

Buffalo County Minutes

Committee/Board: Finance Committee

Date of Meeting: Friday, July 22, 2016

Electronic and Hard Copy Filing Date:

Chair Douglas Kane called the meeting to order at 9:00 p.m.

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

Others Present for All or Part of the Meeting: Ms. Sonya Hansen and Ms. Roxann Halverson.

Public Comment regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Administration Functions Program & Services

Initial Budget Review: Ms. Hansen reviewed various items to review for the 2017 budget. The Corporation Counsel Contract will be up in 2017. A discussion was held on separating out DHHS items and how far out to send RFP's.

Property and Workers Comp Insurance was discussed. There is no cost increase proposed at this time.

Computer maintenance was discussed. This covers items like licenses, backups, software, and CR Solutions. The current check writing machine is obsolete and will cost \$2,000.00 to replace. The backup system is tape based and is obsolete and would be approximately \$30,000.00 to replace. If looking at replacing these items it may be a good time to look at a different program than ACS and look at a Microsoft based program.

Library payments were discussed. This payment is set by statute and the bills are submitted by the libraries.

Rent received from various agencies was discussed. The DNR rent contract will expire in July of 2017 and the USDA rent contract will expire in October of 2017. Rent amounts received from other agencies were reviewed. The Committee decided to set rent at \$15.00 per square foot which will include one designated parking space, additional designated parking spaces may be rented for an additional \$50 per month, there will be no trailers or boats in the parking spaces, and the lease will be for a 3 year time period. The Committee instructed Ms. Hansen to work with ADRC regarding obtaining a written lease agreement and the fee for their rent.

Auditors were discussed. This is year two of the contract so there is no change in cost.

The copy lease was reviewed. We are currently in the middle of lease and the cost is very comparable to other companies.

County Board costs were reviewed. Two meetings will need to be added for Committee of the Board and six meetings for Economic Development Committee.

Mileage was discussed. The current Federal rate is \$.54 and the County rate is \$.53. For budget purposes \$.53 will be the figure that will be used.

Health Insurance was discussed. We currently do not have any numbers to put into the budget but are trying to get those by the end of August.

Administration Office budget was discussed. The Floater positions were discussed.

Coroner Office was discussed. Ms. Hansen indicated that she sent the budget sheets to the Coroner to review and has not heard anything back as of yet.

Surveyor's Office was discussed. The Committee asked Ms. Hansen to have the Surveyor put a budget together.

Courthouse Maintenance was discussed. LP should be bid out each year instead of an extended contract. A request for an inventory of supplies was made. Snowplowing was discussed. Quotes will be obtained for snowplowing and also for a used truck with a snowplow that can be used in the vehicle fleet.

The Committee would like all budgets to be ready to be presented at the August 23, 24, and 25 meetings.

Review/Discussion/Action regarding Tour of the Courthouse Facilities: Maps of the facilities were reviewed. Possible changes were discussed. No action was taken at this time.

Public Comments: None.

Adjournment: Mr. Danzinger made a motion to adjourn at 12:20 p.m., seconded by Mr. Grisen. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk