

## **BUFFALO COUNTY MINUTES**

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

**Date of Meeting:** Monday, February 17, 2020

**Filing Date:** Tuesday, February 18, 2020

The meeting of the Committee of the Board was called to order by Chair Mary Anne McMillan Urell at 9:00 a.m.

**Board Members Present:** Mr. Larry Grisen, Mr. Don Hillert, Mr. John Kriesel, Mr. Dennis Bork, Ms. Mary Anne McMillan Urell, Mr. Don Black, Mr. Michael Taylor, Ms. Nettie Rosenow, Mr. Barry Drazkowski, and Mr. David Danzinger (via phone). Mr. Max Weiss joined the meeting at 9:21 a.m.

**Others Present for All or Part of the Meeting:** Ms. Roxann Halverson, Ms. Sonya Hansen, Ms. Carrie Olson, and Ms. Pat Malone.

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

**Review/Discussion/Action regarding Minutes of the Previous Meeting:** Ms. Hansen read the minutes from the June 21, 2019 meeting. Chair McMillan Urell requested that Mr. Kriesel be added to the minutes as being present at the meeting. Mr. Kriesel made a motion to approve the corrected minutes, seconded by Mr. Taylor. Carried.

**Review/Discussion regarding Committee Restructure:** Chair McMillan Urell discussed some of the changes proposed. Some of the smaller non-standing committees that are shown under the Executive Committee would be open to any member interested, but if no interest is shown it would be filled by an Executive Committee member.

Recycling would be a subcommittee of the Highway Committee as it has members on it from the towns. They would have their own meetings as needed, but report to the Highway Committee.

There were some concerns with so many departments being grouped under Land Use Committee. Ms. Malone explained her department will do what is asked but believes Land Conservation, Ag & Extension, and the Fair Association would be a better match when placed together. Ms. Olson explained her committee has an FSA citizen member on it and a better fit would be to have Land Conservation, Ag & Extension and the Fair Association as Ms. Malone suggested.

Mr. Kriesel questioned if CJS and CJCC should be placed under the Health and Human Services Committee. CJS/CJCC requested to be placed with the Law Enforcement Committee as this is how it is done in Pepin County and they wanted consistency.

Mr. Drazkowski discussed the Treasurer and Register of Deeds being placed with the Land Use Committee. Mr. Grisen indicated that all elected officials except the sheriff are placed under the Executive Committee but will participate in other committees.

The need to focus on IT updates and maintenance was discussed as our infrastructure is over 20-years old and in need of updating. This should be a priority for whichever committee it is placed under.

Moving Economic Development out from under Finance was discussed. The Revolving Loan Fund, Broadband, and Mississippi River Regional Planning could be put with this.

It was discussed how this structure was going to work if it still required all these subcommittees. The full committee would have five members assigned to it and all subcommittees would have three members. It is the hopes to reduce the number of meetings each supervisor needs to attend each month. The Rules of Government are reviewed every two years but can be changed with a 2/3 vote of the members.

Mr. Black departed the meeting at 11:10 a.m.

**Review/Discussion regarding the Rules of Government:** Chair McMillan Urell discussed the updates of the Rules of Government. The penalty for not attending meetings was discussed. Corporation Counsel does not recommend a forfeiture penalty as he believes it would be a conflict of interest with his office and the Judge. Board Members feel it is a disservice to the people represented and to other board members when missing meetings. It was decided to add wording to show 75% of meetings must be attended to avoid penalties. The Rules of Government will also need to be adopted as an ordinance so that they become enforceable. There will be an attendance sheet at each meeting for members to sign in on and this will then be used for meeting per diem payments and to track attendance. There will be a chain of command for the member to report their excused absence to. Committees in the Rules of Government will be updated to reflect the changes agreed to.

Remote voting for County Board meetings was discussed. At this time without the advanced technology needed in the board room it will be kept to allowing voting only at the committee level.

**Review/Discussion regarding the County Board of Supervisor Orientation and Training:** The April 21<sup>st</sup> meeting of the County Board of Supervisors will be an all day meeting to allow for orientation and training of the supervisors. Itechra will be doing a technology presentation, Mr. Carl Duley will be doing a Rules of Government and Roberts Rules of Order training, Department Managers will be introducing themselves

and explaining what their departments are in charge of, the committee interest survey will be completed, and various policies will be reviewed.

**Review/Discussion regarding Strategic/Financial Future Planning:** Members discussed redistricting, broadband, CAPX2020 funds, building and grounds maintenance, roads and bridges maintenance and repair, and well water testing.

The possibility of having a county library was reviewed. The County would need to take over the \$106,000.00 of expenses for the Alma Library and the \$116,000.00 of expenses for the City of Mondovi Library. In addition to those costs a Librarian with a master's degree would need to be hired. Ms. Hansen explained that she does not believe this would be feasible at this time. She also explained by going this route the expense would be inside the levy instead of outside the levy as it is now.

Ms. Hansen discussed research she has done on hunting outfitter permit fees. The county could charge a fee to outfitters running a business in Buffalo County, but then it would need to be looked at as to why other businesses are not being charged a permit fee. There are 12-15 outfitter businesses in Buffalo County. Corporation Counsel does not recommend moving forward with this.

The Grant Writer position, the opioid lawsuit, and ATV routes were other items that were discussed.

**Review/Discussion/Action regarding the Administrative Coordinator Position**

**Description:** Mr. Grisen indicated that there were no changes he could see. Ms. Hansen discussed the need for more communication between the county and municipalities. She understands the Administrative Coordinator can have a part in it, but the Supervisors that represent those areas need to have good communication as well. Having the County Clerk forward all agendas to every municipality was discussed. Mr. Hillert made a motion to approve the position description, seconded by Mr. Taylor. Carried.

Mr. Hillert, Mr. Taylor, and Mr. Drazkowski departed the meeting at 12:00 p.m.

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

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

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

Mr. Kriesel made a motion to approve a 3% wage increase for the Administrative Coordinator, seconded by Ms. Rosenow. Ms. Rosenow-yes, Mr. Gisen-yes, Ms. McMillan Urell-yes, Mr. Kriesel-yes, Mr. Weiss-yes, Mr. Bork-yes, and Mr. Danzinger-yes. Carried.

**Adjournment:** Chair McMillan Urell called for the adjournment at 12:15 p.m.

Respectfully Submitted,

Roxann M. Halverson  
Buffalo County Clerk