

Buffalo County Minutes

Committee/Board: Finance Committee
Date of Meeting: Thursday, August 25, 2016
Electronic and Hard Copy Filing Date: Wednesday, August 31, 2016

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

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

Others Present for All or Part of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. Mike Owecke, Judge James Duvall, Ms. Renee Pronschinske, Ms. Diane Prenot, Mr. Joe Nelsen, Ms. Roselle Schlosser, and Mr. Steve Schiffli.

Public Comment regarding Posted Agenda Items: None.

Review/Discussion/Action regarding the Zoning Budget: Mr. Owecke presented the Zoning budget. The fee revenue will increase due to permitting of Ag structures. Mr. Owecke believes this change has been beneficial to prevent structures from being too close to residential property and to keep them out of flood plain areas or Shoreland areas. There is an increase in salaries and wages due to step increases. Mr. Owecke would like to review the fees set for conditional use permits as the costs are more than the fees charged.

Review/Discussion/Action regarding the Judge's Office and Circuit Court budget: Judge Duvall presented the budget. There is no change other than salary and that is due to a step increase and to request 4 additional hours to the part-time staff every other week. Judge Duvall has been working on keeping the court appointed attorney fees down by setting up payment plans with defendants. The CJSS budget was discussed. In 2015 the CJSS Coordinator resigned and this position has been vacant since. Judge Duvall would hope the County continues to budget \$5,000.00 towards this so that if the TAD Grant is approved that program can move forward. The full County Board will need to approve accepting the TAD Grant money if it is awarded and Judge Duvall will bring more forward on this at that time.

Review/Discussion/Action regarding the Highway Budget: Ms. Prenot reviewed items that are carried over into the 2017 budget, the bridge request, routine winter maintenance and salaries. There are some numbers that could change as towns assess flood damage and request culvert or bridge aid. The 2017 budget includes 7.74 miles of road reconstruction. Funding for flood damaged roads was discussed, as well as a 5-year plan for equipment replacement and road construction.

Review/Discussion/Action regarding the Surveyor Budget: Mr. Nelsen presented the Finance Committee with three separate budgets. One budget presented a complete remonumentation over the next 5-years. The second budget presented was completing remonumentation of Waumandee and Glencoe and a 15-year plan to cost share remonumenting. The third budget is a replica of the 2016 budget with no expenses for monuments. A discussion was held on the importance of remonumentation, sending out

requests for bids, and the possibility of having a presenter come in to discuss remonumentation.

Review/Discussion/Action regarding the Clerk of Court Budget: Ms. Schlosser indicated that revenues may be down slightly in 2017. This budget request includes additional part-time salary for scanning and step increases for current employees. Jury trials were discussed. There is a large trial coming in February that may take additional security, transportation, and other costs. Office equipment shows the costs for three new office stations. Ms. Schlosser explained to the Committee that the State does reimburse some expenses each year, but that revenue is put into the Judge's Office budget. Some counties put that money into the Clerk of Courts budget or split between the two offices.

Review/Discussion/Action regarding the Emergency Management/Recycling/LEPC Budgets: Mr. Schiffli presented the LEPC budget. Salary was increased due to a step increase, otherwise there were no other changes. The Emergency Management budget was reviewed. There was an increase in salary for a step increase and the phone cost increased for data usage. The purchase of a new radio was discussed. During recent activities when mutual aid was needed it was discovered that the radio currently in the office is not able to communicate with radios used by other agencies. Equipment will be needed on the tower so that communication is better near the river and converter boxes are needed inside of the courthouse. There are grants to help pay for some of the cost. The budget also includes a laptop computer and docking station.

The Recycling budget has not been presented to the Recycling Committee as of yet. There is no tax levy associated with that budget.

The Finance Committee discussed the budgets and requested Ms. Hansen put together a spreadsheet of all budget requests to show where the overall budgets are at. A list of the offices that requested computers in their budgets and how old the computers in that department are was requested also. Another look at the budget will be done on September 15th and 16th.

Ms. Hansen asked the Committee to look at staffing, especially in the Clerk's Office so that the position can be advertised. A discussion was held on where extra staffing is needed and if a floater position is needed. Mr. Hillert made a motion to fill the vacant position in the County Clerk's Office based on 32 hours per week, seconded by Mr. Grisen. Carried.

Adjournment: Mr. Hillert made a motion to adjourn at 12:30 p.m., seconded by Mr. Danzinger. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk