

COMMISSIONER PROCEEDINGS

May 7th, 2024

Minutes of the Wilkin County Board of Commissioners held at the Courthouse, Breckenridge, Minnesota, on Tuesday, May 7th, 2024.

CALL TO ORDER REGULAR MEETING

Board Chair Klindt called the meeting to order at 9:00 A.M.

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA WITH ADDITIONS

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

COUNTY AUDITOR-TREASURER OATH OF OFFICE

Board Chair Klindt swore Tarah Yaggie as County Auditor-Treasurer.

APPROVAL OF CONSENT AGENDA

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

1. Approve Minutes of the March 19th, 2024, Meeting.

HIGHWAY DEPARTMENT REPORT

Brian Noetzelman, County Engineer, Troy Wright, Assistant County Engineer, and Tim Christopher, Maintenance Superintendent provided a monthly department report.

APPROVAL OF 2023 ANNUAL BUDGET

On a motion by Green, second by Busko and unanimously carried, to accept the 2023 Annual Budget.

DISCUSSION ON COUNTY DITCHES

A brief discussion was held regarding county ditches.

COUNTY ADMINISTRATION REPORT

Stephanie Sandbakken, County Administrator, provided a department report.

RESOLUTION OF SUMMER WORK HOURS

On a motion Green, seconded by Busko and unanimously carried, the Board approved the following resolution:

Resolution 8-2024

To Approve Summer Work Hours for Wilkin County

Following discussion, Commissioner Green introduced Resolution, being seconded by Commissioner Busko, that:

WHEREAS, The Board of Commissioners values employee feedback and employee's desire to work a summer schedule of an optional four nine-hour days and one four-hour day on Friday in the summer, and

WHEREAS, moving to a summer schedule will not cost Wilkin County any additional expense and will increase employee flexibility and satisfaction.

THEREFORE, BE IT RESOLVED that:

1. Wilkin County will establish summer hours from Memorial Day 2024 through Labor Day 2024. Summer hours will be defined as “open to the public” during the following hours: Monday through Thursday 8 a.m. to 4:30 p.m. and a half day on Friday from 8:00 a.m. to 12:00 p.m. noon. Employees have the option upon pre-approval from their supervisor to work four nine-hour days starting at either 7:00 a.m. to 4:30 p.m. or 8:00 a.m. to 5:30 p.m. and a half day from 8:00 a.m. to 12:00 p.m. noon on Friday or may elect to maintain the tradition eight-hours, five day a week schedule they currently work.
2. Employees will work with their supervisors to make sure that full-time employees are still working forty (40) hours per week, or employees may elect to maintain the traditional eight-hour, five day a week schedule they currently work.
3. The County will continue to be “open” pursuant to Minnesota Statutes §373.052 but will be closed to the public after 12:00 p.m. noon on Friday during the summer hours.
4. Any holiday pay occurring during the summer hours will be paid at eight hours unless the County and the Union specifically agree otherwise in writing.
5. In the event of a substantive change in staffing within individual departments, the County Administrator may suspend summer hours for a department. Things that may impact staffing include: jury duty, military leave, modified duty, training that extends five or more days, key resignations, or other unanticipated situations where a return to a traditional work schedule will help better serve the public.

Adopted this 7th day of May, 2024


Board Chair

Attest: 
Stephanie Sandbakken
County Administrator
(Seal)

RESOLUTION TO SUPPORT CLAY COUNTY TRANSITIONAL SERVICES PROGRAM

On a motion Green, seconded by Braton and unanimously carried, the Board approved the following resolution:

RESOLUTION 09-2024

Supporting Clay County Transitional Service Program Request

WHEREAS, the Clay County Board of Commissioners have been strong advocates in providing support for local programs and facilities to enhance the continuum of care for adolescents in Clay County and the Region; and

WHEREAS, the Clay County Board of Commissioners recognize that the goal of services is to maintain youth living in or return to their homes, while understanding that there are situations where providing an environment for youth to live away from family is needed or required; and

WHEREAS, on April 2, 2024, the Clay County Board of Commissioners unanimously approved designating existing space withing the Family Service Center for a transitional program operated by the West Central Regional Juvenile Facility and allocating up to \$200,000 for the remodeling of the space; and

WHEREAS, additional funds will be needed to ensure proper resources are available to renovate, furnish, and equip a youth transitional housing facility; and

WHEREAS, the Clay County Board of Commissioners is requesting \$1,093,000 in appropriations from the bond proceeds fund to the commissioner of human services for a grant to Clay County to renovate, furnish, and equip a youth transitional housing facility in the city of Moorhead. This appropriation includes money for major projects to electrical, plumbing, and HVAC systems; energy efficiency improvements, including window replacement; Americans with Disabilities Act (ADA) compliance improvements; repairs and improvements to interior walls and surfaces; and other site renovations to support operations and bring the facility into compliance with city and state building code and licensing requirements.

BE IT FURTHER RESOLVED, that the Wilkin County Board of Commissioners support the bonding request in the amount of \$1,093,000 to renovate, furnish, and equip a youth transitional housing facility within the Family Service Center, Moorhead, MN.

Adopted this 7th day of May, 2024.

Attest: 
Stephanie Sandbakken
County Administrator

(Seal)


Board Chair

APPROVAL OF COUNTY COLLECTION POLICY

On a motion by Green, second by Braton and unanimously carried, to accept the County Collection Policy.

APPROVAL OF NEW HIRE FOR FULL-TIME DEPUTY AUDITOR-TREASURER

On a motion by Green, second by Larson and unanimously carried, to hire a Full-Time Deputy Auditor-Treasurer.

APPROVAL OF MOU FOR ESSENTIAL LICENSED LELC UNIT AND ESSENTIAL NON-LICENSED LELS UNIT PUBLIC RETENTION INCENTIVE PAY

On a motion by Busko, second by Braton and unanimously carried, to accept the MOU for Essential Licensed LELE unit and Essential Non-Licensed LELS unit public retention incentive pay.

COMMITTEE REPORTS/DISCUSSION

- Commissioner Braton attended the Buffalo Red River Watershed District meeting, the Health and Humas Services meeting and a meeting at the Rothsay City Hall, regarding tax incentives for new homes and discussion about the county also contributing.
- Commissioner Larson attended the Placement Prevention Committee meeting, along with the SVEDIA meeting, CPT meeting and Minnesota Rural Counties meeting.
- Commissioner Green attended the Capital P meeting, the Law Library meeting, and the Fed's Capital P meeting.
- Commissioner Busko attended the ALS meeting, Workplace Success meeting, and Ag Society meeting.
- Commissioner Klindt attended the Doran Creek Project meeting, and Western Probation Meeting.

CLOSED SESSION PURSUANT TO MINN. STAT. 13D.05, SUBD. 3

On motion by Green, seconded by Busko and unanimously carried, the Board closed the public meeting to discuss security deficiencies in or recommendations regarding public service under Minnesota Statute 13D.05, Subd. 3 at 9:51 A.M.

On motion by Larson, seconded by Green and unanimously carried, the Board reopened the public meeting at 11 A.M.

With no further business before the Commission at this regular meeting and the next regular meeting date set for April 16th, 2024, in the Commissioners Room at 9:00 A.M., Commissioner Klindt adjourned the meeting at 11 A.M. on a motion by Green, seconded by Braton and unanimously carried.



Eric Klindt
Board Chair

Attest: 
Stephanie Sandbakken
County Administrator

(Seal)

