

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Wednesday, January 15, 2020
Electronic and Hard Copy Filing Date: Thursday, January 23, 2020

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

Board Members Present: Mr. Donald Hillert, Mr. David Danzinger (via phone), Mr. Larry Grisen, and Ms. Mary Anne McMillan Urell. Ms. Nettie Rosenow was absent.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Marvin Rieck, Mr. Bruce Fuerbringer, Ms. Lisa Schuh, Sheriff Mike Schmidtknecht, Ms. Tina Anibas.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes of the Previous Meeting(s): Mr. Grisen made a motion to approve the minutes, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding a Buildings and Grounds Report and Staffing Needs: A list of items completed using the \$2,250,000.00 bond were reviewed. \$572,226.75 of that bond was spent on courthouse projects. The heating software control replacement has been completed, but in that process other issues were found. The air handler unit is supposed to be automated, but there are parts inside that are broken so it is not working properly. The cabinet heaters that are located in each entry are old and undersized. An estimate of \$16,750.00 was obtained for replacement. The windows of the courthouse still need to be caulked. The County Clerk's Office needs the security gate replaced. The phone system is having issues and may need to be bid out for replacement. The generator may need replacement in the future. At this time those items are not critical but need to be considered. The jail area could use some updating for more security in the entry area. These items will be put into a plan and will be brought back to the Committee.

Some staffing changes have taken place. The Janitor was reporting to the Administrative Coordinator. Ms. Hansen has adjusted this so the Janitor reports to the Maintenance Director and they work closely together to get things done. A new job description will be brought forward for these positions. In past there was more than one Janitor employed by Buffalo County. Having just one limits the amount of work that can be done. A part-time person could assist with vacuuming and carpet shampooing. The number of hours and rate of pay was discussed. Ms. McMillan Urell made a motion to move forward with a position description and resolution, seconded by Mr. Hillert. All in favor by roll call vote. Carried.

Review/Discussion/Action regarding the Purchase of Unbudgeted Cabinet Unit Heaters: These are the three units located at each entrance. They are undersized and in need of replacement. The bid for the project was \$16,750.00. Mr. Grisen made a motion to

put this information together for the next meeting, seconded by Ms. Mary Anne McMillan Urell. All in favor by roll call vote. Carried.

Review/Discussion/Action regarding the Recycling Agreements with the City of Mondovi and BBC: The previous agreement was thought to be in effect for three years, but it was found that it was an annual agreement. The Recycling Committee is asking for a one year extension to both agreements. The extension would be through December of 2020. Ms. McMillan Urell made a motion to approve the extension through December 31, 2020, seconded by Mr. Danzinger. All in favor by roll call vote. Carried.

Review/Discussion regarding Recycling and Solid Waste Oversight Structure: Mr. Fuerbringer explained not much has been done with Solid Waste other than the haulers fee. Currently there is no control over the flow of the material. Solid Waste could be put back in with Recycling as most times it goes hand in hand. This will be looked at with the committee restructuring.

Review/Discussion/Action regarding Scheduling a Joint Meeting with the Land Information Committee: Only one company returned an RFP for remonumentation, so other options may need to be explored. There are five municipalities left with an estimated cost to complete over \$1 million. Mr. Danzinger made a motion to have a joint meeting with Land Information Committee February 7th at 9:00 a.m., seconded by Mr. Grisen. All in favor by roll call vote. Carried.

Review/Discussion regarding a Preliminary 2019 Financial Report: Ms. Hansen reviewed expenses and revenues. Not all expenses and revenues have been reported yet.

Review/Discussion/Action regarding Monthly Vendor Invoices/Vouchers/Employee Payroll/Funds Investment Report: Reviewed invoices for jail repairs. Ms. McMillan Urell made a motion to approve invoices and expenses, seconded by Mr. Hillert. All in favor by roll call vote. Carried.

Chairperson Report: Chair Hillert discussed the tax deed properties. Ms. McMillan Urell and Mr. Grisen discussed tablets for Supervisors.

Administrative Coordinator Report: Ms. Hanen explained the Grant Writer position is still moving forward, but would like departments to still be able to look for grants while a Grant Writer is being pursued. Sheriff Schmidtknecht has an opportunity for a grant but must act on it soon. There is always the ability to apply for the grants but not accept them if the Board feels it is not right for the County.

There will be an all staff training on Monday, January 20th.

Extension had an employee leave and there were leftover funds in the part-time employment fund. Ms. Hansen approved using these funds for the purchase of a computer for the new part-time person.

There will be an all-day training for Supervisors at the April meeting for County Board Supervisors.

Ms. Hansen reported that she attended a training on January 13th in Stevens Point. She said it was informative and talked about adopting our Rules of Government as an ordinance, so they become more effective. There will be a Committee of the Board meeting February 17th at 9:00 a.m.

Public Comments: None.

The next meeting will be February 19th at 1:00 p.m.

Mr. Hillert adjourned the meeting at 2:40 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk