

**STEVENS COUNTY  
BOARD OF COMMISSIONERS  
Official Proceedings  
Tuesday, April 06, 2021  
9:00 a.m.**

The regular meeting of the Stevens County Board of Commissioners was called to order at 9:00 a.m., Tuesday, April 6, 2021, by Chair Donny Wohlers. Members in attendance were Wiese, Ennen, Kopitzke, Wohlers and Staples.

The Pledge of Allegiance was recited.

Commissioner Kopitzke moved to approve the Agenda as presented. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve minutes of the 03/16/21 regular meeting. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

The Chair opened the meeting for public comment.

Elaving none, Stephanie Buss Auditor/Treasurer presented the Auditor's Warrants for the 03/17/21, 03/24/21 and 03/30/21 time periods for review. Buss fielded questions.

Jan Gomer Human Resources Coordinator requested approval to hire Maria Bums as Income Maintenance Supervisor and to backfill Child Support Officer position. Commissioner Kopitzke motioned to hire Maria Bums as Income Maintenance Supervisor at Grade 21 Step1 with a start date of April 5, 2021. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Staples motioned to backfill Child Support Officer position internally. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Gomer requested approval to hire Kelsey Nelson as Social Worker. Commissioner Ennen motioned to hire Kelsey Nelson as Social Worker in Child Protection at Grade 19 Step 2 with a start date of March 29, 2021 pending a successful background check. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Gomer requested approval to hire Mary Koch for a temporary position during a medical leave of the Highway Accountant. Commissioner Kopitzke motioned to hire Mary Koch for 12 weeks at no more than 24 hours per week with an approximate cost of \$7200. Commissioner Staples seconded the motion with all members voting aye, motion carried.

Gomer requested approval to amend the Dependent Care Plan Document. The American Rescue Act was recently adopted allowing for a pre-tax annual contribution increase toward Dependent Care. The Act allows contributions to increase from \$5000 annually to a maximum of \$10,500 annually for the year 2021. Commissioner Staples motioned to amend the Dependent Care Plan Document with Further increasing the amount from \$5000 to \$10,500 for the year 2021. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Rebecca Young County Administrator presented a Temporary Telecommuting Policy for discussion. Young stated with the Governor's Executive Orders replacing the expiring mandatory work from home order language to requiring Employer's to strongly support employees wanting to continue to work from home. The Personnel Committee saw the benefit in adopting a temporary telecommuting policy to be in effect prior to expiring of the Executive Order on April 15, 2021. After some discussion Commission Kopitzke motioned to approve the Temporary Telecommuting Policy with a 90-day review. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Bill Kleindl Solid Waste Director gave an update on the landfill synthetic cover pricing. The solid waste committee met with Wenck/Stantec consultant on the previous price quote for geomembrane cover material at the landfill. With some unforeseen storm damage, production of the resin necessary has driven up the price. To lock in another quote by March 26, 2021 the Solid Waste committee agreed to order only the cover material to close phase 1-3 at the landfill. The new quoted product price is \$78,284. No action was needed by the Board.

Todd Larson County Engineer gave an update on maintenance, engineering, and administration.

Larson requested working four ten-hour days to start in April instead of end of May. After some discussion Commissioner Staples motioned to approve entering a Memorandum of Understanding with AFSCME Highway Unit a four ten-hour day shift effective 4/26/21 for the maintenance crew. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Larson requested to award abstract bids for SAP 075-601-034 and SAP 075-608-031. Commissioner Ennen motioned to award SAP 075-601-034 and SAP 075-608-031 to apparent low bidder, Mark Sand and Gravel of Fergus Falls in the amount of \$1,286,130.21. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Larson requested to advertise for bids for bituminous sealcoat. Commissioner Staples motioned to advertise for bids for SAP 075-030-013 Bituminous Sealcoat Project on CSAH 7,8 9, and 13. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Larson requested to advertise for bids for bituminous mill and overlay and ada work. Commissioner Wiese motioned to advertise for bids for SAP 075-601-033, SAP 075-608-030, SAP 075-637-002 and CP 075-053-003, Bituminous Mill and Overlay and ADA work in City of Hancock on CSAH 1, 8, 37 and 53. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Larson gave a presentation on 2020 Highway Annual Report. Larson fielded questions from Commissioners.

Young, presented information on the American Rescue Plan (ARP or ARPA). Stevens County will be receiving \$1.9 million dollars. The Board has elected to defer the issue until we have the money and further guidance is produced from the Federal Treasury.

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

Having no further business, the meeting was adjourned at 10:31 a.m. on a motion by Staples, second by Kopitzke and all members voting aye.

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Rebecca Young, County Admlistrator *y*  
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*Donny Wohlers*  
Donny Wohlers, Chair