

## **BUFFALO COUNTY MINUTES**

**Committee/Board:** Committee of the Board

**Date of Meeting:** Monday, February 22, 2021

The meeting of the Committee of the Board was called to order by Chair Dennis Bork at 8:56 a.m.

**Board Members Present:** Mr. Don Hillert, Mr. Larry Grisen, Mr. Dennis Bork, Mr. Dwight Ruff, and Ms. Mary Anne McMillan Urell. Mr. Max Weiss joined the meeting at 9:06 a.m.

**Others Present for All or Part of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Tina Anibas, and Mr. David Brommerich (via TEAMS).

**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/Action regarding Rules of Government and Remote**

**Attendance:** A discussion was held on Supervisor attendance at meetings and attending remotely without getting approval from the Chair. Chair Bork would like those attending remotely to use their camera when attending remotely. The Committee would like all agendas to have uniform language at the bottom as to who to call when unable to attend a meeting. Rule 24 of the Rules of Government will be printed out and given to all members at the next County Board meeting. A discussion was held in regard to notifying members when the agenda changes. The tablets are not always notifying members that an agenda has changed. Mr. Weiss suggested a text sent to all members for notification of agenda changes. Mr. Grisen made a motion to have all Committee Chairs review Rule 24 with their members and gather member's cell phone numbers for the Committee Chair or designee to send agenda change notifications, seconded by Mr. Ruff. Carried.

There are a few items that would need to be updated. Rule 23A discusses mailing out the packets. Language will need to be created to show that packets are now sent out on the tablets. Rule 27 would need to be updated to show that there is now only one newspaper published in the county. Ms. McMillan Urell made a motion to make the changes and forward to the full Board, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding Committee Meeting Times:** Chair Bork discussed the next meeting date. July 26<sup>th</sup> would be the date County Board would normally meet but there is not a meeting scheduled. The time will be at 8:30 a.m.

Mr. Ruff indicated he understood this item would be to discuss times committee meetings would be held. He feels most meetings should be held in the evenings to help those members that have full-time jobs and other commitments. The Rules of Government are written so that each committee can choose when they meet. This allows flexibility for the members on those committees.

**Review/Discussion/Action regarding Committee Restructure of Land Information Department:** A discussion was held on the GIS/Land Information vacancy and the format Trempealeau County uses for their Land Management Department. The Land Use Committee will be discussing this at their next meeting.

**Review/Discussion/Action regarding Redistricting:** The population numbers from the Census count have been delayed and so no redistricting can be done yet. WCA is working on having the timeline for redistricting adjusted due to the numbers not being released. This will be reviewed again at the next meeting.

**Review/Discussion/Action regarding CAPX2020 Funding & Future Projects/Requests:** Ms. Hansen explained there is approximately \$66,000 of CAPX funds that have not been pledged. A discussion was held on the funds that are pledged and plans for the funds that remain.

**Review/Discussion/Action regarding 2022 Financial Planning, Capital Improvement Planning & Employee Succession Planning:** A discussion was held on items that need to be repaired or replaced but have not been planned for over the years. There is a need for a capital improvement plan to put money away each year for items. Examples of things that need to be replaced are the windows, the generator, the phone system, and the financial system. Discussion was held on keeping the remaining CAPX funds for this use or taking the remaining funds from the contingency fund each year and putting towards these types of projects. Committee Chairs should discuss with their departments a capital improvement plan.

**Review/Discussion Committee Chair Reports:** Land Conservation has been busy completing grants and working on obtaining new grants. Highway is working on bond projects and bringing the financial books up to date. Land Use is working on a land division ordinance. Recycling is still using the single stream program. They are also working on training the part-time driver as Mr. Johnson has indicated that he would be retiring in the next year or so. DHHS is looking for citizen members for their committee. The Public Health Officer position is still vacant. HR has kept the covid policy as is for now and will revisit that at the next meeting in March. Ms. Hansen will work with Department Managers regarding annual reports and start a schedule to present those to the full board.

**Review/Discussion/Action regarding the Administrative Coordinator Position Description:** There were no changes made.

**The Committee May Go into Closed Session to Evaluate the County**

**Administrative Coordinator:** Ms. McMillan Urell made a motion to go into closed session, seconded by Mr. Ruff. Mr. Hillert-yes, Mr. Ruff-yes, Mr. Grisen-yes, Mr. Weiss-yes, Mr. Bork-yes, and Ms. McMillan Urell-yes. Carried.

**The Committee May Return to Open Session:** Mr. Grisen made a motion to return to open session, seconded by Mr. Ruff. Ms. McMillan Urell-yes, Mr. Bork-yes, Mr. Weiss-yes, Mr. Grisen-yes, Mr. Ruff-yes, and Mr. Hillert-yes. Carried.

Ms. McMillan Urell made a motion to approve a 3% wage increase with a recommendation to take some time off, seconded by Mr. Grisen. Carried.

**Public Comments:** None.

**Adjournment:** Mr. Grisen made a motion to adjourn at 11:35 a.m., seconded by Mr. Weiss. Carried.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk