease Program:** Sheriff Schmidtknecht explained there will be a very short window to order squad cars through the lease program. These cars will be in the budget presentation next week but need to be ordered prior to that budget being set. Mr. Michaels made a motion to approve ordering the squad cars, seconded by Mr. Schmidtknecht. Carried.

**Review/Discussion/Action regarding A Resolution to Place a Referenda Question on the November Ballot for Expansion of the Bike Trail System in Buffalo County:** Various community members spoke regarding the importance of the bike trail system in Buffalo County and how a bike trail has helped other communities thrive. The County has supported the trail in the past with staff time, office supplies, and paying of audit fees. Most grants must be run through the County to be accepted and administered. Ms. Schuh explained the hours she spends on the bike trail grants to make sure invoices are paid and grant regulations are met. She is not against the trail but wants the Flyway Trail Committee to understand the County is supporting their efforts. Chair Bork asked if there was any support in continuing with the referendum resolution. Mr. Schmidtknecht made a motion to table this indefinitely, seconded by Mr. Michaels. Carried.

**Review/Discussion/Action regarding A Resolution to Rename and Reclassify the Administration Administrative Assistant to Payroll Clerk/Administrative Assistant and**

**to Wage Class J:** Mr. VanDeWalle explained the position is being reclassified to more clearly show the work being done and the paygrade the individual should be in. Mr. Michaels made a motion to approve the resolution, seconded by Mr. Schmidtknecht. Carried.

**Review/Discussion/Action regarding A Resolution to Authorize Unspent CAPX2020 Funding under Resolution #17-12-02 to be Reallocated to PL-566 Repairs and Maintenance Fund:** Mr. Severson discussed the need to allocate more funds to the repairs and maintenance of PL-566 structures. There are two structures that need repairs now and others that need to be on a mowing maintenance rotation. The money he would like transferred is from flood repairs and has not been requested or spent. Mr. Schmidtknecht made a motion to approve the resolution, seconded by Mr. Michaels. Carried.

**Review/Discussion/Action regarding a Land Conservation Computer Purchase (unbudgeted):** The upgraded computer is needed to run a mapping program used by the office. This was already purchased as a sale on the system was ending and it would save considerable amount of money. Mr. Weiss made a motion to approve, seconded by Mr. Schmidtknecht. Carried.

**Review/Discussion/Action regarding the Transfer Switch Labor Bill for Courthouse Transfer Switch:** The transfer switch has been replaced. The Finance Committee had originally approved \$5,500.00 but the labor costs were higher than expected as some issue with the replacement arose. The total cost with labor and parts is \$8,666.50. Mr. Weiss made a motion to approve the payment using ARPA funds, seconded by Mr. Michaels. Carried.

**Review/Discussion/Action regarding the 4<sup>th</sup> Floor Exhaust Fan Replacement – Bid Acceptance:** Mr. Woda explained two bids were received for replacement of the fan. WHV bid \$2,975.00 and Savage bid \$2,700.00. Mr. Schmidtknecht made a motion to approve the Savage bid of \$2,700.00 with the funds coming from the contingency fund, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding the Liquid Propane Bid Review and Acceptance:** Requests for bids were sent out to numerous companies and only two responded. Alcivia bid \$1.669 per gallon for 45,000 gallons of LP. Premier Propane bid \$1.799 per gallon for 45,000 gallons of LP. Mr. Weiss made a motion to accept the bid of \$1.669 from Alcivia, seconded by Mr. Michaels. Carried.

**Review/Discussion/Action regarding A Resolution to Approve the Expenditure of ARPA Funds to Purchase a New Buffalo County Courthouse Generator:** Mr. VanDeWalle explained that originally \$60,000.00 of ARPA funds were earmarked for a replacement generator and later moved up to \$75,000.00. Mr. Woda received bids and found the CAT generator from Fabick Power meets the specs requested at a cost of \$43,100.00. Installation and the generator should not exceed \$65,000.00 Mr. Weiss made a motion to approve the resolution, seconded by Mr. Schmidtknecht. Carried.

**Review/Discussion/Action regarding the Buffalo County Emergency Management Safety Protocol on Dollar Amount Threshold for Employee Discipline:** A discussion was held in regard to creating a policy to address employees who damage County property.

Currently there is no policy in place and Mr. VanDeWalle thought it would be good to have something to show employees that County property needs to be treated with respect or there may be disciplinary actions. Mr. Teska and Mr. VanDeWalle will work on a policy and bring it back.

**Review/Discussion/Action regarding Grant Writer Contractual Services:** Mr. VanDeWalle explained he has an individual that is working part-time as the Grant Writer and will attend the courses offered at UW-Eau Claire. A discussion was held on the number of hours and pay for the individual, as well as if this would be a contracted position or an employee. Mr. Schmidtknecht made a motion to contract with this employee for the remainder of 2022, seconded by Mr. Weiss. Carried.

**Review/Discussion/Action regarding the 2019 Tax Deed Property List:** Ms. Anibas reviewed the delinquent tax list. This list will be updated and presented by resolution in September. There are three properties that cannot have the deed filed until after September 28<sup>th</sup> due to the owner not signing for the registered letter and notice having to be published in the newspaper.

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

The investment report was reviewed. There was a decrease in the number of delinquent taxes and interest rates are increasing.

**Review/Discussion/Action regarding the 2021 Overbudget General Fund Transfers:** Ms. Schuh reviewed the overbudget items and explained the need for this to be reviewed and approved. Mr. VanDeWalle explained gas in the Law Enforcement budget was one of the overbudget items. He is working with Mr. Platteter in contracting for gas for the entire courthouse to save money and that there will be no administrative fees charged to other departments. Mr. Schmidtknecht made a motion to approve the transfers, seconded by Mr. Weiss. Carried.

**Review/Discussion regarding Committee Chair Report:** Chair Bork discussed a WCA meeting where resolutions were reviewed but did not see the one passed by Buffalo County for MFL changes. Ms. Anibas explained it was sent to them, but believes more counties need to have the same resolution to be presented by the WCA and then to legislature.

**Review/Discussion regarding the Administrative Coordinator's Report:** Mr. VanDeWalle reported that he will be attending a meeting regarding the opioid settlement. The initial payment was received but for less than expected. The first payment is for any litigation fees and more funds should be coming. He has met with just about every department regarding their budgets. These will be brought forward next week for the budget meeting.

**Review/Discussion regarding Public Comments Unrelated to the Agenda:** None.

The next meeting will be August 25<sup>th</sup> for the budget hearing at 8:00 a.m. and September 15<sup>th</sup> for the next regular meeting.

**Adjourned:** Chair Bork made a motion to adjourn at 11:34 a.m. Carried.

Respectfully submitted,

Roxann Halverson  
Buffalo County Clerk