

## **Buffalo County Minutes**

**Committee/Board:** Finance Committee  
**Date of Meeting:** Wednesday, February 17, 2016  
**Electronic and Hard Copy Filing Date:** Tuesday, February 23, 2016

Chair Douglas Kane called the meeting to order at 3:30 p.m.

**Board Members Present:** Mr. Douglas Kane, Mr. David Eddy, Mr. Donald Hillert, and Mr. Larry Grisen. Mr. David Danzinger appeared via Go to Meeting.

**Others Present for All or Part of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Marilyn Sheahan, and Ms. Crystal Wieczorek.

**Public Comment regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding previous meeting minutes:** Mr. Eddy made a motion to approve the minutes, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding the Crystal Wieczorek Tax Deed Property:** Ms. Halverson explained that Ms. Wieczorek contacted her after the last Finance meeting and would like to set up a payment plan to repay the delinquent taxes she owes. Ms. Wieczorek explained that she has \$750 that she would pay down today and another \$500 she would pay on Friday, February 19, 2016. She would also pay \$500 in March and will do another plan in April to get them paid off. For the 2011 and 2012 real estate taxes there is \$4,413.33 owed and the process to foreclose on the 2013 real estate taxes has begun. Ms. Wieczorek indicated she plans on selling the property and has an interested party. Mr. Grisen made a motion to approve the February and March payment plan and revisit this at the April Finance meeting, seconded by Mr. Eddy. Carried.

**Review/Discussion/Action regarding the Financial Advisor Services:** Ms. Hansen indicated that Mr. Mike Linse was also contacted to see if he was interested in giving a quote for financial services. Mr. Linse had a chance to review the Ehlers and Trust Point proposals and felt at this time he is not in a position to compete with those companies. The Committee reviewed the proposals from PMA, Trust Point, and Ehlers. Mr. Hillert made a motion to enter into a 1 year contract with PMA for Financial Advisor Services to begin March 1<sup>st</sup> or as soon as can be arranged, seconded by Mr. Eddy. Carried.

**Review/Discussion/Action regarding the 2017 Budget:** Ms. Hansen discussed ways to evaluate programs that are offered by the departments. She would like to have a way to evaluate how much time is spent on each program, how many people are served, and how much of an expense it is to the County to have that service. She believes there is a way to do this by adding categories to the timesheets so that an employee can track the time spent on the services. The Committee would like a demonstration of this at the next meeting.

**Review/Discussion/Action regarding Monthly Vendor Invoices, Vouchers, Employee Payroll and Funds Investment Report:** Mr. Eddy explained he visited the Arcadia Library

regarding the billing that was not paid at last months meeting. He is satisfied it is correct. Mr. Eddy made a motion to pay the Arcadia Library bill, seconded by Mr. Hillert. Carried. Mr. Eddy made a motion to approve the invoices, vouchers, employee payroll, and funds investment report, seconded by Mr. Grisen. Carried.

**Chairperson Report:** Chair Kane discussed the Consultant's report for consolidating the jail and dispatch with Pepin County. He had further questions regarding why it would cost more to consolidate in Buffalo County vs. consolidating in Pepin County and if more towers are needed to have better communication. Chair Kane also discussed having a joint meeting with HHS Committee and Law Enforcement Committee to discuss the support services study.

**Administrative Coordinator Report:** Ms. Hansen reported on the need for an action plan for preparing the financial statements during the audit process. DHHS needs the plan for grant purposes. The new auditor indicated they have a checklist that will help with this. There is a training that is being offered in Chicago for the Financial Advisor to attend. The cost is approximately \$1,100, but there are scholarships that can be applied for to help with the cost. The Bank of Alma sent notice that the bond portfolio will be sent to US Bank. The Sheriff's Department received a grant to purchase new tough books for the squad cars. Mr. Danzinger reported on the continued work of the Alma Highway Shop remodel. There are two departments that have inquired about the current office space, Land Conservation and Register of Deeds. A possible review of office space, number of employees occupying the space and public contact the office has could be done to see if office space is being properly utilized.

**Public Comments:** None.

Adjournment: Mr. Eddy made a motion to adjourn at 5:20 p.m., seconded by Mr. Grisen. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk