

BUFFALO COUNTY MINUTES

Committee of the Board:

Executive Committee

Date of the Meeting:

April 6, 2020

Vice-Chair of the Executive Committee, Mr. Larry Grisen, called the meeting to order at 1:00 p.m. in the third floor County Board meeting room, Buffalo County Courthouse, Alma, Wisconsin.

Committee Members Present : Mr. Michael Taylor and Mr. Larry Grisen.
Chair Mary Anne McMillan Urell joined the meeting at 1:10 p.m.

Others Present for All or Parts of the Meeting : Ms. Sonya J. Hansen, Sheriff Michael Schmidknecht, Detective Michael Osmond, Chief Deputy Lee Engfer, Mr. Marvin Rieck and Ms. Brenda Creighton, appeared in person. Ms. Danielle Schalinski appeared via phone.

Review/Discussion/Action ~ Minutes of the Previous Meeting: Ms. Sonya Hansen informed the committee that due to the County Clerk addressing election issues, the minutes were not available from the meeting held last Friday. No action was taken by the committee.

Review/Discussion/Action ~ An Ordinance Relating to Self-Organization:

Ms. Sonya Hansen recommended that no action be taken on this ordinance at this time but is something that should be explored in the future. She indicated that by adopting a resolution to self-organize, the terms of the board can be staggered. She stated that if the election proceeds, this ordinance is not required and if the order issued by Governor Evers is upheld, his order allows for the continuation of the current members until the election results are official. A copy of the Executive Order #74 was distributed to the members.

Review/Discussion /Action ~ Review of Policy 206 Addendum to Leaves: Family, Medical, Military and Families First Coronavirus Response Act (FFCA) Policy:

A motion was made by Mr. Larry Grisen seconded by Mr. Michael Taylor to approve Policy 206 Addendum to Leaves as presented. Motion Carried.

Review/Discussion/Action ~ An Emergency Resolution for the Designation of “Emergency Responder ” and “Healthcare provider ” Employees:

A motion was made by Mr. Michael Taylor seconded by Ms. Mary Anne McMillan Urell to adopt the resolution as presented. Motion Carried.

Review/Discussion/Action ~ Highway Office Manager Position Description:

The committee reviewed the position description for the Highway Office Manager and made the revision to reflect that this individual serves under the direct supervision of the Highway Commissioner or as delegated to the Highway Patrol Superintendent. Other revisions included striking language that no longer applied to the position, adding additional duties as assigned, changing the minimum training and experience to a minimum of a two-year degree in accounting, effective communication skills, knowledge of cost account and advanced excel skills, ability to problem solve, ability to exercise the judgment, decisiveness and creativity to meet the goals of the department and Buffalo County as identified by the Highway Commissioner and the County Board and ability to lift up to 30 pounds. A motion was made by Mr. Michael Taylor seconded by Ms. Mary Anne Mc Millan Urell to approve the position description as amended and forward the same to Highway Commissioner. Motion Carried.

Review/Discussion/Action ~ A Resolution to Approve 2020 Wage Increase for Administrative Coordinator:

A motion was made by Mr. Michael Taylor seconded by Ms. Mary Anne McMillan Urell to adopt the resolution to approve the 2020 wage increase for the Administrative Coordinator as presented. A roll call vote was taken with Mr. Michael Taylor - yes, Ms. Mary Anne McMillan Urell - yes and Mr. Larry Grisen - yes. Motion Carried.

Review/Discussion/Action ~ A Resolution to Authorize Courthouse Maintenance Projects from CAPX2020 Funds:

Buildings and Grounds Manager Mr. Marvin Rieck informed the committee that this resolution did not include the windows. He indicated that it was recommended to have an architect look at the building and make a recommendation with the best solution to address the leaking windows. He also indicated that current projects had depleted his budget as unforeseen expenditures developed when upgrading the building. A motion was made by Ms. Mary Anne McMillan Urell seconded by Mr. Michael Taylor to approve the resolution to authorize courthouse maintenance projects from CAPX2020 funds as presented. A roll call vote was taken with Ms. Mary Anne McMillan Urell - yes, Mr. Larry Grisen - yes and Mr. Michael Taylor - yes. Motion Carried.

Review/Discussion/Action ~ Chairperson Report: The Chair had nothing addition to report at this time.

Review/Discussion/Action ~ County Administrative Coordinator Report: Ms. Sonya Hansen informed the committee that since the approve of the purchase of the computers for the County Board, the price increased approximately \$250 and that she authorized the purchase to move forward.

The Committee reviewed the proposed memorandum to be sent to the local leaders as a measure to keep communications open during the challenging time of dealing with COVID-19. It was the consensus of the committee to get the readdressing project done,

add a sentence to request them to let their constituents know if a service is not being offered and to provide the link for the 2020 Census to be aware of potential scams.

Ms. Sonya Hansen indicated that more direction would be coming from the Wisconsin Counties Association regarding the reorganizational meeting that will be held on April 21st.

Review/Discussion/Action ~ Any Public Comment Not Related to the Agenda Items:
There were no comments from the public.

Review/Discussion/Action ~ Next Meeting Date: The next meeting date was scheduled for April 15th at 11:30 a.m. for approval of expenditures for the county.

Mr. Michael Taylor made a motion to adjourn seconded by Ms. Mary Anne McMillan Urell. Motion carried and the meeting adjourned at 4:25 p.m.

Respectfully submitted,

Sonya J. Hansen
Recording Secretary