

Buffalo County Minutes

<u>Committee/Board: Finance Committee:</u>	Finance Committee
<u>Date of Meeting:</u>	Friday, September 4, 2020
<u>Electronic and Hard Copy Filing Date:</u>	Thursday, September 10, 2020

Chair Dennis Bork called the meeting to order at 8:00 a.m.

Finance Committee Members Present: Mr. Dennis Bork, Mr. David Danzinger, and Mr. Donald Hillert. Mr. Max Weiss joined the meeting at 8:27 a.m. Mr. Brad Schmidtknecht was excused.

Others Present for All or Parts of the Meeting: Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Lisa Schuh, Ms. Roselle Schlosser, Ms. Tina Anibas, Mr. Mike Owecke, Ms. Carol Burmeister, Mr. Marv Rieck, Judge Thomas Clark, Ms. Renee Pronschinske, Ms. Brenda Berning, Sheriff Mike Schmidtknecht, Ms. Melissa Brunner, Ms. Cindy Giese, Ms. Pat Malone, Mr. Jason Poser, Mr. Shawn Squires, Mr. Dave Rynders, and Ms. Felicia Hager.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding 2021 Budget Presentations:

Clerk of Court: Ms. Schlosser reviewed collections that have happened so far this year, jury trials scheduled for next year, and a possible interpreter grant. Overall budget has not changed. The grant for the interpreter equipment is \$325 per courtroom and the equipment cost is estimated at \$300 to \$1,000. She is working with Judge Clark on this.

County Treasurer: Ms. Anibas reviewed changes in her budget. Some changes that were noted are the interest rates have dropped reducing revenues and health insurance for two employees. Other areas have been tightened up as much as they can. Grant money has been added to cover a portion of one employees' wage. The grant is from the mapping project that one employee spends at least 50% of her time on. The lower interest rate has a big effect on the overall budget. The interest on highway bond was discussed. This money needs to remain separate from other interest income.

Zoning: Mr. Owecke explained the 2021 budget. There will be a decrease in the projected revenue based on the decrease in revenue in 2020. He believes the reduction in new dwellings is due to people being cautious due to COVID. There has been a change in the budget since it was presented to the Land Use committee. The new Administrative Assistant would have 1/3 of that position turned over to Land Conservation to assist with office duties. This would reduce the Zoning budget by about \$20,000 in labor and benefits but will need to show up in the Land Conservation budget.

Most other line items have not changed much. things are kept as minimal as possible. The capital outlay line item of \$20,000 is to replace the department vehicle. The Zoning budget was under last year by almost \$60,000 due to Bug Tussle Wireless and the fees collected for that project. Mr. Owecke would like to use that money towards a used vehicle. He has been looking at used vehicles and would trade in the old vehicle. The vehicle is typically used to haul address signs and posts to sites and other equipment as needed. For conferences one of the leased vehicles is used. Mr. Owecke would like a 4-wheel drive truck. He is showing a reduction in the WI State Fund as the state no longer assists families with installation of septic systems.

Register of Deeds: Ms. Burmeister presented the Register of Deeds budget. There are not many changes since 2020. Currently the 2020 budget is at about 73%. She did not change revenue for 2021 and increased the transfer fee tax slightly due to sales this year being higher value than in the past. Other expenditures are about the same. Postage is less due to more electronic filings which do not require things to be mailed back physically. Projects went well. 3 old boxes of Lis pendens have been scanned in and some of the old books have been repaired. Staff is now reviewing all entries to make sure nothing has been missed during this project. They are also making sure images are clear, plats are indexed, and scanned in. More documents are getting online, and this came in helpful during COVID as all research was able to be done off sight. Survey records are not available yet, but she is working on this.

Buildings and Grounds: Mr. Rieck discussed the maintenance budget. not much changed. The sewer bills are going up as we have been reclassified from residential to commercial. Maintenance contracts are up due to labor costs and material increases. Fuel costs were lowered by \$5,000 based on fuel contract. The overall budget went up \$1,100 due to labor and construction costs. Mailing costs were discussed. Postage costs are in this budget to cover the contract of the postage meter and mailings from other departments. Cleaning supplies were reviewed. Maintenance pays for all cleaning supplies for courthouse, highway, and jail. The roof is in good shape, there are some stress points that will need to be fixed and maintained. Windows are one of the bigger expenditures and we may need an architect to come and look at them. There is nothing in the budget to do this but may need to consider as they do need to be resealed. Last quote for this project was \$84,000. Mr. Rieck did go around and seal the window from the inside and has not heard of any leaking issues since then. Phones and photocopies are in the maintenance budget but are for each department for the entire courthouse. The postage will be reviewed as some departments still have that line item in their budgets. The generator is old and working okay but it is old and nothing in the budget for replacement. The last test showed that the county should start looking at a new one. Total Energy comes twice a year to inspect the generator. Mr. Rieck runs it once each month and keeps a record of those dates and times. There still needs to be some work done on air balancing to keep temperature in rooms consistent.

Circuit Court: Judge Tom Clark and Renee Pronschinske. Judge Clark explained the budget is static. Revenues are from the same, salary numbers are from the HR department, and there is an increase in court appointed attorney fees by \$500. More

people need an attorney but not Public Defender eligible. They would like an attorney but can only make monthly payments towards the fee, that is when the Court appoints an attorney for that individual. The Family Court Commissioner was reviewed. The interpreter contract was reviewed. Judge Clark discussed the grant for interpreter equipment and feels it would be helpful. Ms. Hansen asked if the Family Court Commissioner amount could be reduced as it rarely all gets spent. Judge Clark would like to keep as is due too unpredictable case load and would rather be prepared.

Community Justice Services: Ms. Berning asks for \$5,000 each from Buffalo and Pepin counties. Most funds to run the program come from grants and user fees. The TAD grant is the major funding source for the program. Last year there was additional funding and the program received \$13,000 more and used it to lease a vehicle for CJS. Ms. Berning found that in doing the budget and reviewing the grant she can continue to receive that additional funding in 2021. She will keep applying for grant to keep programming going.

Law enforcement: Sheriff Schmidtknecht explained new programs officers can use to aid in reports that need to be completed. The battery backup for power outages for the Command Center needs to be replaced at a cost of \$33,690. This equipment also acts as a surge protector for when the power goes out and the generator kicks in. Sheriff Schmidtknecht explained the overtime budget would cost \$7,750 more if night shift differential is put in place. Capital improvements would stay relatively the same with leased vehicles. The only increase would be a K-9 squad car replacement. This vehicle is owned by county and not leased. This would be a good one to keep as owned and not leased due to the nature of the use of the vehicle. There are no staff changes in the budget. Revenue streams were reviewed. Health insurance will need to be adjusted as an employee will be taking the family plan. Investigative expenses have increased. Investigations are very costly but must be done. The budget includes 3 new tasers. The jail meal cost was discussed. Currently River Ratz has the jail meal contract at \$80,000 per year but we only pay for meals provided so this could be more, could be less. The committee asked Sheriff Schmidtknecht to work through vacancies and expected hire dates to see if there is a money savings to cover the cost of the UPS backup.

UW Extension: Ms. Malone gave the budget presentation. The intern revenue is being processed differently and does not come into the extension budget any longer. \$5,000 coming from teen court funds to help with cost of another position. A modest salary increase for the Administrative Assistant is included in the budget. The meeting per diem is also increased. Benefits increased due to insurance costs and wage increase. Individual wages of educators do not show up as it is part of the overall contract. The contract spells out costs and services Buffalo County will get. Buffalo County does get a \$10,000 discount on costs. \$195,200 tax levy without grants. The 4H Extension Assistant Educator position was approved last year to assist Annie Lisowski with workload. They were ready to offer the position and COVID hit and Dean would not allow any hiring. This position is a fully funded county position and raised the cost about \$20,000. Annie still needs help with all the programs she runs. A Program

Assistant can be added and still fall within the original budgeted amount. This would be a part-time position and would be the only staff change for UW Extension. There will be some programming changes. The joint fair with Pepin County was discussed. An MOU is being worked on to help show what costs Pepin County will be responsible for.

Coroner: Ms. Giese presented the Coroner Department budget. This office is run 365 days a year and 24 hours a day. Employees are on call and only paid \$125 plus mileage if called out. There has been no additional funding for COVID related notations on death certificates, contrary to reports of this happening. Ms. Giese has seen an increase in files because people not getting medical care. She explained difference between clinical and forensic autopsies. Autopsy numbers and costs have increased in the past year. Sacred Heart is not doing autopsies due to saving resources for COVID. Madison is the only place at this time to get those done. All staff wear protective equipment when responding to calls. COVID can stay live on a deceased person for 3 days so staff needs to be very careful. Ms. Giese kept budget numbers the same.

Land Information/GIS: Mr. Poser did not increase the budget from the previous year. GIS is a levy budget, but generally does not change from year to year. Mapping equipment and plotter supplies are the biggest expense. Land Information Grant comes in from state and can vary from year to year. \$77,000 is the approximate amount received from the state. A grant of \$40,000 that has been used towards parcel mapping, aerial imaging, or remonumentation. Part of the grant funds are used for staffing in the Treasurer's Office to complete parcel mapping. There are no big projects scheduled rather maintenance of what we have.

DHHS & Agent of the State: Mr. Squires discussed the Agent of the State budget. Licensing and inspection of restaurants, campgrounds, public swimming pools and other facilities are some of the duties of the Agent of the State. No levy funds are used for the program. Fees for inspections must stay with the program. The DHHS budget has no new positions in the budget. The Elderly Benefit Specialist is possibly going to retire at end of 2020 and then that position switches to Pepin county. Travel and training budget have been reduced. The overall budget is \$84,435 over last year. Placements for adults and children is hardest to plan for and therefore most volatile portion of the budget. A chart showing a breakdown of costs by client use was reviewed. Currently there is a spike on adult protection service cases.

Mr. Danzinger departed the meeting at 1:00 p.m.

Veterans Services: Ms. Hager presented the Veteran Service Department budget. Included in budget is additional personal for the office. A part-time person to assist with office duties for 24 hours per week. She has created a job description which was approved at home committee. She would also need a scanner and laptop to update the office. Ms. Hager explained the need for that additional staff to better serve the veterans of the county. There are 907 veterans in Buffalo County. She reviewed the services that she helps the veterans obtain. A discussion was held on joining forces with Pepin County, but Ms. Hager did not see that as a viable option.

District attorney/victim witness: Ms. Hansen reported the state has not given the state reimbursement rates for 2021 for Victim Witness yet. The only increase is the cost of living and health insurance. The District Attorney budget had no real increases other than salaries and benefits.

Surveyor: Ms. Hansen reviewed the Surveyor budget. Remonumentation was discussed. There was no matching fund in the budget for remonumentation but could add that in. Mr. Weiss explained he will be meeting with Canton, Maxville and Nelson to see if they want to put in funds towards the remonumentation.

Administration/Count Board/Library/Computer/Economic Development: The Economic Development budget is for Mr. David Schmidt who works 40 hours a pay period and for \$10,000 for contributions like Mississippi River Regional Planning. There is \$5,000 revenue and would only be received if a brochure is printed. A discussion was held on working more with Trempealeau County to combine the position or combine with the Grant Writer position? The bike trail repairs, and future development was discussed.

The Administration budget has changes in benefits for health insurance, \$5,000 for attorney fees, Employee Assistance Program, training, and backgrounds checks. There is one leased vehicle in the Administration office and Ms. Hansen discussed adding another. The overall budget is reduced slightly from last year.

Miss Hansen explained that the Historical Society typically received \$7,000 from the county each year.

County board per diem up slightly. The cost of the directory will be removed from this budget as it comes from the County Clerk budget. A wireless service was added for the data for the new tablets.

The library budget is outside of the levy amount. The requests are down slightly from the 2020 requests.

The computer budget is waiting on information from Itechra. There may be a wiring project that needs to be completed. In the past new wires were run without taking out the old wires. Itechra would like to look at this and get things cleaned up.

The Land Conservation budget is showing a request less than the 2020 budget, but the 1/3 position from Zoning will need to be added.

The health insurance was budgeted with a 5% increase and initial came back at 3.8% increase. Ms. Hansen is having our Broker review this as we had a good loss ratio this year.

Recycling budget will be reviewed at the next Finance meeting, but one thing to note is the compactor needs to be replaced. Estimated cost is \$35,000 and takes about 11 weeks to deliver.

County Clerk: Ms. Halverson indicated that not much has changed other than salaries and benefits. She may need to reconfigure elections as all municipalities are getting new machines. The new machines require special ballots and so printing will no longer be done inhouse. Publications may go down as there is only one paper now instead of three to publish in.

Public Comments: None.

Mr. Weiss made a motion to adjourn at 2:40 p.m., seconded by Mr. Hillert.

Respectfully Submitted,

Roxann Halverson
County Clerk