

BUFFALO COUNTY MINUTES

Committee/Board: Committee of the Board

Date of Meeting: Friday, December 7, 2018

Filing Date: Thursday, December 20, 2018

The meeting of the Committee of the Board was called to order by Chair Mary Anne McMillan Urell at 10:30 a.m.

Board Members Present: Mr. Don Black, Mr. David Danzinger, Mr. Don Hillert, Mr. John Kriesel, Mr. Larry Grisen, Mr. Barry Drazkowski, Mr. Bernard Brunkow, Mr. Michael Taylor, and Ms. Mary Anne McMillan Urell. Mr. Max Weiss joined the meeting at 10:35 a.m. Ms. Nettie Rosenow was excused.

Others Present for All or Part of the Meeting: Ms. Roxann Halverson, Ms. Sonya Hansen, and Mr. David Brommerich.

Public Comments Regarding Posted Agenda Items: None.

Review/Discussion/Action regarding Minutes of the Previous Meeting: Mr. Kriesel made a motion to approve the minutes of the previous meeting, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action The Committee May Go Into Closed Session to Evaluate the Administrative Coordinator. Mr. Barry Drazkowski asked to be excused from this portion of the meeting as he is not on the County Board of Supervisors.

Ms. McMillan Urell made a motion to go into closed session, seconded by Mr. Grisen.

Mr. Don Black-yes	Mr. David Danzinger-yes	Mr. Don Hillert-yes
Mr. John Kriesel-yes	Mr. Larry Grisen-yes	Mr. Bernard Brunkow-yes
Mr. Michael Taylor-yes	Ms. Mary Anne McMillan Urell-yes	

All in favor. Carried.

Review/Discussion/Action The Committee May Return to Open Session. Ms. McMillan Urell made a motion to return to open session, seconded by Mr. Grisen.

Mr. Don Black-yes	Mr. David Danzinger-yes	Mr. Don Hillert-yes
Mr. John Kriesel-yes	Mr. Larry Grisen-yes	Mr. Bernard Brunkow-yes
Mr. Max Weiss-yes	Mr. Michael Taylor-yes	Ms. Mary Anne McMillan Urell-yes

All in favor. Carried.

Review/Discussion/Action regarding the Administrative Coordinator Position

Description: Ms. Hansen explained she feels the position description is accurate except for one portion. She does not act as the Affirmative Action and ADA Compliance Officer. Those duties are completed by the Personnel Advisor. Mr. Grisen made a motion to strike those duties from the position description, seconded by Mr. Brunkow. Carried.

Review/Discussion/Action regarding the 2020 Budget Guidelines & Program Based Budgeting:

Ms. Hansen reviewed the schedule of preparing for the 2020 budget. She would like to keep budgets in line with the levy. Departments need to start gathering information on the programs they offer, costs associated with those programs, and the number of citizens those programs serve. There may be some programs that are duplicated between departments and some that are no longer feasible to offer. These programs will also be reviewed for collaboration with entities outside of the county for cost saving and efficiency.

The process for proposing new positions was discussed. There will be a form that departments need to complete as a beginning step of proposing a new position or filling a vacant position. Mr. Grisen would like to see any new positions presented prior to August to allow time for research into the needs for that position. Having positions subject to a review within a year was also discussed.

Departments will need to compile a list of all contracts, due dates and costs. The grant writing process also needs to be reviewed.

Mr. Hillert made a motion to move forward with the 2020 budget guidelines, seconded by Mr. Taylor. Carried.

Review/Discussion regarding Committee Structures under Rules of Government:

A discussion was held on consolidating departments and committees. There needs to be efficiencies in operations within county departments. A discussion was held regarding having an integrated approach and having the committee chair be a county board supervisor.

Review/Discussion regarding CAPX2020 Funds and Future Plans: A discussion was held on CAPX2020 funds. Options are to continue spending as currently spending, revamp qualifications and process, or freeze funds and only use interest from investing the funds.

Review/Discussion regarding Remonumentation: A discussion was held on using CAPX2020 funds for completing the remonumentation project. The cost of this project needs to be narrowed down as the towns pay for half of the project and they need to know this so they can budget. It is approximately \$1,500 per point to remonument and estimated to be \$1.2 million to finish the project over the next 7 years. There are five

towns remaining: Maxville, Canton, Nelson, Milton, and Belvidere. Glencoe and Waumandee are partially complete.

Review/Discussion regarding Strategic/Financial Future Planning: A discussion was held on departmental needs and capital projects that need to be done in the next 5 years.

Review/Discussion/Action regarding the Next Meeting Date and Time: The next meeting will be March 15, 2019 at 10:30 a.m.

Public Comments Not Regarding Posted Agenda Items: None.

Adjournment: Chair McMillan Urell called for the adjournment at 1:50 p.m.

Respectfully Submitted,

Roxann M. Halverson
Buffalo County Clerk