

# Buffalo County Minutes

**Committee/Board:** JOINT HIGHWAY & HUMAN RESOURCES COMMITTEE

**Date of Meeting:** Monday, June 22, 2020

**Location:** 3<sup>rd</sup> Floor County Board Room

**Electronic and Hardcopy Filing Date:** Tuesday, June 23, 2020

Chair Hillert called the meeting to order at 6:15 p.m.

**Buffalo County Highway Committee members present at the meeting were:** Mr. Dwight Ruff, Mr. David Danzinger, Mr. Don Hillert, Mr. John Sendelbach, and Mr. Max Weiss.

**Buffalo County Human Resources Committee members present at the meeting were:** Mr. Larry Grisen, Mr. Donald Hillert, Mr. Nathan Nelson, Ms. Mary Anne McMillan Urell, and Mr. Michael Taylor.

Others present for all or part of the meeting were Ms. Sonya Hansen, Ms. Brenda Creighton, and Ms. Roxann Halverson.

**Public Comments:** None.

**The Highway and Human Resource Committees May Go into Closed Session to Discuss a Transition Plan for the Highway Commissioner Vacancy:** Mr. Hillert made a motion to go into closed session, seconded by Mr. Grisen.

Mr. Dwight Ruff-yes, Mr. David Danzinger-yes, Mr. Don Hillert-yes, Mr. John Sendelbach-yes, Mr. Max Weiss-yes, Mr. Larry Grisen-yes, Mr. Nathan Nelson-yes, Ms. Mary Anne McMillan Urell-yes, and Mr. Michael Taylor-yes.

**The Committee May Return to Open Session.** Mr. Danzinger made a motion to return to open session, seconded by Ms. McMillan Urell. Mr. Dwight Ruff-yes, Mr. David Danzinger-yes, Mr. Don Hillert-yes, Mr. John Sendelbach-yes, Mr. Max Weiss-yes, Mr. Larry Grisen-yes, Mr. Nathan Nelson-yes, Ms. Mary Anne McMillan Urell-yes, and Mr. Michael Taylor-yes.

Mr. Grisen made a motion to proceed with the interim approach while filling the Highway Commissioner position, seconded by Mr. Taylor. Carried.

## **Review/Discussion/Action regarding the Highway Commissioner Position**

**Description:** A discussion was held regarding the addition of types of education needed for the position, years of experience, and requiring a CDL. The paragraph under “Purpose and Position” should include the “while informing and working with the

Buffalo County Highway Committee and County Board”. The first bullet point under “Essential Duties and Responsibilities” should include “cross trains the Patrol Superintendent to perform duties of the Commissioner in his absence”. Under the “Minimum Training and Experience Required to Perform Essential Job Functions” category it should include the requirement of a CDL and education language similar to that of the Pepin County Commissioner position description. Ms. McMillan Urell made a motion to approve the position description with these changes, seconded by Mr. Ruff. Carried.

**Review/Discussion/Action regarding Filling the Highway Commissioner Position:**  
Ms. McMillan Urell made a motion to fill the Highway Commissioner position, seconded by Mr. Taylor. Carried.

**Public Comment:** None.

**Adjournment:** Chair Hillert adjourned the meeting at 6:59 p.m.

Respectfully Submitted,

Roxann Halverson  
Buffalo County Clerk

DRAFT