

## Buffalo County Minutes

**Committee/Board:** Executive Committee  
**Date of Meeting:** Tuesday, March 24, 2020  
**Electronic and Hard Copy Filing Date:** Wednesday, April 1, 2020

Chair Mary Anne McMillan Urell called the meeting to order at 3:30 p.m.

**Finance Committee Members Present:** Ms. Mary Anne McMillan Urell, Mr. Larry Grisen, Mr. Mike Taylor.

**Others Present for All or Parts of the Meeting:** Ms. Sonya Hansen, Ms. Roxann Halverson (via phone), Mr. David Danzinger (via phone), Ms. Brenda Creighton, Ms. April Loeffler, Mr. Bruce Fuerbringer, and Sheriff Mike Schmidtknecht.

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

**Review/Discussion/Action regarding County's Response to Governor Evers Emergency Order #12 Safer at Home:** Order #12 still leaves the County able to determine what their response actions will be. The courthouse will remain closed to the public. A phone has been placed in the south entry for citizens to contact the departments they need to see. The Highway Department has all workers on a 20-hour rotation to limit person to person contact and still allow job duties to be performed. Offices do have some employees working from home, but each office should have one person in the courthouse. Law Enforcement does have the right to enforce the Safer at Home order. Ms. Loeffler and Mr. Fuerbringer updated the committee on work they have been doing related to COVID-19.

**Review/Discussion/Action regarding filling vacant positions:** Ms. Hansen is requesting input from the committee on how to proceed with the four vacant positions that we now have. Gunderson Clinic is not doing any pre-employment screening currently. At this time the positions that can be postponed will be.

**Review/Discussion/Action regarding the 2020 Tourism Brochure Publication:** At this time this is not an essential item to have completed and it may be better for the businesses who have advertised in the brochure to postpone publication. With all nonessential businesses shut down they may not have the money to advertise in the brochure. We do have 2019 brochures leftover that could be sent out to anyone making a request. Mr. Taylor made a motion to postpone the publication of the 2020 Tourism Brochure, seconded by Mr. Grisen. All in favor. Carried.

**Review/Discussion/Action regarding Liquid Propane Bid Proposal:** A discussion was held regarding sending out a request for LP bids. Mr. Taylor made a motion to send out a request for LP bids, seconded by Mr. Grisen. All in favor. Carried.

**The Committee May Go into Closed Session to Consider Compensation for Temporary Assignment and PSLB Donation Request:** Mr. Grisen made a motion to go into closed session, seconded by Mr. Taylor. Ms. McMillan Urell – yes, Mr. Taylor – yes, and Mr. Grisen – yes. Carried.

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

Mr. Grisen made a motion to have Ms. Hansen speak with an employee to see if they are interested in the Highway Administrative Assistant position, if not to fill the position and increase the compensation in the interim, seconded by Mr. Taylor. Carried.

Mr. Taylor made a motion to approve the transfer of PSLB, seconded by Mr. Grisen. Carried.

Mr. Taylor made a motion to continuing filling the WHREA position in DHHS if there is a guarantee of training available in a timely manner, seconded by Mr. Grisen. Carried.

Mr. Grisen made a motion to postpone filling the two Highway Patrolman positions until the COVID-19 pandemic is over, seconded by Mr. Taylor. Carried.

**Review/Discussion/Action regarding the Chairperson Report:** Ms. Hansen had nothing additional to report at this time.

**Review/Discussion/Action regarding the Administrative Coordinator Report:** None.

**Public Comments:** Mr. Danzinger asked if the money has been sent back to the State for the Revolving Loan fund. Ms. Hansen indicated that this has not been done yet but will be worked on. A discussion was held on having Mr. David Schmidt put together information for small businesses that may be suffering from the COVID-19 pandemic. The Committee would like to see this on the website.

**Adjournment:** Mr. Taylor made a motion to adjourn seconded by Mr. Grisen. Motion Carried. Meeting adjourned the meeting at 4:45 p.m.

**Next Meeting Date and Time:** April 2, 2020 at 1:00 p.m.

Respectfully Submitted,

Roxann Halverson  
County Clerk