

## Buffalo County Minutes

**Committee:** Committee of the Board

**Meeting Date:** Wednesday, September 7, 2022

Chair Dennis Bork called the meeting to order at 9:30 a.m.

**Members Present:** Mr. Dennis Bork, Mr. Steven Nelson, Ms. Mary Anne McMillan Urell, and Mr. Dwight Ruff. Mr. Michael Taylor and Mr. Max Weiss were both absent.

**Others Present for All or Portions of the Meeting:** Mr. Ryan VanDeWalle, Ms. Roxann Halverson, Ms. Carol Burmeister, Ms. Tina Anibas, Sheriff Mike Schmidtknecht, Mr. Brad Schmidtknecht (Teams), and Mr. David Brommerich (Teams).

**Public Comments:** None.

**Minutes of the Previous Meeting:** Ms. McMillan Urell made a motion to approve the minutes, seconded by Mr. Ruff. Carried.

**Review/Discussion/Action regarding Position Descriptions for County Clerk's Office, Register of Deed's Office, and Treasurer's Office:** Ms. Halverson presented the position description for the Chief Deputy County Clerk. The position description has been completely redone to more accurately show the duties this position is responsible for. A discussion was held on the 3 – 5 years of experience listed and the pay grade the position is in. Ms. Halverson feels the years of experience are important to get a qualified candidate for the office. A typo was found at the bottom of page 3. Ms. McMillan Urell made a motion to approve the position description with the typo correction, seconded by Mr. Nelson. Carried.

Ms. Burmeister presented the description for the Chief Deputy Register of Deeds. She has removed names of programs from the description and focused on actual job duties. She explained how the individual in this position is regulated by statutes and must adhere to procedures and follow confidentiality policies. The minimum requirements were discussed. The word "preferred" will be added. Ms. McMillan Urell made a motion to approve the position description with the addition of the word "preferred" in the minimum requirements section, seconded by Mr. Ruff. Carried.

Ms. Anibas presented the position descriptions for the Chief Deputy Treasurer/Real Property Lister and the Deputy Treasurer/Mapping Coordinator. She explained the differences between the positions and the requirements for each. Ms. McMillan Urell would like the Environmental Adaptability section changed to match the other descriptions. Ms. McMillan Urell made a motion to approve the position descriptions with the change, seconded by Mr. Ruff. Carried.

**Review/Discussion/Action regarding Rules of Government:** Updates to the Rules of Government were discussed.

- It was found that the Committee Chair per diem was listed as two different amounts in different versions of the Rules of Government. It is being paid as \$50 per meeting. Ms. McMillan Urell made a motion to set the Committee Chair per diem at \$50, seconded by Mr. Nelson. Carried.
- Creation of the Land Management Committee was discussed as well as where to place the UW Extension Office for a home committee. The Land Management Department will encompass the Surveyor, Land Conservation, GIS, and Zoning. Membership for the committee was reviewed. The Land Management Committee will have 5 members (Mr. Max Weiss, Mr. Dwight Ruff, Mr. John Sendelbach, Mr. Brad Schmidtknecht, and Mr. Gary Stanton) and will oversee Land Conservation, UW Extension, Zoning, GIS and the Surveyor. Ms. McMillan Urell made a motion to create the Land Management Committee which would combine the Land Use Committee and the Land Conservation Ag and Extension Committee, with the committee becoming in effect once the department of Land Management is developed, seconded by Mr. Ruff.
- The Economic Development Committee was reviewed. Ms. McMillan Urell made a motion to make the EDC a standing committee on its own, with five County Board Supervisor members effective January 1, 2023, seconded by Mr. Ruff. Carried.
- The Executive Committee duties were reviewed. This Committee oversees the County Clerk, Clerk of Court, Register of Deeds, and Treasurer but does not meet often. A better fit for these elected offices would be the Finance Committee so that they have a home committee that meets more often to address issues in a timely manner. Ms. McMillan Urell made a motion to approve moving the County Clerk, Clerk of Court, Register of Deeds, and Treasurer to the Finance Committee, seconded by Mr. Nelson. Carried.
- Ms. Halverson explained the WI Counties Association recommends having closed session language to be allowed to request members or citizens to leave a closed session meeting in the Rules of Government due to recent litigation in the City of Racine. Mr. Ruff made a motion to approve the addition of the closed session language, seconded by Ms. McMillan Urell. Carried.
- Adding the virtual meeting link to all meetings was discussed. Ms. McMillan Urell made a motion to approve the addition, seconded by Mr. Nelson. Carried.
- Adding language to reference packets being uploaded to Supervisor's tablets and correcting a typo on page 18 was discussed. Ms. McMillan Urell made a motion to approve these updates, seconded by Mr. Ruff. Carried.
- The designation of the official newspaper was reviewed. Mr. Nelson made a motion to update the official newspaper, seconded by Mr. Ruff. Carried.
- Moving the Western Dairyland Board and Historical Society from standing committees to non-standing committees was reviewed. Ms. McMillan Urell made a motion to approve the change, seconded by Mr. Ruff. Carried.
- Removal of the Workforce Development Committee was discussed. This is actually the LEO Workforce Development Board. Ms. McMillan Urell made a motion to approve the change, seconded by Mr. Nelson. Carried.
- Reviewed duties of the standing committees and changing paragraph I to remove "when requested" and adding "required" in regard to having a County Board

Supervisor present during interviews. Ms. McMillan Urell made a motion to approve the change, seconded by Mr. Ruff. Carried.

- The language for the Land Conservation & Ag Extension Committee was reviewed. The FSA representative language will remain as is for now. The reference to deer damage should be wildlife damage. Ms. McMillan Urell made a motion to approve the wording change, seconded by Mr. Ruff. Carried.
- A discussion was held on citizen appointments to the ADRC board. Pepin County is now in charge of ADRC, and this could be removed. Ms. McMillan Urell made a motion to make the change, seconded by Mr. Nelson. Carried.
- A change to Rule 10 regarding how the Chair of the County Board is elected was discussed. It was recommended to allow a vote to narrow the number of candidates if more than two members are nominated. Ms. McMillan Urell made a motion to adopt the following language pending WCA recommendation, seconded by Mr. Ruff. "If two members are nominated, then a simple majority paper ballot will be taken and the candidate with the highest number of votes will be elected as Chairperson. If there are more than two members nominated a paper ballot vote will be taken to narrow the selection to two members. The two members with the highest vote totals will then be voted on by paper ballot again. The candidate with the highest vote total will then be elected Chairperson."
- Rule 28 was discussed in regard to how candidates for vacant County Board Supervisor seats are chosen. It was recommended to change paragraph 3 to have the applicant interviewed by the County Board instead of the Executive Committee and to eliminate paragraph 4. Mr. Ruff made a motion to amend paragraph 3 to change from the Executive Committee to the County Board and leave paragraph 4 as is, seconded by Mr. Nelson. Carried.

**Review/Discussion/Action regarding Election of a Member to the Executive**

**Committee:** Ms. McMillan Urell expressed her interest in serving on the Executive Committee. Mr. Nelson made a motion to appoint Ms. McMillan Urell to the Executive Committee, seconded by Mr. Ruff. Carried.

**Review/Discussion/Action regarding the Status of ARPA Funds:** Mr. VanDeWalle reviewed the items already expensed out of ARPA funds. The hazard pay came in at \$68,700, more than the \$65,000 allocated due to WRS expenses. He reviewed some of the items that have been allocated but not yet expensed. A wage study was discussed. Mr. Ruff made a motion to approve spending up to \$50,000.00 of ARPA funds for a wage study, seconded by Ms. McMillan Urell. A roll call vote was taken. All in favor. Carried.

**Review/Discussion/Action regarding the Status of CAPX2020 Funds:** Mr.

VanDeWalle indicated there is approximately \$632,000 left of CAPX2020 funds. Money will be put towards completing the remonumentation project. Mr. Schmidtknecht would like to see some money put towards helping new business startup through seed money or grants matching funds. There is \$18,000 available in a revolving loan fund and \$4,000 yet to be paid back to this fund. Mr. Schmidtknecht would like to see between \$50,000 and \$100,000 allocated towards business startup or grants.

**Chair Report:** None.

**Administrative Coordinator Report:** None.

**Public Comment:** None.

**Adjournment:** Mr. Ruff made a motion to adjourn at 12:23 p.m., seconded by Mr. Nelson. Carried.

Respectfully Submitted:

Roxann Halverson  
Buffalo County Clerk