

Buffalo County Minutes

Committee/Board: Executive Committee

Date of Meeting: Thursday, June 17, 2021

Chair Dennis Bork called the meeting to order at 10:18 a.m.

Executive Committee Members Present: Mr. Dennis Bork, Mr. Max Weiss, and Mr. Larry Grisen.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Roselle Schlosser, Ms. Carol Burmeister, and Ms. Tina Anibas.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes from the Previous Meeting: Mr. Grisen made a motion to approve the minutes, seconded by Mr. Weiss. Carried.

Review/Discussion regarding the Clerk of Court Report: Ms. Schlosser reviewed the debt collection program and the amount collected so far. The jury trials scheduled for 2021 were discussed. The record retention of case files has changed from 7 years past close of case to a set number of years. There will be a new recording program installed July 14th in the hearing room.

Review/Discussion regarding the Coroner Report: None.

Review/Discussion regarding the County Clerk Report: Ms. Halverson reviewed her annual report. 2020 was a challenge with COVID and four elections. Expenses for elections exceeded the budget due to the large amount of absentee ballot requests and additional programming and ballot costs. The Humane Society contract was reviewed. Ms. Halverson will work with the Humane Society on an updated three year contract.

Review/Discussion regarding the Circuit Court/Register in Probate Report: This report will be given to the full County Board.

Review/Discussion/Action regarding the County Treasurer Report: Ms. Anibas discussed the current GCS program not being supported next year and the need to find a new program. She is working with the company to obtain a definitive cost of the new program.

Review/Discussion/Action regarding the Register of Deeds Report: Ms. Burmeister reviewed the increase in documents recorded in 2020, the land values being up, and how electronic filing has increased. The ability to research documents both in the office and remotely was discussed. Ms. Burmeister would like to attend the PREA conference remotely in August. She also reviewed the Honor Rewards Program where

businesses can voluntarily promote discounts to veterans. She is working with the Veterans Service Officer on this program.

Review/Discussion/Action regarding the Land Information Office Restructure:

Ms. Hansen reviewed restructuring of the office. The E911 Coordinator and the GIS Technician will be working together on mapping. Eventually the E911 Coordinator position would become part of the GIS office. The goal is to have all departments use the same mapping system to maintain accurate maps. Eventually the model used by other counties with a Land Use Director and Technicians working together in one department may be used here.

Review/Discussion regarding the Second Amendment Sanctuary County

Resolution: Ms. Hansen explained a resolution for the second amendment sanctuary county has been floating around to other counties. Trempealeau County is addressing it soon. The Rod and Gun Clubs and the NRA want this placed on a referendum ballot. Mr. Grisen made a motion to table the resolution, seconded by Mr. Bork. Carried.

Mr. Grisen left the meeting.

Review/Discussion/Action regarding the Administrative Coordinator Position

Description: This will be looked at during the HR Committee and then discussed at the Committee of the Board meeting on July 26th.

Review/Discussion/Action regarding the Administrative Coordinator Recruitment

Plan: Ms. Hansen reviewed the timeline for filling the Administrative Coordinator position. The position vacancy will need to be advertised and an interview committee established. Applicants will be screened, and interviews scheduled. Ms. Hansen is hoping to have the position offered to an individual by November 1st so that she will have time to work with them before her retirement.

Public Comments: None.

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

Respectfully Submitted,

Roxann Halverson
County Clerk