

Buffalo County Minutes

<u>Committee/Board:</u>	Finance Committee
<u>Date of Meeting:</u>	Wednesday, April 18, 2018
<u>Electronic and Hard Copy Filing Date:</u>	Monday, April 23, 2018

Mr. David Danzinger called the meeting to order at 1:00 p.m.

Board Members Present: Ms. Mary Anne McMillan Urell, Mr. Donald Hillert, Mr. Larry Grisen, Ms. Nettie Rosenow, and Mr. David Danzinger.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Tina Anibas, Sheriff Mike Schmidtknecht, and Mr. Bruce Fuerbringer.

Public Comments Regarding Posted Agenda Items: None.

Minutes: Mr. Grisen made a motion to approve the minutes, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding the Election of the Finance Committee Chair: Mr. Danzinger called for nomination for the Chair of the Finance Committee. Mr. Grisen nominated Mr. Don Hillert. Mr. Danzinger called for further nominations three times. Mr. Grisen made a motion to close nominations and cast a unanimous ballot, seconded by Ms. McMillan Urell. Carried. Mr. Hillert took over as Chair of the Finance Committee.

Review/Discussion/Action regarding the Election of the Finance Committee Vice Chair: Chair Hillert called for nominations for Vice Chair of the Finance Committee. Ms. McMillan Urell nominated Mr. Grisen. Chair Hillert called for further nominations three times. Mr. Danzinger made a motion to close nominations and cast a unanimous ballot, seconded by Ms. McMillan Urell. Carried. Mr. Grisen has been elected Vice Chair of the Finance Committee.

Review/Discussion/Action regarding Approval of the CDBG Demolition Bid: There was one bid received for the demolition of two homes in the Town of Gilmanton. The bid is higher than expected and exceeds the available funds. Different options were discussed. Mr. Fuerbringer will call the State and see if there is an extension available for the demo deadline and if there are any more funds available. Mr. Grisen made a motion to table this item, seconded by Mr. Danzinger. Carried.

Review/Discussion/Action regarding Roof Warranty Repairs: Ms. Hansen explained the warranty on the roof is about to expire so an inspection was conducted to catch anything that may be wrong. The inspection showed some repairs that were needed, but these items are not covered under the warranty. The cost for the repairs is \$2,702.00. Mr. Grisen made a motion to approve the repairs at \$2,702.00, seconded by

Mr. Danzinger. Carried. Mr. Danzinger made a motion to take the funds from the Maintenance budget and if needed to balance the budget at the end of the year to reimburse with General Fund dollars, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding County Board Room Technology Update:

Ms. Hansen explained the technology upgrades needed to be able to use the room for trainings, presentations, and video conferencing for supervisors who need to attend meetings remotely. A bid was obtained for adding cameras, a laptop and a pad to control lights and sound from the front of the room at a cost of approximately \$12,466. The Committee would like to have vendors attend a meeting to discuss this further. A discussion was held in regards to doing upgrades in phases to reduce the cost. Ms. Anibas explained that in the long run the cost could be more due to technology getting outdated and needing to be replaced when the next phase is installed.

IPads for supervisors was also discussed. Going paperless would save the County money and with new technology in the County Board room all documents could be cast on screens in the room and also be on the IPads. The Committee would like to survey the supervisors to see if these would be used and how they would be used.

Review/Discussion/Action regarding A Resolution to Remove Outstanding

Checks: Ms. Anibas explained this resolution is to remove checks that are outstanding. She has contacted the individuals to inquire if new checks need to be sent out, but received no response from these. Ms. McMillan Urell made a motion to approve the resolution, seconded by Mr. Grisen. Carried.

Review/Discussion/Action regarding District Attorney and Victim Witness

Coordinator Potential Changes: Ms. Hansen reviewed changes that may occur with the District Attorney being elected as the Circuit Court Judge. August 1st is the start date for the Judge and it takes 8-12 weeks to fill the vacant District Attorney position for the remainder of the term. The Governor's Office can begin the search for a new DA once a resignation letter is received. At this time Seifert and Schultz Law Office houses the District Attorney and Victim Witness Coordinator. This may change with whomever the new DA is. The current space has been offered to the County to rent or we could find office space within the courthouse if that is what the new DA would prefer. The DA and VW positions are both part-time. The County also provides part-time secretarial help to the DA.

Review/Discussion/Action regarding Buffalo County Humane Association

Quarterly Report: Ms. Halverson presented the Financial Report provided by the Buffalo County Humane Association. The Committee would like more detailed financials and instructed Ms. Halverson to prepare a spreadsheet for BCHA to use for future reports.

Review/Discussion/Action regarding Monthly Vendor Invoices, Vouchers,

Employee Payroll and Funds Investment Report: A discussion was held on moving items through the proper committees in a timely fashion and allowing the Financial

Department to pay standard bills without bringing them through Finance each month. The MRRPC bill for the zoning ordinance revision was reviewed. Mr. Danzinger made a motion to approve the invoices, seconded by Ms. Rosenow. Carried.

Review/Discussion/Action regarding the Chairperson Report: Chair Hillert discussed address signs and the associated costs. Cost sharing and having the towns verify addressing errors was discussed. Ms. Hansen will obtain new bids and the cost for obtaining GPS coordinates when the signs are installed. Chair Hillert would like this placed on the next County Board agenda as well as a recap of where CAPX funds have been spent and what the balance is.

Review/Discussion/Action regarding Administrative Coordinator Report: Ms. Hansen explained that during the budgeting process it was decided that all computer purchases must go through the IT Committee. She has found that with the IT Committee not meeting very often it may delay computer purchases. The IT Committee has reviewed computer specs and made a recommendation of what to purchase in the future.

A gas water heater in the courthouse has failed and a new one was installed at a cost of \$6,500.00. This was approved through the emergency purchase policy.

Ms. Hansen indicated that she will have an unaudited report for 2017 expenses and revenues at the next meeting.

Public Comments: None.

The next meeting date and time will be May 16th at 1:00 p.m.

Adjournment: Ms. McMillan Urell made a motion to adjourn at 2:45 p.m., seconded by Ms. Rosenow. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk