

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Wednesday, June 15, 2016
Electronic and Hard Copy Filing Date: Tuesday, June 21, 2016

Chair Douglas Kane called the meeting to order at 2:00 p.m.

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

Others Present for All or Part of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Sheriff Schmidtknecht, Ms. Marilyn Sheahan, Ms. Diane Mikelson, Ms. Ruth Cronje, and Mr. Paul Kaldjian.

Public Comment regarding Posted Agenda Items: Ms. Sheahan spoke regarding the investment report and recommendations from PMA Investment.

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

Tour of Courthouse Facilities: The Finance Committee toured the courthouse facilities beginning on the first floor. The mechanical room would need some items removed in front of the electrical boxes for safety. The Sheriff's garage and carport area was viewed. The retaining walls behind the courthouse were discussed. Caulking of the wall had been approved, but clarification of whether or not it is both of the walls or only the wall behind the courthouse is needed. The employee lunch room and computer server area was viewed. The Maintenance Office was viewed. The Register of Deeds Office was viewed. The fire protection door is missing and there is a need to secure vital records documents. This office has requested to move to the Highway Office to keep those records secure. The Treasurer's Office was viewed. The GIS Office was viewed. The County Clerk's Office was viewed. The Administration Office was viewed. The Committee then proceeded to the basement. The basement is in need of new carpeting and ceiling tiles. The mechanical room in the basement needs items that are being stored in there removed for safety. The Emergency Management/Recycling Office was viewed. Storage areas were viewed. The Committee returned to the County Board room to continue the meeting. Tours of the other offices will be done at the next meeting.

Presentation on Educational Partnerships for Innovation in Communities Network (EPIC-N): Ms. Nettie Rosenow, Ms. Ruth Cronje, and Mr. Paul Kaldjian spoke regarding the EPIC-N model that could possibly help Buffalo County with areas they would like to work on. The EPIC-N model is not available at UW-Claire at the time, but is available through UW-Madison. The model is to help organizations with ideas they have for projects by teaming them up with college professors and students to do research and present their findings to help the project become reality. UW-Eau Claire could still help if there is a specific area that Buffalo County wants to work on. The Committee took no action at this time.

Review/Discussion/Action regarding Law Enforcement Radio Towers: The tower located on Whitt Road, which is owned by Ntec, was damaged in the storm on June 10th. With that tower being down dispatch is having to send out the page to fire and EMS plus call individuals to ensure they received the page. When this tower was operational the system required 2 pages to be sent out to reach all fire and EMS in the Mondovi area. There are two options for getting the paging system back up and running. The first option is to move the equipment to a tower located on Hovey Valley Road. Using this tower would eliminate the need to send out two pages. The cost to install equipment on this tower is \$19,200.00 and the rent would be \$275.00 per month. Option two would be to have Ntec place a temporary pole at the site of the damaged tower to use until the new tower is replaced. This option would cost \$15,000.00 and would still require two pages to be sent out. Rent would be \$185.00 per month until the new tower is installed and then rent costs could go up. Ancom recommends the Hovey Valley site as does Mr. Bryan Gibbs, Chief of Mondovi Ambulance. There is a possibility of some insurance coverage, but there is a \$10,000.00 deductible. Mr. Hillert made a motion to move forward with option one, file a claim with our insurance company, and take the funds from Law Enforcement budget, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Request by Clerk of Court for Transfer from Jury Account to Part-Time Salaries: The transfer would be for \$3,000.00 from the jury account into part-time salaries. Mr. Hillert made a motion to approve the transfer, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding a Resolution to Approve Loan to Chippewa County to Provide Cash For CDBG Home Improvement Work: Chippewa County is the lead agency for the CDBG funds and has hired Chippewa Housing Authority to administer the grant. The grant has been used in the past for septic systems and home improvements in Buffalo County. The State is behind in their funding payments making this \$5,000.00 loan necessary to keep the program working. Ms. Rosenow made a motion to approve the loan with the money coming from the General Fund, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding A Resolution to Purchase Dispatch Telephone Wireless Headsets by Expending Funds from CAPX2020: Ms. Mikelson discussed the need for the headsets for Communications/Corrections Officers. The Law Enforcement Committee understood the need for the headsets to improve the health and efficiency of the employees and approved the Resolution. The purchase would be for 3 base units and 14 headsets so that each employee has their own, for hygiene reasons. Each headset comes with 2 batteries and is rechargeable. The Finance Committee does not believe this fits the guidelines for CAPX2020 funds. Mr. Danzinger made a motion to remove the sixth paragraph and have the funds come from the Law Enforcement budget, seconded by Mr. Grisen. Carried. Mr. Danzinger made a motion to approve the amended Resolution, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding Amendment(s) to the Rules of Government: The proposed amendment to the compensation section of the Rules of Government was discussed. There is a need to clarify when per diem is paid when there are 2 or more meetings in a day. The paragraph that begins with "At any time a standing committee meeting..." will be stricken, as well as the paragraph that begins with "Compensation will generally be allowed for only one..." The following wording will be inserted: If two or more committee meetings are held on the same day, a supervisor is entitled to per diem for each

committee that meets to consider its normal full agenda. Per diem will not be paid for perfunctory meetings in which only limited agenda is considered. Mr. Grisen made a motion to approve the changes, seconded by Ms. Rosenow. Carried. An updated Rules of Government will be sent to all members with their County Board packet.

Review/Discussion/Action regarding A Resolution to Authorize Lease Agreements for County Park Operation: Mr. Danzinger reviewed the work that has been completed on the lease of the fairgrounds with the City of Mondovi and turning the property into a park. The City of Mondovi wants the County to be the responsible agent for the property. An MOU will be coming forward between the County, UW-Extension and the Fair Association. The MOU will state what entity is responsible for activities at the fairgrounds. The Highway Department will be stepping back on their involvement and will only repair roads as needed and when properly scheduled. The property will now be listed as a park so there will be no liability insurance needed. Mr. Danzinger made a motion for the approval of the lease renewal, seconded by Mr. Hillert. Carried. Mr. Danzinger made a motion to approve the Resolution to name the fairgrounds as a park, seconded by Mr. Hillert. Carried.

Review/Discussion/Action regarding Community Development Block Grant Revolving Loan Funds for Economic Development: Ms. Hansen reviewed the work that needs to be done regarding the Community Development Block Grant to keep the money. Things to work on include approving a manual, finding an administrator, and having a plan to market the funds. A discussion was held to use a portion of the funds to hire an administrator. The committee agreed to draft a job description, with how many hours of work will be needed, the pay scale, and experience/education requirements. This will go through the HR Committee. Ms. Hansen will send the State a letter stating the plan of action to move forward with these funds.

Review/Discussion/Action regarding Disposing of Surplus Property Procedure & Capitalization Policy: The policy was reviewed. It was decided to place surplus property online for sale and if no bids are received dispose of the items properly.

Review/Discussion/Action regarding Procurement Policy: The Auditors recommend the language in this policy to comply with GASBY rules for federal grant funds. It was asked to have Corporation Counsel look at the policy to see if wording is correct. Ms. Hansen will have the language ranked on what is required or recommended and the authority behind it.

Review/Discussion/Action regarding 2017 Budget Planning Discussion and Schedule: Budget planning will be done in two parts. The first part will be July 27 and 28th, which involve meeting with departments that fall under the Finance Committee. At these meeting the departments will review their programs, the priority of the programs, cost and number of people served. On August 23rd, 24th, and 25th all departments will give their budgets. July 20th will be the next regular meeting. An item to discuss at this meeting will be budget assumptions.

Review/Discussion/Action regarding Monthly Vendor Invoices/Vouchers/Employee Payroll/Funds Investment Report: Invoices, vouchers, employee payroll, and the investment report were reviewed. Mr. Grisen made a motion to approve, seconded by Ms. Rosenow. Carried.

Review/Discussion regarding Chairperson Report: None.

Review/Discussion/Action regarding Administrative Coordinator Report: Law Enforcement purchased a new truck with part of the funds coming from the drug task force funds. Teen Court purchased new iPads that will be used for education and at the fair. ADRC will have some new things coming forward with their new collaboration.

Public Comments: None.

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

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk