

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Thursday, July 21, 2016
Electronic and Hard Copy Filing Date: Friday, July 22, 2016

Chair Douglas Kane called the meeting to order at 9:00 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. Carol Burmeister, Ms. Renee Pronschinske, Ms. Roselle Schlosser, and Judge James Duvall.

Public Comment regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Register of Deeds Programs & Services Initial Budget Review: Ms. Burmeister, Register of Deeds, reviewed one of the services in her office, which is recording of land records documents. She explained the process it takes to record that document from the time it enters the office to the time she can send the document back to the individual. She explained that all documents are now scanned and that no paper copies are kept in her office. Her office serves various types of people, for example, the general public, surveyors, assessors, abstractors, and genealogists. The revenue from copy fees was discussed as well as how fees are charged online for people that obtain copies of land records documents. Ms. Burmeister would request additional help in 2017 for completing scanning of old documents so that those can be placed online.

Review/Discussion/Action regarding Circuit Court Judge/Register in Probate Programs & Services Initial Budget Review: Ms. Pronschinske, Register in Probate, reviewed the annual report she sends to the State. The State now combines the payment for Court Support and GAL payments. The Committee asked if there was any changes anticipated for 2017. Ms. Pronschinske indicated that she would like to request an extra 8 hours of help per month for court days in 2017 when she does her budget request. Judge Duvall gave an update on the TAD Grant. The Grant application was submitted on Tuesday and in September we should hear if it was awarded to Buffalo and Pepin Counties. The goal of the program was to not ask for any county funding and rely on TAD Grant funding and fees of the program to pay for services and two full-time employees. There will not be enough funds for rent, phone or internet. Therefore those items will be asked of the County when that time comes.

Review/Discussion/Action regarding Clerk of Circuit Court Programs & Services Initial Budget Review: Ms. Schlosser, Clerk of Circuit Court, spoke to the Committee regarding programs in her office. Her office is working on a redaction law that recently went into effect. There will need to be a new computer in the small hearing room as all files are now paperless. This computer will be supplied by the State. Ms. Schlosser indicates the only non-mandated service in her office is passports. She says she already has seen an increase in issuing them since Pepin County and Trempealeau County have quit issuing them and La

Crosse or Eau Claire are the closest in the area to get them. Looking at 2017 Ms. Schlosser does believe she will need to replace one of the aging scanners in her office at a cost of approximately \$300.00 and replacing a desk in her office as the current desk does not have enough useable work area. She would also like to request additional staff of 8 hours per week to help with back scanning, criminal court days and jury trials.

Review/Discussion/Action regarding County Clerk Program & Services Initial Budget

Review: Ms. Roxann Halverson, County Clerk, reviewed programs and services offered by her office. Most programs are mandated by Statute. The DMV and DNR would be two that are not mandated but do generate some revenue. Ms. Halverson does not anticipate anything out of the ordinary for the 2017 budget.

Continued Tour of Courthouse Facilities: The Finance Committee continued their tour of the courthouse beginning with the fourth floor and then moving to the second floor. There is a noticeable crack on second floor that Ms. Hansen will have Mr. Suchla check into.

Public Comments: None.

Adjournment: Mr. Hillert made a motion to adjourn at 1:30 p.m., seconded by Ms. Rosenow. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk