

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Committee of the Board

Date: Friday, October 8, 2021

Time: 8:00 a.m.

Location: 3rd Floor County Board Room – Buffalo County Courthouse
407 S 2nd Street
Alma, WI 54610

AGENDA

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to Order
2. Public comment regarding any matters that will be taken up by the Committee at this meeting.
3. Roll Call of the Members
4. Review/Discussion/Action ~ Minutes of the Previous Meeting.
5. Review/Discussion/Action ~ Administrative Coordinator Goals and Expectations
6. Review/Discussion/Action ~ The Committee May Go into Closed Session to Interview Candidates for Administrative Coordinator position.

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.

5. Review/Discussion/Action ~ The Committee May Return to Open Session
6. Review/Discussion/Action ~ Any Public Comment Not Related to Agenda Items
7. Adjournment.

Date: October 4, 2021

Dennis Bork, Chair

By: Roxann Halvorson, County Clerk

Board Members: If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

BUFFALO COUNTY MINUTES

Committee/Board: Committee of the Board

Date of Meeting: Monday, July 26, 2021

The meeting of the Committee of the Board was called to order by Chair Dennis Bork at 8:30 a.m.

Board Members Present: Mr. Don Hillert, Mr. Larry Grisen, Mr. Dennis Bork, Mr. Dwight Ruff, Ms. Mary Anne McMillan Urell. Mr. Max Weiss was excused.

Others Present for All or Part of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, Mr. Tim Wucherer, Sheriff Mike Schmidtknecht, Mr. Lee Engfer, Ms. Roselle Schlosser, Mr. Nels Anderson, Mr. Dave Rynders, and Ms. Tina Anibas.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes of the Previous Meeting: Mr. Grisen made a motion to approve the minutes, seconded by Ms. McMillan Urell. Carried.

Review/Discussion regarding AEA Petition for the Town of Montana: Mr. Wucherer discussed the Agricultural Enterprise Area petition from the Town of Montana. The Town of Montana is not in Buffalo County zoning and therefore needs an AEA petition to allow farmers in that area to apply for a Farmland Preservation Tax Credit. Mr. Ruff made a motion to support the AEA for the Town of Montana and send to the full County Board for approval, seconded by Mr. Hillert. A roll call vote was taken. Mr. Bork abstaining. Carried.

Review/Discussion regarding American Recovery Fund Allocations: Ms. Hansen explained the county may want to look at putting perimeters in place for the ARPA funds. The final ruling on expenditures has not been approved yet but should be out soon. Broadband, public health, infrastructure, and hazard pay are some of the items that it can be used towards. Some of the items that funding is needed for is a new fiscal system, broadband, economic development, remonumentation, and courthouse improvements. Mr. Grisen made a motion to form an Allocation Subcommittee to prioritize requests and plan for expenditure of the funds, seconded by Mr. Taylor. Carried. Ms. McMillan Urell made a motion to direct the Finance Committee to begin looking into a new financial system with the use of ARPA funds, seconded by Mr. Ruff. After further discussion both Ms. McMillan Urell and Mr. Ruff rescinded their motion.

Review/Discussion regarding Premium Pay for Employees: Premium pay has been discussed and approved in the HR Committee. Ms. McMillan Urell expressed concerns with premium pay and would like to see something more done with the wage scales. Sheriff Schmidtknecht and Mr. Rynders both spoke regarding the extra pay for

employees that dealt with the public during the pandemic. Suggestions were given to create a tiered system for those more at risk and those less at risk. Mr. Ruff made a motion to recommend hazard pay and forward to the Allocation Subcommittee for how the pay will be distributed, seconded by Ms. McMillan Urell. Carried.

Review/Discussion regarding Redistricting: Ms. Hansen and Ms. Halverson reviewed the timeline for redistricting and what decisions need to be made. The committee instructed Ms. Halverson and Ms. Hansen to work together on sending out communication to the municipalities with information regarding the strict timeline to get redistricting accomplished.

Review/Discussion regarding A Resolution to Create and Fill an Emergency Management and Risk Management/Safety Director Position: Ms. Hansen reviewed the resolution. The risk management duties originally assigned to the position in the Highway Department will be better served in this position. Highway needs help focusing on accounting and inventory duties. Mr. Taylor made a motion to approve the resolution, seconded by Ms. McMillan Urell. Carried.

Review/Discussion regarding CAPX2020 Funding: Ms. Hansen reviewed how the CAPX2020 funds were received back in 2013. She reviewed some expenditures that had leftover funds that could be unallocated and put towards something else. Ms. McMillan Urell made a motion to leave the PL566 funds for future repairs, move the Garden Valley funds towards the PL566 repairs, and make all other funds that were designated but unspent back to undesignated, seconded by Mr. Taylor. A roll call vote was taken, and all were in favor. Carried.

Review/Discussion regarding Rules of Government: The Rules of Government were reviewed. A discussion was held on allowing the Chair to sit on more committees or to keep what is currently done. It was decided to keep the Chair as Chair of the Committee of the Board, Executive Committee, and Finance Committee. Committee Chairs should be talking with the County Board Chair about issues their committee is facing and give reports during County Board meetings. The language of electing the Vice Chair should be the same procedure as the Chair. Language will be added that a Supervisor can only Chair one committee. Page 15 will be updated so that the word "mail" is taken out as packets are no longer mailed out by the County Clerk. Language will be added so that a Supervisor attending a meeting must use their video camera during a closed session portion of the meeting. The official county newspaper will be updated to reflect that there is only one newspaper in the county. A Supervisor attending a meeting remotely will be entitled to full per diem. Language will be added that a citizen member cannot be a Vice Chair on a committee. The second member on the Western Dairyland Council will be from DHHS. The LEO member will be the County Board Chair. These updates and changes will be put into a draft form and taken to County Board for approval.

Review/Discussion regarding Land Information Department Restructure: A draft of the flowchart was reviewed. Mr. Anderson has agreed to fill the Land Conservationist

vacancy in the interim along with his regular GIS duties. Mr. Anderson is looking to give access to the GIS data to the departments that need it to make things more efficient. Ms. Hansen estimates the timeline to implement the restructure at 12 months. She would look to hire a Land Conservation Technician while the restructuring is being reviewed. The committees may need to be restructured as this process moves along as well.

Review/Discussion regarding the Administrative Coordinator Position

Description: The position description was reviewed. A request was made to add public relations in human resources to the second bullet point in the Experience and Qualifications section. The sentence “The Buffalo County Administrative Coordinator will be appointed solely on merit.” will be stricken from the description. Ms. McMillan Urell made a motion to approve the updated position description, seconded by Mr. Grisen. Carried.

Review/Discussion regarding the Administrative Coordinator Recruitment Plan & Approval to Fill Vacant Position:

The timeline for recruitment was reviewed. Mr. Grisen made a motion to approve filling the vacancy, seconded by Ms. McMillan Urell. Carried. Mr. Ruff made a motion to have the interview committee be the Committee of the Board, seconded by Ms. McMillan Urell. It was discussed to have the Executive Committee be the voting members and the Committee of the Board be participants. Mr. Ruff and Ms. McMillan Urell rescinded their motion. Mr. Taylor made a motion to have the Executive Committee be voting members of the interview committee, the Committee of the Board are participants, and Ms. Hansen and Ms. Creighton will be facilitators of the interview, seconded by Ms. McMillan Urell. Carried. Mr. Grisen would like to see the position posted in Minnesota and Iowa as well. Mr. Grisen made a motion to approve the timeline, seconded by Mr. Taylor. Carried.

Review/Discussion regarding Committee Reports (Short & Long-Term Goals):

Long-term and short-term goals were discussed. Staff retention, wages, broadband coverage, economic development, health insurance, a capital improvement plan, and employee education and training were some of the items for goals. Committees should continue to discuss goals and needs of their departments.

Public Comments: None.

Chair Report: None.

Committee Reports: None.

Administrative Coordinator Report: Ms. Hansen reported that in 2017 Buffalo County joined in a lawsuit against opioid manufacturers. There have been some settlements reached. It is unknown yet how much Buffalo County will get or what those funds can be used for.

Review Next Meeting Date and Time: To be determined.

Adjournment: Mr. Ruff made a motion to adjourn at 12:18 p.m., seconded by Mr. Hillert. Carried.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk



ADMINISTRATIVE COORDINATOR EXPECTATIONS

This list is not to be construed as all-inclusive but serve as a general guide.

COMMITTEES AND COUNTY BOARD

- Supports decisions made by the Committees and County Board
- Effectively communicates projects and plans with Committees, Committee Chairs, and County Board
- Prepares annual budget and facilitates strategic planning
- Provides fiscal reports to Finance Committee and County Board
- Prepares annual and monthly reports to the County Board
- Works with County Clerk for posting and distribution of County Board agenda and meeting materials
- Works with County Clerk to assure minutes are completed and posted timely
- Attend Committee meetings and County Board meetings as needed
- Informs committee of participation on state committees and meetings, including time commitment
- Identifies additional funding opportunities and informs committee of grants
- Takes ownership and accept responsibility for own actions and areas of accountability
- Represents Buffalo County with a positive image and attitude within and outside the county
- Respects all people and points of view
- Manages staff by providing clear, motivating, and constructive feedback in a timely manner
- Work a minimum of 2080 per year (this includes the use of PTO)
- Educates the committees and County Board regarding programs and services
- Handles public citizen concerns and brings appropriate action to Committee Chairs/Committees
- Drafts or edits resolutions and ordinances for committee(s) consideration
- Provides community outreach and reviews controversial subject matter with Committee Chairs, Committees, or County Board when necessary.

ADMINISTRATIVE OFFICE:

- Receives and reviews any legal matters to identify risk to County and confers with Corporation Counsel
- Receives and approves/denies PTO and other leaves or temporary office closures
- Works with Personnel Advisor on recruitment and selection of employees

- Reviews vacancies and makes recommendations for filling the position by exploring all options available
- Works with Personnel Advisor on employee disciplinary action and notifies Chairs of involved Committees
- Works with Personnel Advisor on requests for medical/COVID-19 and family leave
- Reviews position descriptions yearly
- Performs annual evaluations of Department Managers and develops goals with employees
- Maintains voice mail and e-mail to timely reflect availability
- Works with Financial Advisor to meet timeline for submission of bills
- Works with Financial Advisor to provide documents for annual audit
- Works with Financial Advisor for grant administration
- Compiles list of contracts or other agreements that include date issued, amount, expiration and any other notes to assure that contracts are not missed.
- Reviews time sheets to make sure that days are calculated correctly. PTO/Sick Leave/Vacation and lunches are in 1/2hour increments.
- Monitors comp time hours accumulated
- Receives and approves agendas and documents for committee meetings

Leadership Qualities:

- Leaders should be able to communicate effectively. Questions answered in terms understood by the audience.
- Leaders should be flexible.
- Leaders must be able to listen, compromise and take ownership.
- Leaders are not threatened by challenges of decisions made.
- Leaders ask for input from others and give options on controversial topics to reach the end goal.
- Leaders share accomplishments.
- Leaders have ability to prioritize work and report on status of on-going projects.
- Leaders can work with a variety of personalities to complete end goal.
- Leaders are responsible to spend tax dollars in the most cost-effective manner.

Other recommended expectations:

- Provides Committee Attendance Sheets/Approve County Board Payroll
- Draft Resolutions and Ordinances
- Serves as Emergency Management Director in their absence (Need Incident Command Training)
- Serves as Building and Grounds Manager in their absence (Locks up facility when necessary)
- Monitors re-monumentation
- Monitors Union Contracts
- Serves as IT Coordinate and holds quarterly meetings with vendor
- Prepares insurance renewals and recommendations
- Monitors CAPX2020 Funding

- Drafts press release
- Communicates with Towns and Municipalities
- Schedules regular department manager/elected official(s) meetings
- Serves as Land Information officer
- Monitors Flyway Trail Activities
- Takes minutes when County Clerk is unavailable

GOALS:

The Buffalo County Administrative Coordinator shall work in conjunction with the County Board of Supervisors to accomplish the following:

1. Help to formulate a balanced budget without borrowing any general funds;
2. Continue to promote open communication and rapport with towns and municipalities;
3. Centralize County finances into a Finance Department to improve efficiency;
4. Implement the Board's goals to cross train employees within and outside departments;
5. Promote the sharing of resources amount neighboring counties; and,
6. Help to make Buffalo County an innovative leader in the State of Wisconsin.

Within the first four (4) months:

1. Meeting with the Department Managers/Elected Officials within the first 60 days to understand office operations, discuss needs and wants. Will need to be part of the evaluations so that he/she can assist with identifying goals. Could add to discuss cross training plans with the departments.
2. Meet with Administrative Staff in December of 2021 to establish goals and expectations for 2022, clarifying roles and responsibilities.
3. Review outstanding project from past coordinator and meet with County Board Chair or other designee(s) to identify priorities.