

Buffalo County Minutes

Committee/Board: Finance Committee

Date of Meeting: Wednesday, June 19, 2019

Electronic and Hard Copy Filing Date: Tuesday, June 25, 2019

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

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

Others Present for All or Parts of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Tina Anibas, Sheriff Mike Schmidtknecht, Ms. Annie Lisowski, Ms. Pat Malone, Mr. Shawn Squires, Mr. Dave Rynders, Mr. Ben Adank, Mr. Brian Della, and Ms. Carrie Olson.

Public Comments Regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding Confirmation of Borrowing Structure and Schedule for Highway Maintenance and Improvements: Mr. Della discussed the timeline for the borrowing of road maintenance funds. He explained how things would work if we went with one draw and two draws for the funds. The letters to the banks requesting bids for interest rates on the funds can be emailed, mailed, and/or placed on the county website. Mr. Grisen made a motion to confirm the borrowing schedule, seconded by Ms. McMillan Urell. Carried. Ms. Rosenow made a motion to send letters to banks with two bid options, seconded by Mr. Danzinger. Carried. Mr. Danzinger made a motion to approve an \$850,000 debt ceiling, seconded by Mr. Grisen. Carried.

Review/Discussion regarding the Computer and Technology Asset Planning and Strategy and Purchases: Mr. Adank reviewed the equipment list. There are many computers that are out of date and need replacement. Windows 7 will no longer be supported or serviced next year and it is important for security to have up to date computers. Prior to this there was no list of the computers and it was left up to each department to schedule the replacements. A discussion was held to place the cost in each department budget or make an account for computer purchases. Some departments have funds to cover replacement costs. Something could be worked out to help recoup these costs. Ms. McMillan Urell made a motion to create a resolution to update the computers and make a fund for this purpose, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to Authorize Funding for 4-H Associate Extension Educator Position in 2020: Ms. Malone discussed the need for

the position and the cost. Having this position will allow Ms. Lisowski to focus more on the prevention programming she does with the youth of the county. This position would not start until January of 2020. It would also be part of the contract with UW-Extension at an approximate cost of \$8,855. Ms. Rosenow made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Amend Non-Metallic Mining Reclamation Annual Fees: Ms. Olson explained this resolution is to amend the annual fees. This program is not allowed to make a profit, rather just cover costs. Ms. Olson has been keeping track of time spent on the program and all expenses and has found that fees need to be reduced. Ms. Rosenow made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding A Resolution to Create a Full-Time Comprehensive Community Services and Children's Long Term Support Social Worker Position: Mr. Rynders explained the position and how it will eliminate the waiting period that the State has told them is not allowed. There are extra funds available to pay for starting the position in 2019 and then services will cover costs in 2020. The position is not mandated to have and if funds are no longer available to pay for the position it can be removed. Mr. Grisen made a motion to amend the fiscal portion of the resolution, seconded by Mr. Danzinger. Carried. Ms. McMillan Urell made a motion to approve the amended resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Recycling Overview and Updates: Ms. Hansen reviewed the written report provided by Mr. Fuerbringer. Recycling has been working on ordinance revisions, capital improvements, and moving from dual stream to single stream. Ms. Hansen did explain she wanted the Recycling Committee to further research a position of Recycling Director and Driver.

Review/Discussion/Action regarding the Credit Portion of Zoning Cell Tower Permit Fees to Law Enforcement: Ms. Hansen explained she has had conversations with Zoning and the Sheriff's Department regarding the work each department does regarding the placement of cell towers. Sheriff Schmidtknecht explained the mapping work that the E911 Coordinator does and estimated costs to be \$200 per tower. A discussion was held regarding adding \$200 to the current fee. Mr. Grisen made a motion to approve crediting \$200 to Law Enforcement from the current Zoning tower fees, seconded by Ms. McMillan Urell. Ms. Rosenow voting no. Carried.

Review/Discussion/Action regarding the USDA Leasing Proposal: Ms. Hansen explained the details of the lease she has been working on. The request at this time is for five government vehicle parking places, seven employee parking places and client parking places. It was also requested to have a 10-year lease, to have the building be energy star certified, as well as other requests. Ms. Hansen will continue to work on those requests. Mr. Grisen made a motion to approve the County Board Chair, County Clerk sign documents, the Administrative Coordinator to sign and work on agreement, to propose a 2-year lease with 3% rate increase each year, a starting rate of \$15 per

square foot, and two parking spaces and any extra spaces to be \$30 per month per space, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding 2018 Non-Lapsing Account Balances: Ms. Hansen reviewed the non-lapsing account balances. She will review these again with the departments involved to see if the funds can be used for other projects. Mr. Grisen made a motion to approve the list of non-lapsing accounts, seconded by Ms. McMillan Urell. Carried.

Review/Discussion/Action regarding 2018 Overdrafts: Ms. Hansen explained this list is for line items that are over budget, but it does not mean the department budget as a whole is over budget. Mr. Danzinger made a motion to approve the overdraft list, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Monthly Vendor Invoices/ Vouchers/ Employee Payroll/Funds Investment Report: The payment for address signs and posts was reviewed. Mr. Danzinger made a motion to approve invoices, seconded by Mr. Grisen. Carried.

Chairperson Report: None.

Administrative Coordinator Report: Ms. Hansen explained that it may be beneficial to go out for bids on LP now as opposed to waiting a few months. The price is lower at this time.

Ahern was called to investigate why the fire suppression alarm was going off in the evidence room. A bill was received for \$747. The contract we have is with Summit, not Ahern. A new protocol was set in place to avoid this unbudgeted expense in the future.

Budget meetings for Finance presentations are scheduled.

A policy will be worked on regarding disposal of surplus property and having one department handle the sale.

WCA is available to do ethics training if this is something the County Board would be interested in.

The next meeting date will be July 17th at 1:00 p.m.

Public Comments: None.

Mr. Hillert adjourned the meeting at 4:00 p.m.

Respectfully Submitted,

Roxann Halverson
County Clerk