

**Buffalo County Public Meeting Minutes**

**Committee/Board:** LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

**Date of Meeting:** May 17, 2021

**Electronic and Hardcopy Filing Date:** June 01, 2021

Meeting called to order by Mr. Taylor at 9:00am.

**1: Call to Order/Roll Call:**

Mr. Mike Taylor, Mr. Larry Grisen, Ms. Carol McDonough, Mr. John Sendelbach, and Mr. Nelson

Others present: Sheriff Mike Schmidtknecht, Chief Deputy Lee Engfer, Jail Lieutenant Diane Mikelson, Ms. Melissa Brunner, Ms. Mary Wood, Ms. Brenda Berning, Ms. Sonya Hansen, and Mr. Dave Brommerich-VIRTUAL

**2: Public Comments:** None

**3: Review/Discussion/Action: Minutes of Previous Meeting:**

Motion to approve April minutes made by Mr. Grisen, second by Mr. Sendelbach. Motion carried.

**12: MOVED by committee due to conflict: Review/Discussion: Emergency Management Written Report:**

Mr. Fuerbringer advised the committee that he is continuing to work on the rollout of the vaccine to the community. The disaster exercise was able to be executed in Fountain City. He is now working on the after action report to be submitted. He advised the committee that there was an error with the submission of wages for the LEPC which were inadvertently reported as EM wages on the 2020 grant submission, so the county may need to owe back up to \$3,000 grant monies. There have been steps taking to make sure this doesn't happen in the future.

Mr. Fuerbringer advised the committee of his upcoming retirement this summer but he will complete tasks as needed.

**4: Review/Discussion: Committee Chair Report:** None

**5: Review/Discussion/Action: Law Enforcement Vouchers:**

Mr. Grisen motioned to approve vouchers as presented, second by Mr. Sendelbach. Motion carried.

**6: Review/Discussion/Action ~ Current Law Enforcement Expenditures Update:**

Sheriff Schmidtknecht advised the committee that as of the end of April, patrol is at 25% of their budget, capital outlay is at 22%, and jail is at 29%.

**7: Review/Discussion ~ Sheriff, Chief Deputy, and Jail Administrator Monthly Reports:**

Sheriff Schmidtknecht updated that he is down one patrol deputy but is working on getting the position filled. Working on the final phase of hiring a CC officer, also looking to hire the additional CCO position.

Chief Deputy Engfer presented his April report. 625 Calls for Service for the month. Over-time was down slightly. There were no crashes for flood-run; the Highway Department was able to sweep the roads before the event, which more than likely aided in the no-crash result, as well, as they had very good signage out on the roadways.

The Sheriff's Office was able to donate a used mobile radio to the Fountain City Fire Department.

Lieutenant Mikelson presented her April report. Year to date, there have been 77 bookings. 13.10 for a daily head count. Year to date, there have been 11,769 total calls into dispatch (11,084 non-emergency and 685 emergency).

**8: Review/Discussion/Action ~ Potential Resolution to Hire a Limited Term Employee as Deputy Sheriff for Patrol:**

Sheriff Schmidtknecht advised the committee that currently the sheriff's office has no real part-time, certified deputies. Due to Covid, deputies were not able to use much of their earned time-off throughout the 2020 year, he projects that they will want to use it in 2021. Back in 2007, a resolution was passed (res#07-03-04) and put into place to hire up to 15 part-time employees. He would like to use a second new hire in a more full-time, part-time position for 6-months. Due to FMLA/medical leave situations (some in unpaid status), roughly \$37,000 is not being used out of the budget so this would be the funding. Or, if a resolution is needed to create a LTE position, it would need to go to the HR Committee, which would push things out further. It's very difficult to find people interested in working part-time status, however, there may be someone interested now. This person would cover shifts on a steadier part-time basis for up to 6-months, and then go to a more limited part-time status. Ms. Hansen mentioned that there will need to be discussions of benefits for this person. Committee approval of a permanent part-time employee for 6-months; the first 3 months will be ~~80~~ **(Corrected on 07/19/2021 to 40)** hours a week for training. Additional details will be worked out with the Administration Office. Mr. Taylor accepted current resolution, no need for a new resolution at this time.

**#9 MOVED ~**

**#12 MOVED ~**

**#13 MOVED ~**

**14: MOVED by committee ~ Review/Discussion/Action ~ CJCC/CJS 2020 Annual Report:**

Ms. Berning presented her 2020 Annual Report to the committee. She reiterated that CJS is funded by the TAD Grant. The program relies on law enforcement, in a way, to screen individuals suitable for the CJS program, otherwise they wouldn't know where to start. In 2020, another grant was applied for and awarded in an additional funding of \$13,322, used for incentives for successful participants, transportation, and towards alcohol monitoring. CJS is looking to obtain funding for the next 5-year period 2022-2026 TAD Grant.

**15: MOVED by committee ~ Discussion ~ CJCC Programs: The Literacy Link, MOVING FORWARD Reentry Program, and Veterans & Justice Systems Special Project:**

Ms. Campbell Wood presented the committee handouts. Her work focuses on adult offenders, together with their children for Buffalo/Pepin County residents. CJS focuses on just the adult offenders. Her programs are all funded through grants. The programs are designed to break negative cycles, add intervention and the goal being prevention.

**13: MOVED by committee ~ Review/Discussion/Action ~ Fill Vacant Emergency Management Director Position:**

Ms. Hansen advised the committee that the Highway Committee passed a resolution for a parts/safety position with the idea of encompassing the emergency management position. Also, may law enforcement could hire a part-time employee to cover some of the current duties. There may need to be revisions to the current job description.

Mr. Grisen made a motion to fill the Emergency Management Director Position, second by Mr. Nelson. Motion carried. This item will be added to the next meeting's agenda in order to give Mr. Fuerbringer time to consider any revisions to the position's current job description.

**9: The Committee may go into Closed Session to Review/Discussion/Action**

Mr. Taylor motioned for closed session, second by Mr. Grisen. Roll-call: Mr. Grisen-Yes, Mr. Sendelbach-Yes, Mr. Nelson-Yes, Ms. McDonough-Yes, and Mr. Taylor-Yes. Motion carried.

\*\*\*Inadvertently left out #10 from the Agenda

**11: Review/Discussion/Action ~ The Committee may return to Open Session:**

Mr. Taylor motioned to open session, second by Mr. Grisen. Roll-call: Mr. Sendelbach-Yes, Mr. Nelson-Yes, Mr. Taylor-Yes, Ms. McDonough-Yes, and Mr. Grisen-Yes. Motion carried.

Mr. Nelson made a motion to deny unpaid leave request of communications/corrections employee, second by Ms. McDonough. Motion carried.

Mr. Grisen made motion to fill vacant communications/corrections position, second by Mr. Sendelbach. Motion carried.

**16: Review/Discussion/Action: Next Meeting Date and Time:**

Tentatively, July 19, 2021 at 09:00a.m.

**17: Public comment not related to agenda items:**

None

**18: Adjournment:**

10:27a.m, Mr. Sendelbach motioned for adjournment, second by Mr. Nelson. Motion carried.

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Melissa Brunner, Secretary