

## **Buffalo County Minutes**

**Committee/Board:** Finance Committee

**Date of Meeting:** Wednesday, April 19, 2017

**Electronic and Hard Copy Filing Date:** Thursday, April 20, 2017

Chair Douglas Kane called the meeting to order at 3:30 p.m.

**Board Members Present:** Mr. Douglas Kane, Ms. Nettie Rosenow, Mr. Don Hillert, Mr. David Danzinger, and Mr. Larry Grisen.

**Others present for all or portions of the meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Jason Poser, Mr. Barry Draskowski, Mr. Bryan Meyer, Ms. Carrie Olson, Mr. Greg Batzer, Ms. Tina Anibas, Ms. Marilyn Sheahan, Mr. Dean Roth, Mr. Ethan Remus, Ms. April Schoolcraft, Ms. Carol Burmeister, Mr. David Schams, Mr. Jim Wilkie, Mr. Cameron Bump, Mr. Bob Platteter, Ms. Diane Prenot, and Sheriff Mike Schmidtknecht.

**Public Comments regarding posted agenda items:** None.

**Previous Meeting Minutes:** Mr. Hillert made a motion to approve the minutes, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding a presentation on Remonumentation:** Mr. Poser introduced Mr. Bryan Meyer, La Crosse County Surveyor and President of the Wisconsin Surveyor's Association. Mr. Meyer explained the survey system and the importance of finding the original PLSS markers. He cautions using an RFP process to find a surveyor as the lowest prices does not mean the best work. If the RFP process is used you will want to request the surveyor's qualifications so that you know they have the knowledge to find the PLSS markers and set corners. Mr. Meyer cautioned that although a surveyor is state certified that does not make them qualified to have the knowledge or experience necessary for remonumentation. Mr. Ethan Remus expressed the importance of keeping monuments accurate. Mr. Dean Roth gave examples of survey work done in the 1980's in Eau Claire County that currently have to be redone because time was not taken to find the original markers. He also explained that once the remonumentation is done there is still maintenance work to be done. The monuments need to be reviewed every 10-15 years to ensure they have not been moved. Mr. Poser discussed the work that still needs to be completed in Buffalo County. There are 340 square miles of remonumentation that need to be completed. Funding sources would be a three way split between the county, the municipality, and WLIP grant funds. Mr. Poser mentioned the idea of borrowing from CAPX2020 funds that would need to be repaid over time by the county and municipality. The Finance Committee would like to review examples of RFP's and research whether to have a full-time surveyor or contract surveyor. The surveyors present recommended against doing a RFP and contracted surveyor. They feel Buffalo County would benefit more from a full-time experienced surveyor.

**Review/Discussion/Action regarding a presentation on Land Information/GIS**

**Department:** Mr. Poser explained how the Land Information/GIS Department supports other departments with mapping services. He explained how documents are recorded and the

process it takes to put it into data that is used by other departments. Mr. Poser also explained that the use of mapping has increased by 18-20% with approximately 17,000 hits to the website each year.

**Review/Discussion/Action regarding County Treasurer Annual Report:** Ms. Tina Anibas gave the Treasurer's Report. Ms. Anibas explained the report covered work done in 2016 before Ms. Sheahan retired. The Treasurer's Finance Report was also reviewed.

**Review/Discussion/Action regarding GIS Department & Land Records Staffing:** Ms. Anibas asked the Finance Committee to review staffing for an employee currently working on parcel mapping and Treasurer's Office duties. This position was scheduled to end as a full-time position June 30, 2017 and go to a part-time position in the Treasurer's Office only. There was funding placed in the GIS budget to keep this position as full-time for 2017. The parcel mapping is 96% complete, but that does not include easements, road right-of-ways, or maintenance that will need to be done. Mr. Hillert made a motion to approve funding the position for the remainder of 2017 at a cost not to exceed \$12,000.00 from the WLIP Grant, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding A Resolution Authorizing Approval of the Buffalo County Land Information Plan 2016-2018:** Ms. Hansen explained this is a housekeeping resolution. The Land Information Plan has been approved by the State and Land Information Council. Mr. Danzinger made a motion to approve the Land Information Plan, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding the Finance Committee May Go into Closed Session to Discuss DHHS Vendor:** Mr. Grisen made a motion to go into closed session, seconded by Mr. Danzinger. Mr. Hillert – yes, Ms. Rosenow – yes, Mr. Grisen – yes, Mr. Danzinger – yes, and Mr. Kane – yes. Carried.

**Review/Discussion regarding the Finance Committee May Return to Open Session:** Mr. Grisen made a motion to return to open session, seconded by Mr. Danzinger. Mr. Hillert – yes, Ms. Rosenow – yes, Mr. Grisen – yes, Mr. Danzinger – yes, and Mr. Kane – yes. Carried. No action was required.

**Review/Discussion/Action regarding A Resolution to Approve Aging and Disability Resource Center (ADRC) Carryover Funding:** Ms. Hansen explained that there is \$186,883.00 of carryover funding from the ADRC for Buffalo County to use. The items on the resolution have been approved by the state. The website development may change and if it does the state would need to approve any modification. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding A Resolution for DNR Stewardship Grant Application – WI DNR for Great River Trail – Winona Connector:** Mr. Cameron Bump updated the Finance Committee on the Winona Connector Trail. The DOT grant has been awarded. This grant covers 80% of the project with the county providing 20% of the funding. Mr. Bump would like to apply for a DNR grant that would cover that 20% but needs permission through the approval of this resolution. The grants are reimbursement grants, meaning the county will have to put forth the money and ask for reimbursement as the project moves along. Mr. Danzinger indicated that the Highway Committee questioned funding for

future maintenance of this trail. Mr. Bump explained that funds for maintenance can come from trail pass fees, grants, and by having local clubs provide the maintenance. Mr. Dave Schams spoke of the progress that has been made on this project. He explained how this will have a good economic impact on Buffalo County by helping boost tourism. Ms. Rosenow made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding A Resolution to Amend 2017 Budget and Transfer Funds from General Fund Account to Highway Fund for Road Improvements and Bridges and Road Flood Damage:** Mr. Platteter indicated this resolution would allow the Highway Department to complete 3.46 miles of reconstruction that was not able to be finished last year, 7 miles of chip sealing, and repair of flood damaged roads. Mr. Danzinger made a motion to approve the resolution, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding A Resolution to Create a Full-Time Social Services Lead Worker Position:** Ms. Hansen explained how the state is requiring AODA and Mental Health cases to be audited and if any information is missing they can take back funding they have sent us. This resolution does not authorize a new position instead it is restructuring and reassigning duties to a current employee. Mr. Grisen made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding A Resolution to Create a Part-Time Community Health Educator Position:** Ms. Hansen explained that Mr. Rynders has looked at ways to recruit employees that are most beneficial to DHHS. Currently there is a position for a part-time Public Health Nurse and by passing this resolution creating a part-time Community Health Educator it will give him more options when recruiting for the vacancy. Ms. Rosenow made a motion to approve the resolution, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding Amended CDBG EAP Grant Approval #17-04, #17-03 and #17-01:** Ms. Hansen explained when these CDBG EAP Grant Applications were first approved they showed the incorrect inspector fee of \$125. The correct inspector fee is \$225 and is reflected in the applications. Mr. Grisen made a motion to approve the amended applications, seconded by Mr. Hillert. Carried.

**Review/Discussion/Action regarding the Sheriff's Elevator Repairs and Maintenance:** Sheriff Schmidtknecht and Ms. Hansen explained the issues that have been going on with the Sheriff's Department elevator. Schindler Elevator Company looked at the elevator and came up with options for its repair. The first option is a full inspection to find the exact cause of the problems at a cost of \$12,805.00, this does not include any repairs. The second option is to replace the jack, but Schindler is not sure if the jack is the entire issue, at a cost of \$9,433.00. The third option is to replace the pistons and the jack at a cost of \$32,813.00. The fourth option is to replace the entire elevator at a cost of \$61,786.00. The elevator has not been used for 2-3 weeks because of the issues. Sheriff Schmidtknecht advised the Finance Committee that this is not safe to the public as all inmates need to be brought out through the public elevator. Mr. Danzinger made a motion to approve replacing the pistons and jack at a cost of \$32,813.00 with the funds coming from the building bond, seconded by Ms. Rosenow. Carried.

**Review/Discussion/Action regarding the Economic Development Coordinator Position Funding:** Ms. Hansen explained this position was approved by County Board, but funding

needs to be determined. A discussion was held on whether the position needs to be full-time or part-time. If the person worked on the trail project there would be funding for part of the position from administrative fees of the trail grant. Block Grant funds could also be used when working on the Block Grant program. Mr. Danzinger made a motion to advertise the position as a part-time position with potential to go full-time, have the salary dependent on qualifications and experience, and have the funding come from the General Fund at this time, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding the Recycling Program:** Mr. Kane and Ms. Hansen met with Mr. Randy Johnson to discuss the program and where it is going in the future. Discussion was held on having 2 centers in the county (Mondovi and BBC) that all residents could use. The county will need to put money into the program to keep it operating at a cost of about \$7,500.00 per site. Fee structures will need to be looked at and there will need to be standard hours of operation so that they are accessible to residents. At this time 2017 will remain as it is currently being run.

**Review/Discussion/Action regarding the Preliminary 2016 Financial Report:** Ms. Hansen distributed a spreadsheet showing the revenues and expenses. Overall she believes things look good.

**Review/Discussion/Action regarding monthly vendor invoices/vouchers/employee payroll/funds investment report:** Mr. Grisen made a motion to approve vendor invoices, vouchers, employee payroll, and funds investment report, seconded by Mr. Danzinger. Carried.

**Review/Discussion/Action regarding Chairperson Report:** None.

**Review/Discussion/Action regarding Administrative Coordinator Report:** Ms. Hansen reported that the visitor guide is being reviewed along with a listing of businesses in the county. Ms. Halverson reported that there will be a premier of the Discover Wisconsin Program on May 9<sup>th</sup> from 5:00 p.m. until 6:30 p.m. at Danzinger Vineyards. Invitations will be sent out soon.

**Public Comments:** None.

The next meeting will be May 17<sup>th</sup> at 3:30 p.m.

Mr. Grisen made a motion to adjourn at 7:15 p.m., seconded by Mr. Danzinger. Carried.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk