

## **Buffalo County Minutes**

**Committee/Board:** Finance Committee

**Date of Meeting:** Wednesday, March 20, 2019

**Electronic and Hard Copy Filing Date:** Friday, March 22, 2019

Mr. Don Hillert called the meeting to order at 1:00 p.m.

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

**Others Present for All or Parts of the Meeting:** Ms. Roxann Halverson, Ms. Lisa Schuh, Mr. Lee Engfer, Ms. Sonya Hansen, Ms. Tina Anibas, Mr. Bob Platteter, Mr. Bruce Fuerbringer, Sheriff Mike Schmidknecht, Ms. Roselle Schlosser, Ms. Renee Pronschinske, Mr. Dave Rynders, Mr. Jason Poser and Mr. Mike Owecke.

**Public Comments Regarding Posted Agenda Items:** None.

**Review/Discussion/Action regarding Minutes of the Previous Meeting(s):** Ms. McMillan Urell made a motion to approve the minutes as presented by roll call vote, seconded by Mr. Grisen. All in favor. Motion Carried.

**Review/Discussion/Action regarding A Resolution to Transfer Funds from the Buffalo County Emergency Management Budget to the Sheriff's Department Budget for the Purpose of Cooperative Use of the 2016 F-150 Squad:** Mr. Fuerbringer described the need Emergency Management has for a truck. The truck currently has equipment that would be useful during an emergency event and the plan is to keep that equipment in tack if the Sheriff's Department would need to use the truck. There are other supplies it would be stocked with, for example water for the emergency response team during a fire. The Sheriff's Department will be looking at an SUV type of vehicle to replace the truck. The truck will either be kept at the courthouse or at the highway shop in Mondovi. Mr. Grisen made a motion to approve the resolution by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

**Review/Discussion Clerk of Court Annual Report:** Ms. Schlosser explained projects that are being worked on (E-filing, collection efforts, and changes with a new Judge). The Court Reporter will be retiring which will mean new equipment in the courtroom and the need for staff to run the equipment.

**Review/Discussion/Action regarding the State Debt Collection Program and A Resolution to Authorize the Clerk of Court to Contract with the Department of Revenue for the Collection of Debt:** Ms. Schlosser explained that \$711,000 was collected last year and the agency keeps a portion of all debt funds collected. More than half of Wisconsin Counties are moving to the State Debt Collection program to keep more of the funds within the county. There are even some Judges that are going with this program versus revoking driver licenses because some offenders will continue

to drive whether or not they have a license. If this is approved there will be a need for additional part-time staff to cover this additional workload. The staff would be shared with the Register in Probate's Office. Mr. Grisen made a motion to approve the resolution by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

**Review/Discussion/Action regarding the Deputy Clerk of Court/Deputy Register in Probate Position Description:** Ms. Hansen explained the position descriptions will be left separate as it is two different positions that one person will be filling. The hourly wage needs to be changed to non-exempt. The requirements are different, but that will be left as well. Ms. McMillan Urell made a motion to approve the position descriptions by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

**Review/Discussion/Action regarding A Resolution to Create and Fill a Combined Position:** This position was originally a shared position with the Administration Office. Having the shared position between the Clerk of Court and Register in Probate will be a better fit. These two will need to work out the details of vacation time and what work is accomplished in each office. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Ms. Rosenow. All in favor. Carried.

**Review/Discussion/Action regarding Child Support Cooperative Agreement and Revenue Credit:** Ms. Schlosser explained that her office does some work for Child Support and needs to keep track of time and now even more specific information. In the past DHHS has gotten the funds for the work her office has been doing. She would like that money in her budget and has asked for it in the past. She explained that Pepin County does the same work and receives the funds for their budget. Mr. Rynders explained he will do whatever Finance instructs him to do, but if he loses that money he will need to ask for more from the levy. Mr. Grisen made a motion to table this item until the 2020 budget, seconded by Ms. McMillan Urell. All in favor. Carried.

**Review/Discussion/Action regarding Initial Resolution of Buffalo County, Wisconsin Relating to the Issuance of General Obligation Promissory Notes in an Amount not to Exceed \$4,000,000 for the County's 2019-2021 Road Improvement Program:** Mr. Platteter spoke regarding concerns he has with adding additional miles with possible road repairs due to flooding. He does not have a large enough staff to handle flood damage and additional miles of road improvement. Options were discussed for borrowing smaller amounts over the next few years as needed. Ms. Hansen explained this resolution would allow us to do the roadwork and then get reimbursed through the note funds, but if we do not do the resolution, but do the work we cannot reimburse the money spent. Ms. McMillan Urell made a motion to amend the resolution by roll call vote to include "in one or more series" after the word "notes" on the second line of the first paragraph, seconded by Ms. Rosenow. All in favor. Carried. Ms. McMillan Urell made a motion to approve the amended resolution by roll call vote, seconded by Ms. Rosenow. All in favor. Carried.

**Review/Discussion/Action regarding A Resolution to Purchase One (1) New Sign Truck:** Mr. Platteter explained this resolution is for the cab and chassis not for the apparatus yet. Mr. Grisen made a motion to approve the resolution by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

**Review/Discussion/Action regarding the Easement Lease with the City of Winona:**

Ms. Hansen explained she had a good conversation with the City of Winona regarding the easement. The majority of the concerns were removed. She does need to call them and discuss snow removal on the trail. Concerns were expressed with maintaining a trail that mostly benefits Winona. This easement is for a 450 foot section of land in Buffalo County, but owned by the City of Winona. The City of Winona was gifted the property along with additional land in Winona by someone that had passed away. Ms. Hansen will continue to work on clarification of the easement and maintenance concerns.

**Review/Discussion/Action regarding A Resolution Authorizing Approval of the Buffalo County Land Information Plan 2019-2021:**

The Plan needs to be written and reviewed every 3 years and is approved by the State. A discussion was held on what funding was used for and how some of the funding is brought in (grants/fees). The process of approving the plan was discussed. State Statute explains that the Land Information Council approves the plan and then it is sent to the State for their approval. Concerns were raised with the Plan being approved by Finance and County Board after the fact, but the State does not require the County Board to approve the plan only the Land Information Council. Mr. Grisen made a motion to approve the Plan by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

**Review/Discussion/Action regarding A Resolution to Approve the Expenditure of CAPX2020 Funds to Install Private Drive and Town Road Signs as Required by the Buffalo County Uniform Addressing Ordinance:**

Mr. Owecke explained how the landowners and town officials will be informed if a road name needs to change due to duplication of name with another municipality. He also explained how the private drive signage would work. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Danzinger. All in favor. Carried.

**Review/Discussion/Action regarding A Resolution to Establish the Application/User Fee for Private Drive Signs and their Installation:**

This resolution covers the fee associated with purchasing and installing signs on a private drive that has more than three homes on it. A question was asked what other counties charge for this. Mr. Owecke indicated that he did not do research into what other counties were charging as we are limited as to who we can purchase signs from and who can install them. Mr. Danzinger made a motion to approve the resolution by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

**Review/Discussion/Action regarding an Unbudgeted Expense to Expand Emergency Services Alert System to the General Public:**

This would be used to alert the public to road closures and any other type of emergency. The citizen would have to sign up for the service themselves and maintain their information in the database. The cost is \$3,100. This is an annual contract so we can try this for a year and see how it works. Ms. McMillan Urell made a motion to approve by roll call vote the expansion of the Alert System to allow citizen participation, seconded by Mr. Grisen. All in favor. Carried.

**Review/Discussion regarding the Buffalo County Treasurer/Real Property Lister's Office Annual Report:** Ms. Anibas explained her office staff and the work they do. She has been working with Brenda on the position descriptions as one staff member works 90% of the time on real property listing and the other spends 90% of her time on mapping. She explained the mapping and how it will never be 100% complete as property is constantly being sold and split. Ms. Anibas also reviewed how taxes are affected by the levy and items that are placed outside of the levy. She also reviewed MFL and how that affects the tax base.

**Review/Discussion/Action regarding the Administrative Assistant Position**

**Description:** The description was reviewed. The person will need to have some accounting experience, whether it be payroll, accounts payable or accounts receivable. Ms. Rosenow made a motion to approve the description by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

**Review/Discussion/Action regarding Approval to Fill the Administrative Assistant Position in the Administration Office:**

This will be a full-time 40-hour per week position. At the current time there is temporary help that comes in a couple of times a week. Ms. McMillan Urell made a motion to approve filling the position by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

**Review/Discussion/Action regarding A Resolution Authorizing Participation in DNR Snowmobile Funding:**

Ms. Halverson explained this is a housekeeping resolution that needs to be renewed for grant funding. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Mr. Grisen. All in favor. Carried.

**Review/Discussion/Action regarding A Resolution to Add Policy No. 111 to the Buffalo County Handbook Cellphone Policy:**

The resolution will reimburse an employee that would need the cellphone as part of their field work. This will not cover a person that is required to have a phone to be called into work. The fiscal impact is approximately \$620.00. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Ms. Rosenow. All in favor. Carried.

**Review/Discussion/Action regarding A Resolution to Support Funding for Great River State Trail – Winona Connector:**

This money will be used to generate more funding for the trail system. The person that will be doing the fundraising efforts believes she can generate \$1.3 million. There are donors that are interested, but they want to know that Buffalo County supports the project. Ms. McMillan Urell made a motion to approve the resolution by roll call vote, seconded by Ms. Rosenow. All in favor. Carried.

**Review/Discussion/Action regarding Monthly Vendor Invoices/ Vouchers/ Employee Payroll/Funds Investment Report:**

The investment report was reviewed. The CAPX CD is coming due. Bank of Alma will renew for 2.25% interest for a 1-year CD that allows 2 draws and the ability to add funds throughout the year. The Committee recommended to renew for that rate. Mr. Grisen made a motion to approve the invoices by roll call vote, seconded by Ms. McMillan Urell. All in favor. Carried.

**Administrative Coordinator Report:** Ms. Hansen attended the TIF meeting for the Village of Cochrane. Job creation was reviewed, but seems to be minimal. Expansion of the water and sewer lines is necessary to allow La Crosse Milling to expand its operation.

A request has been made to place a memorial bench outside of the courthouse. The bench will be made out of a composite material that requires no maintenance. The Committee had no issue with the placement.

**The next meeting date will be April 17<sup>th</sup> at 1:00 p.m.**

**Public Comments:** None.

Mr. Hillert adjourned the meeting at 4:05 p.m.

Respectfully Submitted,

Roxann Halverson  
County Clerk