

COMMISSIONER PROCEEDINGS

February 14, 2023

Minutes of the Wilkin County Board of Commissioners held at the Courthouse, Breckenridge, Minnesota, on Tuesday, February 14, 2023. Commissioner Klindt was present via Zoom. Commissioner Green was absent.

CALL TO ORDER REGULAR MEETING

Board Chair Hovland called the meeting to order at 1:00 P.M.

APPROVAL OF THE AGENDA

On a motion by Larson, seconded by Busko and unanimously carried, the agenda was approved with additions.

APPROVAL OF CONSENT AGENDA

On a motion by Busko, seconded by Larson and unanimously carried, the consent agenda items were approved as follows:

1. January 17, 2023, Board of Commissioners' Meeting Minutes
2. January 24, 2023, Public Hearing Minutes
3. Electronic Funds Transfer for January 10, 2023
4. County issued credit card request for Amy Botz

REPRESENTATIVE JEFF BACKER LEGISLATIVE UPDATE

Representative Jeff Backer, House District 9A, provided a legislative update.

HIGHWAY DEPARTMENT 5-YEAR ROAD AND BRIDGE PROGRAM APPROVED

Brian Noetzelman, Highway Engineer, presented the proposed 5-year construction program for Wilkin County. The program was approved on a motion by Larson, seconded by Busko and unanimously carried.

HIGHWAY DEPARTMENT REPORT

Tim Christopher, Highway Maintenance Supervisor, provided a monthly maintenance update.

BID LETTING DATE SET FOR 2023 HIGHWAY PROJECTS

On a motion by Klindt, seconded by Busko and unanimously carried, the letting date for SAP 084-603-021 (CSAH #3), SAP 084-604-013 (CSAH #4), SAP 084-632-012 (CSAH #32), CP 084-030-001 (CSAH #30) and CP 084-2023-1 (Countywide Patching) was approved for 11:00 A.M. on March 29, 2023, at the Highway Department.

RESOLUTION TO ADVANCE COUNTY STATE AID HIGHWAY FUNDS APPROVED

On a motion by Larson, seconded by Klindt and unanimously carried, the Board approved the following resolution:

County State Aid Highway Funds Advance Resolution

WHEREAS, the County of **WILKIN** is planning to implement County State Aid Street Project(s) in 2023 which will require State Aid funds in excess of those available in its State Aid Regular Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of 02/01/23	\$ 2,500,000	
Less estimated disbursements:		
Project# 084-603-21	\$ 2,400,000	
Project# 084-632-012	\$ 400,000	
Project# 084-616-035	\$ 200,000	
Bond Principle (if any)	\$ _____	
Project Finals (overruns-if any)	\$ _____	
Other _____	\$ _____	
Total Estimated Disbursements		\$ 3,000,0000
Advance Amount (amount in excess of acct balance)		\$ 500,000

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of **WILKIN** in an amount up to \$ 500,000 in accordance with Minnesota Rules 8820.1500, Subd. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

I, Janelle Krump, duly appointed and qualified Auditor in and for the County of Wilkin, do hereby certify that the above is a true and full copy of a resolution duly adopted by the County Board of Wilkin County, State of Minnesota, assembled in regular/special session on the 14th day of February, 2023.

County of Wilkin

Janelle Krump
County Auditor

HIRING OF SEASONAL EMPLOYEES FOR THE 2023 HIGHWAY CONSTRUCTION SEASON APPROVED

On motion by Larson, seconded by Busko and unanimously carried, the hiring of two temporary seasonal employees for the 2023 Highway Department construction season was approved.

GPS SYSTEM PURCHASE APPROVED

On a motion by Busko, seconded by Klindt and unanimously carried, the purchase of a GPS system through the State Bid from Frontier Precision, Waite Park, MN, and payment by auditor warrant in the amount of \$35,724.51 was approved.

ANNUAL TOWNSHIP OFFICERS MEETING DATE SET

The annual township officers meeting will be held on Thursday, March 2, 2023, at 1:00 P.M. at St. Mary's School.

BID LETTING DATE SET FOR SP 084-616-035

On a motion Larson, seconded by Busko and unanimously carried, the letting date for SP 084-616-035 (CSAH #16) was approved for 1:00 P.M. on April 12, 2023, at the Highway Department.

COUNTY BOARD OF APPEAL AND EQUALIZATION MEETING DATE SET

The Wilkin County Board of Appeal and Equalization meeting will be held on Tuesday, June 13, 2023, at 2:00 P.M. in the Wilkin County Commissioners Room.

ASSESSOR REPORT

Michelle Snobl, County Assessor, provided a quarterly department report.

BUILDING MAINTENANCE REPORT

Glen Roberge, Building Maintenance Supervisor, provided a quarterly department report.

TOWN AND COUNTRY PRESENTS LEC HEAT PUMP PROPOSAL

Bob Heiser, Town and Country Heating, Cooling and Refrigeration, presented a proposal for the replacement of heat pumps in the Law Enforcement Center.

LELS LOCAL NO. 452 MOU FOR 2023 WAGES APPROVED

On a motion by Larson, seconded by Busko and unanimously carried, a Memorandum of Understanding between the LELS Local No. 452, representing Essential Licensed employees, regarding implementation of the proposed compensation and classification study and general wage increase for 2023 was approved.

PERSONAL SERVICE AGREEMENT FOR DISPATCHER APPROVED

On a motion by Klindt, seconded by Larson and unanimously carried, a Personal Service Agreement with Tyler Armstrong for dispatch services was approved.

PERSONAL SERVICE AGREEMENT FOR DISPATCHER APPROVED

On a motion by Busko, seconded by Larson and unanimously carried, a Personal Service Agreement with Jordan Bach for dispatch services was approved.

PERSONAL SERVICE AGREEMENT FOR DISPATCHER APPROVED

On a motion by Klindt, seconded by Busko and unanimously carried, a Personal Service Agreement with Rebekah Campbell for dispatch services was approved.

PERSONAL SERVICE AGREEMENT FOR DISPATCHER APPROVED

On a motion by Larson, seconded by Klindt and unanimously carried, a Personal Service Agreement with Ruth Drewicke for dispatch services was approved.

PERSONAL SERVICE AGREEMENT FOR DISPATCHER APPROVED

On a motion by Busko, seconded by Klindt and unanimously carried, a Personal Service Agreement with Zachary Hoyer for dispatch services was approved.

PERSONAL SERVICE AGREEMENT FOR DISPATCHER APPROVED

On a motion by Klindt, seconded by Busko and unanimously carried, a Personal Service Agreement with Marco Picchiarini for dispatch services was approved.

LELS MOU FOR DISPATCHER RECRUITMENT AND RETENTION APPROVED

On a motion by Klindt, seconded by Larson and unanimously carried, a Memorandum of Understanding between Wilkin County and Law Enforcement Labor Services Inc. Local No. 453, representing Essential Non-licensed employees, regarding a recruitment and retention incentive payment was approved.

SWCD EMAIL AND TECH SUPPORT ADDRESSED

The Wilkin County Soil and Water Conservation District is only allowed the use of two email addresses by the United States Department of Agriculture’s Natural Resources Conservation Services. At this time the other employees are utilizing a Wilkin County email address. Additionally, Wilkin County and its vendors have provided computer support. The Board agreed to by consensus, upon the recommendation of the Information Technology Director, to discontinue providing email addresses and computer support.

AUDITOR-TREASURER REPORT

Janelle Krump, Auditor-Treasurer, provided a quarterly department report. She provided the County Fund Balance and Investment reports, and gave an update on activities within the department.

BASIC SALE PRICE FOR TAX FORFEITED PARCELS APPROVED

On a motion by Larson, second by Busko and unanimously carried, to set the basic sales price for tax forfeited parcels as follows:

Parcel Number	Description	Basic Sales Price
07-028-2200	Lots 27, 28, & 29 in Block 1 of the Village of Tenney	\$400
24-050-0230	Lots 6 & 7 of Block 28 of the Village of Campbell	\$1,000
28-027-0190	That portion of Auditor’s Sublot D in Section Twenty-seven (27), Township One Hundred Thirty (130) North, Range Forty-five (45) West of the Fifth principal Meridian	\$9,200
28-027-0230	All of Auditor’s Sublot G of Section 27-130-45	\$1,500
28-220-0070	North Half (N ½) of Lots 1, 2, 3, 4, & 5 in Block 6 of First Addition to Nashua	\$400
28-220-0080	South Half (S1/2) of Lots 1, 2, 3, 4, & 5 in Block 6 of First Addition to Nashua	\$400
28-220-0210	Lots 10, 11, 12 & 13 in Block 2 of First Addition to Nashua	\$800

LOST WARRANT RESOLUTION APPROVED

On a motion by Klindt, seconded by Larson and unanimously carried, the Board approved the following resolution:

RESOLUTION 07-2023
Lost or Destroyed Warrant – Sec 471.415 Minnesota Statutes

WHEREAS, Turman and Lang, LTD, has filed her/his affidavit stating that Warrant No. 75813, issued in his/her favor, in the amount of \$34,157.59 has been lost or destroyed in the following manner:

Lost in mailing; and,

WHEREAS, Sec. 471.415, Minnesota Statutes provide for issuing duplicate warrants for those lost or destroyed and without the filing of indemnifying bond to cover same upon the approval of the Governing Body of the County.

THEREFORE, BE IT RESOLVED, that the County Auditor-Treasurer be authorized to issue a duplicate of the above-mentioned warrant without filing an indemnifying bond and after payment has been stopped on the original warrant issued, by the County Auditor-Treasurer.

Adopted this 14th day of February, 2023.

Lyle Hovland
Board Chair

Attest: _____
Janelle Krump
County Auditor-Treasurer
(Seal)

HOUSING MARKET STUDY RECOMMENDED FOR RWJPA APPROVAL

On a motion by Klindt, seconded by Larson and unanimously carried, a proposal from Maxfield Research and Consulting, LLC to conduct a housing market study, at a cost of \$8,300.00, was recommended for approval by the Richland Wilkin Joint Powers Authority.

COMMISSIONER BUSKO APPOINTED TO WEST CENTRAL INITIATIVE ECONOMIC DEVELOPMENT BOARD

On a motion by Hovland, seconded by Larson and unanimously carried, Commissioner Busko was appointed to the West Central Initiative Economic Development district board.

COMMISSIONER LARSON APPOINTED AS ALTERNATE TO P4H BOARD

On a motion by Hovland, seconded by Busko and unanimously carried, Commissioner Larson was appointed as the alternate for the Partnership4Health community health board.

COMMITTEE REPORTS/DISCUSSION

- Commissioner Busko reported on the AMC new commissioner training, Lake Agassiz Regional Library and Partnership4Health meetings he attended.
- Commissioner Klindt gave an update regarding the West Regional Juvenile Detention Center and Bois de Sioux Watershed District meetings he attended.
- Commissioner Hovland reported on the Buffalo Red River Watershed District meeting he attended.

With no further business before the Commission at this regular meeting and the next regular meeting date set for February 21, 2023, in the Commissioners Room at 1:00 P.M., Commissioner Hovland adjourned the meeting at 3:20 P.M.

Lyle Hovland
Board Chair

Attest: _____
Janelle Krump
County Auditor-Treasurer
(Seal)