

**STEVENS COUNTY
BOARD OF COMMISSIONERS
Organizational Meeting
Official Proceedings
Tuesday, January 5, 2021
9:00 a.m.**

The organizational meeting of the Stevens County Board of Commissioners was called to order at 9:00 a.m., Tuesday, January 5, 2021, by Chair Donny Wohlers. Members in attendance were Wiese, Ennen, Kopitzke, Wohlers, and Staples.

The Pledge of Allegiance was recited.

Commissioner Staples moved to approve the Agenda with additions: Stephanie Buss, Disclosure Agreement; and Jan Gomer, Authority to backfill position and hire approval. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve minutes of the 12/15/20 regular meeting. Commissioner Staples seconded the motion with all members voting aye, motion carried.

The Chair opened the meeting for public comment.

Having none, the Oath of Office was administered by County Attorney Aaron Jordan to Commissioner's Staples, Kopitzke, and Wohlers.

The Oath of Office was administered by County Attorney Aaron Jordan to County Assessor Craig Swanson.

On a motion by Kopitzke, second by Ennen and all members voting aye, the Board set the 2021 regular meetings for 1st and 3rd Tuesday of each month with a start time of 9:00 a.m.

Wiese moved to set the 2021 Flicker Tail and Gopher bounties at \$1.00 each. Ennen seconded the motion and all members voting aye, motion carried.

Kopitzke moved to approve the LCSC 2021 agreement and membership dues of \$350. Staples seconded the motion and all members voting aye, motion carried.

Commissioner Ennen moved to approve the following AMC 2021 Policy Committee and Voting Delegate appointments: Ron Staples, Environment & Natural Resources; Neil Wiese, General Government; Jeanne Ennen, Health & Human Services; Donny Wohlers, Public Safety and Bob Kopitzke, Transportation and Infrastructure. Voting Delegates: Commissioners Ennen, Staples, Kopitzke, Wohlers and Wiese; County Administrator Rebecca Young, Human Services Director Liberty Sleiter and County Engineer Todd Larson. Commissioner Wiese seconded the motion and all members voting aye, motion carried.

The Board reviewed committee assignments. On a motion by Kopitzke, second by Wiese all members voting aye, the following 2021 committee assignments were approved with changes:

COMMITTEE	2020 APPOINTMENT	2021 APPOINTMENT
General Government		
Extension Committee	Staples & Wohlers	Staples & Wohlers
Housing and Redevelopment Authority Board Liaison	Kopitzke	Kopitzke
Minnesota Rural Counties Caucus	Kopitzke, alt Wiese	Kopitzke, alt Wiese
Morris Area Chamber of Commerce	Kopitzke	Kopitzke
Planning & Zoning	Wohlers	Wohlers
Regional Fitness Center Board	Wohlers	Wohlers
Regional Library Board	Ennen	Wiese
Stevens County Audit/Finance Committee	Board Chair and Vice Chair	Board Chair and Vice Chair
Stevens County Department Head Committee	Kopitzke & Ennen	Kopitzke & Ennen
Stevens County Economic Improvement Commission	Wohlers	Wohlers
Stevens County Facilities Committee	Staples and Wohlers	Staples and Wohlers
Stevens County Historical Society	Ennen	Ennen
Stevens County Law Library Board	Wiese	Wiese
Stevens County Personnel Committee	Staples & Wohlers	Staples & Wohlers
Stevens County Safety Committee	Staples & Wohlers	Staples & Wohlers
Stevens County Shared Technology Fund Committee	Wohlers	Wohlers
West Central Minnesota Economic Development District Board (WCI)	Wiese	Wiese
Wellness Committee	Ennen	Ennen
CPT Joint Powers	Kopitzke, alt. Wohlers	Kopitzke, alt. Wohlers
City/County Committee on Sharing	Staples & Wohlers	Staples & Wohlers
Association Of MN Counties - Policy Committees - AMC District Rep.	See attached	See attached
Probation Joint Powers	Wiese	Wiese
Health and Human Services		
Food Shelf Board	Wohlers	Wohlers
Horizon Community Health Board	Kopitzke and Ennen	Kopitzke and Ennen
Region 4 South Adult Mental Health Consortium	Ennen	Ennen

Land of the Dancing Sky Area Agency on Aging Board (combined West Central Joint Powers Board on Aging	Wiese	Wiese
Local Advisory Council for Adult Mental Health	Ennen	Ennen
PrimeWest	Ennen, alt. Kopitzke	Ennen, alt. Kopitzke
Supporting Hands Nurse Family Partnership Joint Powers	Kopitzke	Kopitzke
West Central Minnesota Communities Action	Wohlers	Wohlers
Public Safety		
Central MN Emergency Services Board	Kopitzke, alt. Ennen	Kopitzke, alt. Ennen
Drug Court Advisory	Ennen	Ennen
E911 Committee	Wohlers & Ennen	Wohlers & Ennen
West Central Juvenile Detention Joint Powers	Wohlers	Wohlers
Environment and Natural Resources		
Bois de Sioux Watershed Advisory Committee	Wiese & Staples	Wiese & Staples
1W1P Bois de Sioux/Mustinka Watershed Districts Policy Committee	Staples	Wiese, alt. Staples
Joint Powers & Comprehensive Local Water Plan	Staples	Staples
Chippewa River Watershed Project Joint Powers	Staples	Staples
Pomme de Terre Joint Powers	Ennen, Wiese Alt.	Ennen, Wiese Alt.
Red River Basin Advisory Board	Staples, alt. Kopitzke	Staples, alt. Kopitzke
Red River Basin Commission	Staples	Staples
RIM Advisory Committee	Staples	Staples
Stevens County Soil and Water Conservation District	Ennen	Ennen
Stevens County Solid Waste Committee	Kopitzke & Staples	Kopitzke & Staples
Buffer Committee	Staples & Wohlers	Staples & Wohlers
Public Works		
Airport Advisory	Wohlers	Wohlers
County Ditch Sub-Committee	Staples & Wiese	Staples & Wiese

Joint Ditch #2	Staples, Wiese & Ennen	Staples, Wiese & Ennen
Joint Ditch #9	Staples & Wiese	Staples & Wiese
Joint Ditches #10 & 11	Staples & Wiese	Staples & Wiese
Rainbow Rider/ Rainbow Rider TAC	Wohlers & Staples	Wohlers & Staples
Stevens County Road & Bridge Committee	Staples & Wiese	Staples & Wiese
COVID Taskforce	Chair & Vice Chair	Chair & Vice Chair

Kopitzke moved to approve consent agenda items to allow purchases of goods and services. Wiese seconded the motion and all members voting aye, motion carried.

Rebecca Young County Administrator presented the Business Relief Grant Program. Stevens County will receive \$256,400 to administer here locally from the state legislature. Business Relief Grant Program will be handled similar to the CARES Act. Commissioner Wiese motion to appoint a Relief Sub Committee: Rebecca Young, Bob Kopitzke, Jeanne Ennen and Cheryl Kuhn. Commissioner Staples seconded the motion with all members voting aye, motion carried.

A portion of the funding can be used for administration. After discussion the board gave direction that only advertising should be charged back to the monies. All other administration costs would already be covered in levied wages. Commissioner Kopitzke motioned to allocate some funds for advertising out of state grant monies and approve grant application as presented with changes. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Stephanie Buss Auditor/Treasurer presented the Auditor's Warrants for the 12/16/2020, 12/23/20 and 12/30/2020 time periods for review. Buss fielded questions.

Commissioner Wiese moved to approve the following resolution:

**RESOLUTION NO. 210105-01
RESOLUTION TO AUTHORIZE THE AUDITOR/TREASURER
TO MAKE ELECTRONIC FUNDS TRANSFERS**

WHEREAS, Minnesota Statute § 471.38, allows for the use of electronic funds transfers as a means of making various payments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

- For a claim for a payment from an impress payroll bank account or investment of excess money;
- For a payment of tax or aid anticipation certificates;
- For a payment of contributions to pension or retirement fund;
- For vendor payments; and
- For payment of bond principal, bond interest and fiscal agent service charge from the debt redemption fund;

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers; and

WHEREAS, the County Board acknowledges: adequate security procedures and internal controls must be maintained for approval processes; a monthly reconciliation shall be conducted on electronic transfers; settlement arrangement for vendors desiring to use electronic payment methodology shall be authorized by and coordinated within the Auditor/Treasurer's office; and funds may not be released without the appropriately approved documentation prior to settlement;

THEREFORE, BE IT RESOLVED, that the County Board delegates the authority to make electronic fund transfers to the Auditor/Treasurer.

Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve the following resolution:

RESOLUTION NO. 210105-02
RESOLUTION TO AUTHORIZE THE AUDITOR/TREASURER
TO PAY CERTAIN CLAIMS

WHEREAS, Minnesota Statute § 375.16 allows the County Board to authorize the Auditor/Treasurer to pay incidental expenses of the county upon the presentation of a properly itemized and verified bill; and

WHEREAS, Minnesota Statute § 375.18 allows delegation by the County Board for paying certain claims to county administrative official;

THEREFORE, BE IT RESOLVED, that the Auditor/Treasurer is authorized to pay incidental expenses per Minnesota Statute § 375.16 (such as postage, express, freight, telephone, water, light, other utility charges);

BE IT FURTHER RESOLVED, that the County Board delegates and authorizes the Auditor/Treasurer may pay the following types of claims made against the County:

- Administrative Court costs (Court Order Attorney Fees)
- Background checks and Credit Reports for new hires
- Budget Allocations and Appropriations (approved by Board)
- Conference Registrations & Lodging
- Copier Leases
- County Recorder State Sur Charge Fees
- County Vehicle License tabs
- Credit Card and Fuel Card Statements
- Deed Tax and Recording fees (County Deeds)
- Dues and Subscriptions
- Flex Account Administration
- Insurances (dental/life/LTC/disability/vision)

- Law Library bills approved by the judge
- Postage for postage machine
- R & B Construction Contract payments (approved by Board)
- Real Estate Tax Refunds (from overpayments)
- Retiree's Insurance
- Settlements
- Sex Offender Assessments (Court Administrator)
- Stamps
- Storm Water Permit Fees
- Telephone bills - Spam Filtering - WAN Usage
- Utility Bills
- Youth Activity Funds
- Senior Adult for Emergencies Funds
- Office Supplies
- Manual Warrants/voids/corrections
- Monthly Maintenance Fees
- Misc. bills that, because of the due date, will have a late charge if held until next board meeting.
- Reimbursements to employees for travel related expenses (hotel, mileage, parking, overnight meals, etc) approved by the department head
- State Aid Distributions (Market Value Credit and Town Road Allotment)
- Pass-through state monies
- Extension/Planning & Zoning Per Diems

BE IT FURTHER RESOLVED, that on considering the sum charged excessive or for any claims with other possible questions or issues, as determined by the Auditor/Treasurer, those bills will not be issued but will be presented to the board for action at its next regularly scheduled meeting;

BE IT FURTHER RESOLVED, that the Auditor/Treasurer will not be held personally liable for payment for any claim falling into the above authorized types the County Board later disagrees with, disapproves of, or questions;

BE IT FURTHER RESOLVED, the above delegation and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to the Auditor/Treasurer; and

BE IT FURTHER RESOLVED, that as part of internal accounting and administrative control procedures and for informational purposes, a list of all such claims paid be presented to the County Board at its next regularly scheduled meeting.

Commissioner Wiese seconded the motion, all members voting aye, motion carried.

Commissioner Wiese moved to approve the following resolution:

**RESOLUTION NO. 210105-03
RESOLUTION AUTHORIZING FIDUCIARY DESIGNEES
FOR 2020**

WHEREAS, County of Stevens has financial reserves that are invested per the Accounting Investment Policy;

AND WHEREAS, management of investments requires actions of fiduciary designees to carry on business in compliance with County policy;

NOW, THEREFORE, BE IT RESOLVED, the County Board of Stevens County, Minnesota authorizes the following for Fiduciary Designees for 2020:

Stephanie Buss – Auditor/Treasurer *Shannon Asmus* – Deputy Auditor/Treasurer
Lori Boots – Deputy Auditor/Treasurer/Payroll Manager

Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Buss presented the 2021 fee schedule for review and approval. Commissioner Ennen moved to approve the following 2021 Auditor/Treasurer fee schedule:

STEVENS COUNTY AUDITOR/TREASURER FEES

Special Assessment files:

Initial set up fee for assessment	\$ 100.00	per assessment
Annual maintenance	\$ 50.00	per assessment
Billed to Township or City		

Auditor's Research Requests:

Providing confirmations/certifications, surveys, bonding schedules etc.	\$ 25.00	per hour - \$25 minimum No charge for short requests
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Setup & Maintenance of Escrow Accounts:

Setup and Maintenance Fee (includes tax listing)	\$ 5.00	per parcel
PC File to Escrow	\$ 430.00	

Delinquent Tax Listing \$ 200.00

Parcel Splits \$ 20.00 50/50 AT office/Assessor

Treasurer Tax Searches \$ 10.00 flat fee up to 3 parcels
\$ 5.00 each additional

Large Volume Data Requests:

(This varies somewhat on situation)

\$ 100.00 Minimum

\$ 25.00 per hour

Copies

\$ 0.25 per sheet B/W

\$ 0.50 per sheet Color

varies cost of postage

Computer Generated Reports

Set up

\$ 45.00 Minimum Charge

Additional Personnel time

\$ 40.00 per hour (after 1st hr)

Copies

\$ 0.25 per sheet B/W

Copies

\$ 0.50 per sheet Color

Fees for Retrieving Information from Storage

\$ 30.00 per hour-1 hour minimum

County Ditch Mailings

paper, labels, copies, envelopes, postage

current
rate

License Fees

Tobacco License

\$ 100.00 \$25/\$75 AT/Sheriff

Liquor License

\$ 300.00

Temporary Liquor License

\$ 50.00

Auctioneer License

\$ 20.00

911 Address

\$ 50.00 receipted to Road & Bridge

SALES TAX IS CHARGED IF DATA IS PRINTED AND SENT.

SALES TAX IS NOT CHARGED WHEN FILES ARE SENT ELECTRONICALLY

Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Buss presented a request for a budget adjustment for 2020. Commissioner Kopitzke motioned to approve a budget adjustment in the amount of \$27,294 for IT from department 60 for 2020. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Buss presented a request to use website designation as alternative source of notification. After some discussion it was decided to continue to use the newspaper for our source of notifications.

Buss requested approval to continue disclosure agreement with Northland Securities Inc. Buss stated we currently have an agreement with Northland Securities that provides the county with continuing disclosure services on a "limited" basis. Now with two new bond issues in 2020, our outstanding debt is more than \$10,000,000 so the County now must comply with "full" continuing disclosure requirements. Commissioner Staples motioned to approve the Full

Disclosure Dissemination Agent Agreement with Northland Securities Inc. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Scott Erickson Ditch Inspector requested the approval for pay request #3 for County Ditch 18. Commissioner Ennen motioned to approve Pay Request #3 to Riley Bros Inc in the amount of \$216,799.92. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Erickson gave a construction update on CD18.

Jason Dingman Sheriff gave his 2020 year in review with a power point presentation.

Dingman presented the 2021 fee schedule for review and approval. Commissioner Kopitzke moved to approve the following 2021 Sheriffs Office fee schedule with mileage changed:

2021 OFFICE FEES

CIVIL PROCESS

MORTGAGE REDEMPTION	\$100.00
MORTGAGE FORECLOSURE SALE	\$50.00
EXECUTION DEPOSITS	\$50.00
COLLECTION ON EXECUTION AFTER LEVY	6% OF JUDGMENT
SERVICE OF PROCESS	\$50.00 (FLAT FEE – NO MILEAGE)
POSTING OF CIVIL PROCESS	\$50.00 (FLAT FEE – NO MILEAGE)
UNSERVED CIVIL PROCESS	\$50.00 (FLAT FEE – NO MILEAGE)
MILEAGE	\$.56 (PUBLISHED FEDERAL RATE)
DEPUTY TIME (4 HOURS MINIMUM)	\$75.00 PER HOUR

DOCUMENT RETRIEVAL

CASE RETRIEVAL	\$25.00 PER CASE, PLUS \$.25 OR \$.50 PER PAGE PER COPY
VIDEO REPRODUCTION	\$30.00
PHOTO REPRODUCTION	\$5.00 (ANY SIZE, PER PAGE)
PHOTO REPRODUCTION (CD)	\$5.00 PER CD
AUDIO REPRODUCTION	\$30.00 PER AUDIO FILE
ACCIDENT REPORT (COPY)	NO CHARGE
COPIES (BLACK AND WHITE)	\$.25 PER PAGE
COPIES (COLOR)	\$.50 PER PAGE

PERMITS

PERMIT TO CARRY (NEW OR RENEWAL)	\$50.00
PERMIT TO CARRY REPLACEMENT CARD	\$10.00
PERMIT TO CARRY DATA CHANGE FEE	\$10.00
PERMIT TO PURCHASE	NO CHARGE
BURNING PERMIT	NO CHARGE

TESTING

SERIES OF UA TESTS (INDIVIDUAL)	\$5.00 PER TIME
DRUG TESTING (COURT ORDERED – IN HOUSE)	\$20.00 PER TIME
DRUG TESTING (SENT TO LAB)	\$150.00 PER TIME
PBTs	\$3.00 PER TIME

MISCELLANEOUS

INMATE ROOM AND BOARD FEE (PAY-TO-STAY)	\$20.00 PER DAY
APPLICANT FINGERPRINTING (OUT OF COUNTY)	\$10.00 PER TIME
RADIO PROGRAMMING	\$10.00 PER HOUR

STORAGE

INSIDE STORAGE	\$20.00
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OUTSIDE STORAGE	\$15.00
IMPOUND FEE	\$3.00 PER DAY
COURT ORDERED FIREARMS STORAGE FEE	\$1.00 PER DAY

Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Bill Kleindl Environmental Services Director requested approval for an increase in demolition gate fee. The solid waste committee recommends increasing the gate fee for demolition debris from \$15.00 cu/yd to \$17.00 cu/yd. This increase will generate additional revenue to aid in funding a new synthetic liner on the existing landfill and the permitting/closure of Phase 4. Commissioner Kopitzke motioned to increase demolition gate fee from \$15 to \$17.00 cu/yd. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Kleindl requested approval to set a fee for agricultural building permits. Commissioner Kopitzke motioned to set agricultural building permit at \$25.00 and a grain bin permit with a fee of \$0. Commissioner Wiese seconded the motion. Motion passed with the following: Ayes; Kopitzke, Wiese, Ennen and Wohlers. Nays; Staples.

Jan Gomer Human Resources Coordinator requested approval of resignation for Amy Lohse. Commissioner Ennen motioned to accept resignation of Amy Lohse, Deputy Assessor Office Manager as of December 31, 2020. Commissioner Staples seconded the motion with all members voting aye, motion carried.

Gomer requested approval to backfill position. Commissioner Kopitzke motioned to approve backfill for Deputy Assessor/Office Manager position. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Gomer requested approval to hire Valerie Hector as IT Systems Administrator. Commissioner Staples motioned to hire Valerie Hector as IT Systems Administrator at Grade 18 Step 7, and a two-week vacation bank with a start date no later than February 3, 2021 contingent on return of a clean criminal background check. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Gomer requested approval of extending the Employee Handbook Chapter 7.22 Accrual Advancement Program. Commissioner Ennen motioned to modify Chapter 7.22 policy for accrual advancement through 2021 or until the Governor's emergency orders expire, whichever comes first. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.


Todd Larson County Engineer gave an update on maintenance, engineering, and administration. Larson requested approval for a gravel lease agreement. Commissioner Kopitzke motioned to approve signing 2021 gravel lease agreement with Roll'N Acres, LLP for \$1.50 cu/yd up to 50,000 cu/yd. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Larson provided a facility update.

Commissioners were provided an opportunity to update on assigned committee activities.

Having no further business, the meeting was adjourned at 11:12 a.m. on a motion by Staples, second by Wiese and all members voting aye.


Rebecca Young, County Administrator


Donny Wohlers, Chair