

## Buffalo County Minutes

<b><u>Committee/Board:</u></b>	Executive Committee
<b><u>Date of Meeting:</u></b>	Wednesday, March 18, 2020
<b><u>Electronic and Hard Copy Filing Date:</u></b>	Monday, March 30, 2020

Chair Mary Anne McMillan Urell called the meeting to order at 1:00 p.m.

**Executive Committee Members Present:** Ms. Mary Anne McMillan Urell, Mr. Larry Grisen, and Mr. Michael Taylor.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson, Ms. Brenda Creighton, and various Department Managers.

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

**Review/Discussion/Action regarding Approval of Solid Waste Permit for Advance Disposal:** Ms. Hansen explained she received the application for Advance Disposal and recommends issuing a permit. Mr. Grisen made a motion to approve the permit, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding Approval of Tax Deed Sale:** Ms. Halverson explained the bids were more than the amounts set by the Finance Committee. The property at 509 S. Main Street had a minimum of \$10,000.00 and the high bid was for \$20,050.00. The 603 S. Main Street had a minimum bid of \$6,000.00 and the high bid was for \$19,250.00. Ms. McMillan Urell made a motion to approve both bids and prepare a Quit Claim Deed to transfer the property to the new owners, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding an update on the Grant Writer position:** Ms. Hansen indicated the interviews have been postponed due to the current virus situation.

**Review/Discussion/Action regarding an update on COVID-19 Plan:** Ms. Hansen explained that a recent teleconference she attended stated that counties are exempt from the Governor's Executive Order. Elections are scheduled to be held April 7<sup>th</sup> as planned. The Governor is urging voters to use absentee voting instead of going to the Polls. Other counties have closed their courthouses to the public. At this time Buffalo County will remain open, but employees are to take precaution to limit exposure. A discussion was held on how a closure would affect different departments, what restricting access to the courthouse would entail, and working alternating shifts or from home were discussed as ways to reduce exposure to staff.

**Review/Discussion/Action regarding a Request for Payment from Workforce Development Board:** The LEO Board received a bill and were unable to put that bill towards any of its funding sources. They are asking each county to pay \$24.00 towards the bill. Mr. Taylor made a motion to pay the bill, seconded by Mr. Grisen. Carried.

**Review/Discussion/Action regarding monthly vendor invoices/vouchers/employee payroll/funds investment report:** Invoices and vouchers were reviewed. Ms. McMillan Urell made a motion to approve the expenses, seconded by Mr. Grisen. Carried.

**Chairperson Report:** None.

**Administrative Coordinator Report:** Ms. Hansen explained she approved an emergency expense to install a panic button in a department that did not have one. The installation is due to a threat the Department Manager received. The Flyway Trail project is moving along nicely. The railroad required an inspector to be on site when work was being done for the bridge. The contractor was able to keep this at a minimum to help keep costs down. They would also like the county to pay this directly to save on administrative fees. This cost will be reimbursed later by the grants. The cost of the Inspector being on site was \$6,360.00.

The next meeting will be Thursday, March 19, 2020 at 1:00 p.m.

**Public Comments:** None.

The meeting was adjourned at 2:08 p.m.

Respectfully Submitted,

Roxann Halverson  
County Clerk