

Buffalo County Minutes

<u>Committee/Board:</u>	Finance Committee
<u>Date of Meeting:</u>	Friday, September 7, 2018
<u>Electronic and Hard Copy Filing Date:</u>	Thursday, September 13, 2018

Mr. Hillert called the meeting to order at 12:00 p.m.

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

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Mr. James Goss, Ms. Carol Burmeister, Mr. Jason Poser, and Mr. Tom Bilski.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Buffalo County Departmental 2019 Budget Presentations:

Veterans Services: Mr. Goss explained there is a slight increase for wages and for a programming change that will make uploading veteran records easier. There is also \$550 in the budget for part-time help for the Youth Government Day.

Register of Deeds: Ms. Burmeister reviewed the Register of Deeds budget. The budget includes an increase for full-time staff and funds to repair some books. There is also lodging for three conferences and a Fidlar conference in Iowa.

Surveyor: Ms. Hansen explained the Surveyor budget shows funds for working on two towns, an increase in wages and an increase to purchase new survey marker caps. Remonumentation will be discussed on the 19th.

Coroner: Ms. Hansen explained how autopsies are handled and when they are required. There could be an increase in fees for death certificates, cremation certificates, and discernment certificates to better match fees charged by surrounding counties. It was agreed to draft a resolution to increase cremation fees to \$200, death certificates fees to \$125, and disinterment fees to \$100.

GIS/Land Information: Mr. Poser explained there is a slight increase for salaries. A discussion was held on how the Land Information funds are generated and what they are used for. A decision will need to be made if the \$53,863.00 to balance the budget should be taken from the fund balance or from levy funds.

District Attorney/Victim Witness: Mr. Bilski thanked the county for moving the Administrative Assistant and Victim Witness Coordinator to county employees. Buffalo County is now following what other counties do and thereby established a continuum of office duties should a new DA be elected. Mr. Bilski has requested that the state fund a full-time DA and ADA for Buffalo County as the workload is present and by being full-time employees they would be eligible for state benefits. The next step is to get the DA office housed within the courthouse.

Administration: The Administration budget shows an increase for health insurance as a past employee did not take health insurance but the current one does. The budget also includes the cost for leasing a vehicle.

County Board: Ms. Hansen explained the budget is increased slightly for per diem and mileage.

Economic Development: Contributions, expenses, and revenues were discussed. The current employee is contracted at 40 hours per pay period and \$40 per hour. A discussion was held on whether or not to use CAPX funds for part of the salary as some of the work is broadband related.

Miscellaneous Expenses: Items that need to be determined for this budget would be county sales tax, shared revenue, and interest on the fair loan. Corporation Counsel bids will be coming in, but this cost is expected to increase.

Review/Discussion/Action regarding Filling a Vacant Deputy Register of Deeds Position: A discussion was held regarding a full-time Deputy versus a part-time. This has been requested during budget time for the past several years. The Register of Deeds Office is required by statute to be open when the courthouse is open. More scanning of old documents and quality control can be accomplished if the employee is full-time. Ms. Rosenow made a motion to approve the full-time Deputy position, seconded by Mr. Danzinger. Mr. Grisen made a motion to amend the original motion to review the progress after one year, seconded by Mr. Danzinger. Carried. A vote was taken on the amended original motion. All voting in favor. Carried. A resolution will need to be created, presented to the Finance Committee and brought back to HR. The resolution will then move onto County Board for approval.

Review/Discussion/Action regarding 2019 Budget

Questions/Concerns/Recommendations: The committee reviewed the requests by all departments. Fund balances will need to be reviewed to see what they were in past years and if funds can be used this year to balance the 2019 budget. Programs will need to be looked at to see what can be cut or reduced. The committee asked that Ms. Hansen go back to the departments and see if they can cut an additional 4-5% from their request or have their request equal the 2018 budget.

Public Comments: None.

Adjournment: Ms. Rosenow made a motion to adjourn at 3:30 p.m., seconded by Mr. Danzinger. Carried.

Respectfully Submitted,

Roxann Halverson
Buffalo County Clerk