

BUFFALO COUNTY MINUTES

Committee of the Board:

Finance Committee

Date of the Meeting:

March 17, 2022

Chair Mr. Dennis Bork called the meeting to order at 8:30 a.m. in the third floor County Board Room.

Members Present: Mr. Brad Schmidtknecht, Mr. Dennis Bork, Mr. Don Hillert, and Mr. David Danzinger (Teams). Mr. Max Weiss was excused.

Others Present for All or Parts of the Meeting in Person and Via Teams: Mr. Ryan VanDeWalle, Ms. Lisa Schmitt, Ms. Tina Anibas, Ms. Felicia Decker, Ms. Carol Burmeister, Ms. Roselle Schlosser, Mr. Steve Schiffli, Ms. Lisa Schuh, Mr. Larry Grisen, Mr. Marvin Rieck (Teams), Mr. David Brommerich (Teams), and Ms. Renee Pronschinske (Teams).

Public Comments regarding Agenda Items: Ms. Carol Burmeister asked to comment on the proposed Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023-2026 which was allowed during the discussion on that Resolution.

Review/Discussion/Action regarding the Minutes of the Previous Meeting: Mr. Brad Schmidtknecht made a motion to approve the minutes by roll call vote, seconded by Mr. Dennis Bork. All in favor. Carried.

Review/Discussion/Action – Fill Economic Development Coordinator/Grant Writer Position: Mr. VanDeWalle explained that Mr. Steve Schiffli has resigned and his last day of employment with Buffalo County will be on April 7, 2022. The Human Resources Committee has approved advertising and filing this position. Mr. Schiffli works 30% of his time as the Deputy Veteran Service Officer, with 70% of his time being spent as the Economic Development Coordinator/Grant Writer. This would now be to approve a full-time position. The Veteran Service Office will be hiring a separate employee to work part-time hours in that office. Discussion was held regarding the possibility of sharing this position with other counties, having a contracted person in this position as was previously done, and reaching out to local colleges to possibly hire an intern for grant writing. Mr. VanDeWalle is meeting with a couple of other counties soon and will have an update on this. Mr. Hillert made a motion to table filling the full time Economic Development/Grant Writer position until more information is obtained and to continue to pursue the option of hiring a college student as a grant writer intern, seconded by Mr. Schmidtknecht. A roll call vote was taken. All in favor. Carried.

Review/Discussion/Action regarding A Resolution to Remove Outstanding Checks: Ms. Tina Anibas reported that there are six outstanding checks from 2020 that she would like permission to remove and cancel from the general fund that have not

been cashed to date. She explained the procedure she follows and that a minimum of two attempts have been made to notify the parties to whom the checks were issued. Mr. Schmidtknecht made a motion to cancel the six outstanding checks and credit the total amount to the Buffalo County General Fund, seconded by Mr. Hillert. A roll call vote was taken. All in favor. Carried.

Review/Discussion/Action regarding A Resolution to Establish the Elected Officials Total Annual Compensation Level for 2023 through 2026:

Mr. Grisen explained that the Human Resources Committee has approved draft resolution number two. Ms. Roselle Schlosser, Ms. Carol Burmeister, and Ms. Tina Anibas all spoke on the matter as elected officials. Concerns with Buffalo County's economic future, addressing all elected officials equally, where Buffalo County elected officials' wages stand in comparison to other counties, and the uncertainty of what County Board members would decide to do with the compensation levels in the future were discussed. After consideration, it was decided this needs to go back to the Human Resources Committee for them to compile and present a couple of options for the County Board of Supervisors to vote on. As there is an election deadline to meet, this needs to be approved by the County Board of Supervisors on March 28th, so the Human Resources and Finance Committees will both need to meet before then. Mr. Brad Schmidtknecht made a motion to table this matter until the Human Resources Committee can review this again, seconded by Mr. Hillert. A roll call vote was taken. All in favor. Carried.

Review/Discussion/Action regarding A Resolution to Amend the Salary

Classification and Wage Compensation Scales: Mr. VanDeWalle explained that this Resolution is a result of the changes made through the appeals process and indicates the appeals that were approved. Mr. Grisen indicated that the job descriptions will need to be revised to include the qualifications, certifications, education and skills needed for each position. Mr. Hillert made a motion to approve the new wage scales and classification changes as stated in the Resolution, seconded by Mr. Schmidtknecht. A roll call vote was taken. All in favor. Carried.

Review/Discussion/Action regarding Buffalo County Courthouse Hours: Mr.

VanDeWalle explained three different options that were presented to the Human Resources Committee to reduce the number of hours full-time employees work to 37 ½ hours each week as a cost savings to the county. There is a savings not only in employee wages and benefits, but for electrical, heating, and cooling as well. He has researched this and has spoken to other counties that have implemented this. The two options that would equal 130 hours less each year are that the courthouse would be open a half hour less each day with the second option being Monday through Thursday regular hours and Fridays would have a 2:00 p.m. close. The third option would be for employees to have off every second or third Friday of each month, which would amount to 96 hours per year. It was agreed that this is a matter that should be addressed and researched further as to the options and savings.

Review/Discussion/Action regarding COVID-19 Courthouse Protocol Packet:

Mr. VanDeWalle discussed the changes around the courthouse that have taken place so far in accordance with CDC guidelines. The signs regarding masks have been taken down from the entrance doors and travel restrictions for employees have been removed. We will continue to monitor the number of cases and review the CDC guidelines when they are updated to see if any additions or modifications need to be made to the policy.

Review/Discussion/Action regarding Monthly Vendor Invoices/ Vouchers/ Employee Payroll/Funds Investment Report:

Invoices were reviewed. Ms. Anibas reported that she has been meeting with Mr. VanDeWalle monthly regarding investments. She asked for permission to pursue other banks in Buffalo County and outside of the county as well if they could offer a higher rate of interest. The committee members were open to inquiring with banks outside of the county. Mr. VanDeWalle explained that there is an invoice for an inspection of the internal fire sprinkler system that was not budgeted for. Mr. Rieck discovered that this inspection has not been done for a number of years. The inspection is complete and the invoice needs to be paid. It was decided to take this from the general fund. Mr. Hillert made a motion to approve invoices and vouchers by roll call vote, seconded by Mr. Brad Schmidtkecht. All in favor. Mr. Danzinger did not vote as he lost audio connection. Carried.

The Committee May Go into Closed Session to Address Employee Performance:

Mr. Hillert made a motion to go into closed session, seconded by Mr. Schmidtkecht. Mr. Bork – yes, Mr. Hillert – yes, Mr. Schmidtkecht – yes, Mr. Danzinger – no audio connection. Carried.

The Committee May Return to Open Session: Mr. Hillert made a motion to return to open session, seconded by Mr. Schmidtkecht. Mr. Bork – yes, Mr. Hillert – yes, Mr. Schmidtkecht – yes, Mr. Danzinger – no audio connection. Carried.

Review/Discussion regarding Committee Chair Report: Mr. Bork reported that he has been reaching out to area counties on the possibility of working together to combine some services as a cost saving measure. He will be meeting with a couple of additional counties soon.

Review/Discussion regarding the Administrative Coordinator Report: Mr. VanDeWalle reported that the two cars that are for sale are doing well on bids. The sale ends on March 22nd.

Review/Discussion regarding Public Comments Unrelated to the Agenda: Ms. Felicia Decker updated the committee on the Veteran’s Memorial Wall fundraising efforts. To date, \$18,416.00 has been donated, with \$14,684.00 to go. The funding needs to be obtained by November 1, 2022, or the bid will need to be renegotiated. There will be a public fundraiser coming up and she will update the committee again after that time.

The next regular meeting will be April 21st at 8:30 a.m.

Adjourned: Mr. Schmidtknecht made a motion to adjourn at 10:25 a.m.

Respectfully submitted,

Lisa Schmitt
Buffalo County Deputy Clerk