

## **Buffalo County Minutes**

**Committee/Board:** Finance Committee  
**Date of Meeting:** Wednesday, July 20, 2016  
**Electronic and Hard Copy Filing Date:** Friday, July 22, 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, Ms. Marilyn Sheahan, and Mr. Brian Suchla.

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

**Review/Discussion/Action regarding June 15 & 27, 2016 Minutes:** Mr. Grisen made a motion to approve the minutes, seconded by Mr. Hillert.

**Review/Discussion/Action regarding County Treasurer Program & Services Initial Budget Review:** Ms. Sheahan reviewed work performed by her department. Approximately 75% of the work schedule is spent on parcel mapping and property listing and 25% is spent on treasurer work. The base mapping project is scheduled to be completed in June of 2017, but there will still be work that will need to be completed. As parcels are sold and split more mapping will need to be done. There is one position in the office that is currently a full-time position, but once the base mapping is complete in 2017 it reverts to a part-time position unless there would be need in the GIS Department for extra help with mapping. Ms. Sheahan explained that there are some changes to MFL fees making that revenue slightly higher than anticipated. She indicated that she sees no surprises in the 2017 budget. There is a possibility of needing a new printer for tax bills as the current printer has reached its end of life and the estimated cost of a replacement is \$1,000.00.

**Review/Discussion/Action regarding A Resolution to Authorize Replacement of Air Cooled Condensing Unit and Bond Disbursement for 2016:** Mr. Suchla explained there are four compressors in a unit and currently one is not working correctly. There were 2 bids received. Both bids are for a 50 ton unit with Buffalo County recycling the system and receiving the funds for recycling. Mr. Suchla indicated the bids did not include hooking up electrical to the unit. Seitz Electric has quoted \$1,100.00 to hook up electricity to the system. Mr. Grisen made a motion to amend the Resolution to approve the bid from Winona Heat and Vent not to exceed \$43,560 and approve the electrical installation from Seitz Electric not to exceed \$1,100.00, seconded by Mr. Hillert. Carried. Mr. Grisen made a motion to approve the amended Resolution, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding filling the Building & Grounds Maintenance Janitor Position:** Ms. Hansen explained the individual in this position resigned and it is necessary to fill this position as soon as possible. The position has been advertised pending approval of the Finance Committee. Applications are due July 28<sup>th</sup>. Ms. Rosenow made a motion, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding Non-Lapsing Account Balance:** The Committee reviewed a list of non-lapsing accounts. These accounts are funds that are mostly grant money with very specific uses. Mr. Danzinger made a motion to approve the listing, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding Loan Fund Administrator Position Description:** Ms. Hansen explained that the Revolving Loan Fund Committee has been worked out, the manual will need approval and the loan documents will need to be approved. This position will not be a full-time employee of Buffalo County. Up to 3% of the grant amount can be used for administrative expenses. Ms. Hansen will review the manual and the position description and bring back at a future meeting.

**Review/Discussion/Action regarding Monthly Vendor Invoices/Vouchers/Employee Payroll/Funds Investment Report:** Invoices were reviewed. Mr. Danzinger made a motion, seconded by Ms. Rosenow. Carried.

**Chairperson Report:** Mr. Owecke will be getting a packet to each Finance member with work he has done on the address renumbering project. There is a meeting in Eau Claire on July 27<sup>th</sup> with UW-Eau Claire to have a discussion with various professors regarding items you may be interested in having their students work on.

**Administrative Coordinator Report:** The ADRC is still working on finding another partner. Clark County has contacted us to see if we would reconsider joining back with them. Mr. Bill Ingram is the new Chair of the ADRC Board. Mr. Joe Wantoch passed away. Mr. Wantoch served on the Board of Adjustment. Land Information Council met and has voted not to enter into an RFP for remonumentation and requested that instead they be given a budget to complete the project.

**Public Comments:** None.

**Continued Tour of Courthouse Facilities:** The Finance Committee toured the third floor of the courthouse.

**Adjournment:** Mr. Hillert made a motion to adjourn at 5:27 p.m., seconded by Mr. Danzinger. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk