

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Wednesday, May 18, 2016
Electronic and Hard Copy Filing Date: Friday, May 20, 2016

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

Board Members Present: Mr. David Danzinger, Mr. Douglas Kane, Mr. Larry Grisen, Ms. Nettie Rosenow and Mr. Donald Hillert.

Others Present for All or Part of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Marilyn Sheahan, Mr. Dave Rynders, Ms. Carol Burmeister, Mr. Ray Johnston, and Mr. Dave Brommerich.

Public Comment regarding Posted Agenda Items: None.

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

Review/Discussion/Action regarding Request of CAPX2020 Funding by Buffalo County Trail Riders for Funding Trails in the City of Mondovi: Mr. Johnston, Buffalo County Trail Riders member, explained the map of the proposed ATV trails in the City of Mondovi. The City of Mondovi has approved the use of ATV's on the streets which will help residents get to the ATV Trail without having to trailer their ATV across town. The estimated expenses for signs, a billboard, and gravel for the trailhead is \$5,000.00. The club has half of the money raised already. Mr. Hillert made a motion to use up to \$2,500.00 on a 1 to 1 match from CAPX2020 funds, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Establish the Fee Schedule for Administering the Buffalo County Uniform Dwelling Code Ordinance: Ms. Rosenow explained the Resolution is to show the fees charged by the inspector and that these are the same fees he charges in all counties that he is the inspector for. Ms. Rosenow made a motion, seconded by Ms. Danzinger. Carried.

Review/Discussion/Action regarding Tax Deed Properties: Ms. Halverson explained the properties that letter reports had been ordered on. There are several properties that letter reports were not ordered because the owners have called and set up a payment plan. Ms. Sheahan explained that there is not a set amount for payments but the total amount due is expected to be paid in full by September. Ms. Halverson explained that the owner of one of the properties on the list had passed away. The amount of taxes owed on this property are less than the cost of a letter report and according to an aerial map the majority of the property is road right-of-way. The Committee suggested the adjoining property owner be contacted when it is time to sell the property to see if they are interested. No other action was needed at this time.

Review/Discussion/Action regarding A Resolution to Support Discover Wisconsin Promotion of Buffalo County: Mr. Danzinger discussed the Resolution. He has spoken

with Mr. Carson Lentz regarding working with Discover Wisconsin to promote Buffalo County. Mr. Lentz is part of a kayaking group that meets every Wednesday and is willing to help promote the waterways of Buffalo County. Mr. Danzinger made a motion to approve the Resolution with the money coming from the general fund and work on getting donations to help with that cost, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding A Resolution to Expand Scope of Social Services On-Call System: Mr. Rynders explained the On-call System for mental health services and the grant that was used to provide these services in the past. The grant funding ends July 2016 and the costs will fall fully on Buffalo County. This Resolution will allow HHS to restructure how the services will be offered and minimize the fiscal impact to the County. Ms. Rosenow made a motion to amend the Resolution to show the fee charged per hour, seconded by Mr. Danzinger Carried. Ms. Rosenow made a motion to approve the amended Resolution, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution for the Purchase of a Bobcat for the Highway Department: Mr. Danzinger explained the Resolution. Currently Highway has a skid steer with tracks and finds they could use a wheel operated skid steer as well. All attachments are interchangeable and can be used on either skid steer.

Review/Discussion/Action regarding A Resolution to Authorize Courthouse Maintenance Projects and Bond Disbursements for 2016: Ms. Hansen reviewed the Resolution. Not all projects previously discussed are on the Resolution as the Auditors had some concerns as to some of the bids received. Mr. Danzinger made a motion to approve, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding the 2015 Year End Unaudited Report: Ms. Hansen explained the unaudited report. There was \$5,358.17 more in expenses than in revenues. The Committee would like a report that shows more detail of the balance transfers so that they can see a better picture of the budget.

Review/Discussion/Action regarding 2015 Department Overdrafts: Ms. Hansen reviewed the overdrafts and indicated these would show up as budget amendments. Mr. Hillert made a motion to approve, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding 2016 Year-to-Date Financial Report: Ms. Hansen reviewed the report showing expenditures and revenues for the first 1/3 of 2016.

Review/Discussion/Action regarding 2017 Budget & Planning Strategies: Chair Kane discussed the goal of a budget with no more than a \$300,000.00 budget deficit. Mr. Grisen made a motion to approve the budget plan, seconded Mr. Hillert. Carried.

Review/Discussion/Action regarding the Investment Policy/Guidelines: Ms. Sheahan explained the policy. The changes reflect what is in the Statutes and cannot be more constrictive. Mr. Grisen made a motion to strike the words "and include" in the first paragraph under Scope, seconded by Mr. Hillert. Carried. Mr. Hillert made a motion to approve the policy as amended, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding the Highway Annexation: Mr. Danzinger reviewed a letter regarding connecting the sewer with the City of Alma system and the annexation that has been taking place. The sewer plans are going to be reviewed by the engineer for the

City of Alma before it can be finalized. The remodel/construction should be complete by July. The next Highway meeting will be held at the Waumandee Highway Shop to review some needed repairs to that facility. This building is shared with the Town of Waumandee, therefore Buffalo County would only be responsible for 50% of the repair costs.

Review/Discussion/Action regarding Future Technology Planning: The IT Committee has been reviewing a business continuity plan and will meet again next week to continue that work. They will review the specs of computers, 3-year plans on programming and maintenance, and receiving quotes from various vendors.

Review/Discussion/Action regarding Inventory of Assets, Capital Assets Policy and Surplus Property Procedures: Ms. Hansen reviewed the assets report. The purchasing policy will need to be reviewed as there are new rulings that affect how it is currently written. County Mutual has been asked to review our capital assets to make sure they are insured at correct value.

Review/Discussion/Action regarding Register of Deeds Vital Safeguarding Policy: Ms. Burmeister reviewed the vital records policy regarding cleaning staff. Ms. Burmeister expressed her concerns with how her office is currently situated and the new policies the State is going to be implementing. She indicated that she believes the concerns could be alleviated with a move to the Highway Department as vital records would be located in a room that could be locked and only accessed by Register of Deeds staff. Ms. Hansen expressed concerns with the weight of those records being on second floor, but suggested some changes within the current office location to meet State Policy. Mr. Hillert made a motion to approve the cleaning policy, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Monthly Vendor Invoices/Vouchers/Employee Payroll/Funds Investment Report: A car repair invoice was discussed. Mr. Hillert made a motion to approve, seconded by Mr. Danzinger. Carried.

Review/Discussion regarding Chairperson Report: None.

Review/Discussion/Action regarding Administrative Coordinator Report: Ms. Hansen reviewed the monthly Solid Waste report. The Buffalo County Fair Association is exploring the idea of installing new bathrooms at the fairgrounds and will be making a request for CAPX2020 funds. The new lease with the City of Mondovi for the fairgrounds is at the Mondovi City Attorney's Office for review. Research is being done regarding a solar panel program from Excel Energy. ADRC is looking at ending its current partnership and forming a new one with Pepin and Chippewa Counties.

Public Comments: None.

Adjournment: Mr. Grisen made a motion to adjourn at 5:45 p.m., seconded by Mr. Danzinger. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk