

COMMISSIONER PROCEEDINGS

August 15, 2023

Minutes of the Wilkin County Board of Commissioners held at the courthouse, Breckenridge, Minnesota, on Tuesday, August 15, 2023. Commissioners Klindt and Hovland were absent.

CALL TO ORDER REGULAR MEETING

Commissioner Larson called the meeting to order at 1:00 p.m.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

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

1. Approve Minutes of the August 8, 2023 Meeting
2. Approve Warrants and Bills for August 15, 2023
3. Approve Breckenridge Public School 2023-2024 Public Health Nursing Service Contract

APPROVAL OF PER DIEMS

On a motion by Green, seconded by Busko and unanimously carried, the Board approved the following per diems to-wit:

Rick Busko	\$ 750.00
Jonathan Green	\$ 0.00
Lyle Hovland	\$ 0.00
Eric Klindt	\$ 0.00
Dennis Larson	\$ 675.00

HEALTH AND HUMAN SERVICES REPORT

Becky Tripp, Health and Human Services Director, provided a monthly department report.

PUBLIC HEALTH AMERICORPS PLACEMENT APPROVED

On a motion by Green, seconded by Busko and unanimously carried, a one-year AmeriCorps internship placement was approved.

AUDITOR-TREASURER QUARTERLY REPORT

Janelle Krump, Auditor-Treasurer, provided a quarterly department report.

2024 PRELIMINARY BUDGET DISCUSSION

There was discussion regarding the 2024 preliminary budget. Additional cuts and updates to employee insurance amounts will need to be made before approval of the budget in September. Kelly Lent, 4-H parent, expressed concerns on the proposed elimination of the Extension Administrative Support Specialist position.

CREATION OF COUNTY ADMINISTRATOR POSITION APPROVED

On a motion by Green, seconded by Busko and unanimously carried, the creation of a County Administrator position was approved.

RECLASSIFICATION OF HR DIRECTOR TO COUNTY ADMINISTRATOR APPROVED

On a motion by Busko, seconded by Green and unanimously carried, the reclassification of the Human Resources Director to County Administrator was approved effective immediately.

EMAIL COSTS DENIED AS AN INCLUDED LEC EXPENSE

On a motion by Busko, seconded by Green and unanimously carried, the cost of email for Breckenridge Police Department employees was denied as an included cost in the current Joint Law Enforcement Agreement.

REQUEST TO OPEN CHECKING ACCOUNT AT BREMER BANK APPROVED

On motion by Green, seconded by Busko and unanimously carried, a request to open a checking account for Electronic Rebates at Bremer Bank with Janelle Krump and Breanna Koval as authorized signers was approved.

RESOLUTION DECLARING VACANCY AND SPECIAL ELECTION FOR COMMISSIONER DISTRICT 3 APPROVED

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

**WILKIN COUNTY RESOLUTION 26-2023
DECLARING A VACANCY IN THE OFFICE OF COUNTY COMMISSIONER FOR DISTRICT 3
AND SETTING A SPECIAL ELECTION DATE**

WHEREAS, Minnesota Statute 375.101, govern the procedures applicable for declaring a vacancy in the office of County Commissioner and prescribe the procedures by which to fill such a vacancy, including calling a special election; and

WHEREAS, Minnesota Statute 250.10, specifies the special election dates allowed for the filling of a vacancy in the office of County Commissioner; and

WHEREAS, the office of Wilkin County Commissioner for District 3, includes the townships of Akron, Atherton, Deerhorn, Manston, Mitchell, Prairie View, Roberts, Tanberg, Wolverton, and the cities of Rothsay and Wolverton.

NOW, THEREFORE BE IT RESOLVED, it is the sense of the remaining Wilkin County Commissioners that this unfilled seat should be filled by the voters of District 3 at a special election that will be held Tuesday, November 7, 2023.

BE IT FURTHER RESOLVED, that the Wilkin County Board of Commissioners hereby set a special election date of November 7, 2023, for the election of a successor to the office of Wilkin County Commissioner for District 3, and requests the Wilkin County Auditor-Treasurer's Office carry out any acts deemed necessary and advisable to affect said special election on that date as expeditiously as possible under law.

ADOPTED at Breckenridge, Wilkin County, Minnesota, this 15th day of August, 2023.

Rick Busko, Commissioner

Jonathan Green, Commissioner

Dennis Larson, Commissioner

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

COMMISSIONER KLINDT TO ASSUME THE ROLE OF BOARD CHAIR

As a result of the vacancy due to the death of Commissioner Hovland, Board Chair, Commissioner Klindt will assume the role of Board Chair.

LARSON ELECTED AS VICE BOARD CHAIR

On a motion by Busko, seconded by Green and unanimously carried, Commissioner Larson was nominated and elected Vice Board Chair of the County Board.

ATTORNEY ASSISTANCE FOR STEVENS COUNTY APPROVED

On a motion by Busko, seconded by Green and unanimously carried, an agreement to provide County Attorney services for Stevens County and authorization for the County Administrator and Board Chair to sign was approved.

THREE RIVERS PROPERTIES, LLC TAX ABATEMENT AND DEVELOPMENT AGREEMENT APPROVED

On a motion by Green, seconded by Busko and unanimously carried, the Tax Abatement and Development Agreement with Three Rivers Properties, LLC, was approved.

LEXISNEXIS INVOICE APPROVED FOR PAYMENT BY AUDITOR WARRANT

On a motion by Green, seconded by Busko and unanimously carried, an invoice from LexisNexis in the amount of \$1,330.35 was approved for payment by Auditor Warrant.

CLOSED SESSION PURSUANT TO MINN. STAT. 13D.03, SUBD. 1(B)

On motion by Green, seconded by Busko and unanimously carried, the Board closed the public meeting to discuss negotiation strategies under Minnesota Statute 13D.03, Subd. 1(b) at 2:17 P.M.

On motion by Green, seconded by Busko and unanimously carried, the Board reopened the public meeting at 2:40 P.M.

With no further business before the Commission at this regular meeting and the next regular meeting date set for September 12, 2023, in the Commissioners Room at 1:00 p.m., Commissioner Larson adjourned the meeting at 3:20 P.M. on a motion by Busko, seconded by Green and unanimously carried.

Dennis Larson
Vice Board Chair

Attest: _____
Janelle Krump
Auditor-Treasurer
(Seal)

Exhibit A
Warrants and Bills

Per Minn. Stat. 375.12, the number of claims totaling \$2,000.00 or less were 83, amounting to \$38,469.92.

<u>Vendor Name</u>	<u>Amount</u>
Accelerated Green Works, Inc.	5,100.00
Advanced Correctional Healthcare, Inc.	5,233.25
Blazer Express	3,998.61
CDW Government	7,653.70
City Of Barnesville	2,000.00
Conzemius Oil Company	2,544.95
CW Valley Co-Op	3,130.38
DEPARTMENT OF TRANSPORTATION	12,443.45
Digital Guru, Inc.	2,759.49
Farmers Union Oil Of Southern	4,976.26
Interstate Engineering, Inc	3,977.50
John Deere Financial	2,146.64
Lake Agassiz Regional Library	14,597.50
Liberty Tire Services, Llc	8,921.52
Little Stars Family Daycare	4,854.35
Machine Design, Inc.	14,683.53
Mark Sand & Gravel Dakota Co.	35,633.00
Northern Improvement Company	4,373.28
Olson Oil Company, Inc	4,254.72
RDO Equipment Co.	3,625.74
Summit Food Service, LLC	8,063.04
Traverse County	33,053.58
Turner Sand & Gravel, Inc.	45,311.64
West Central Regional Juvenile	16,098.00
Wilkin Co Auditor-Treasurer	3,044.20