

## **COMMISSIONER PROCEEDINGS**

**September 12, 2023**

Minutes of the Wilkin County Board of Commissioners held at the Courthouse, Breckenridge, Minnesota, on Tuesday, September 12, 2023. Commissioner Green was absent.

### **CALL TO ORDER REGULAR MEETING**

Board Chair Klindt 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.

### **APPROVAL OF CONSENT AGENDA**

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

1. August 15, 2023, Board of Commissioners' Meeting Minutes
2. Electronic Funds Transfer for September 12, 2023
3. County issued credit card request for Kelsey Nordick
4. 2022 Audit Management Representation Letter

### **AG INSPECTOR DEPARTMENT REPORT**

Wayne Krump, Ag Inspector, provided a quarterly department report.

### **HIGHWAY DEPARTMENT REPORT**

Troy Wright, Assistant Engineer, provided a monthly engineering update and Tim Christopher, Highway Maintenance Supervisor, provided a monthly maintenance update.

### **RECORDER DEPARTMENT REPORT**

Bryon Blair, County Recorder, provided a quarterly department report.

### **EMERGENCY MANAGEMENT & ENVIRONMENTAL SERVICES DEPARTMENT REPORT**

Breanna Koval, Director of Emergency Management and Environmental Services, provided a quarterly department report.

### **WILKIN COUNTY SOIL & WATER CONSERVATION DISTRICT REPORT**

Craig Lingen, Wilkin County SWCD Acting District Manager, provided a quarterly update on the activities of the Soil & Water Conservation District. He provided information on the programs that the SWCD administers on behalf of Wilkin County.

### **TREATMENT COURT 2024 PRELIMINARY BUDGET REQUEST**

Peggy Kuschel, Treatment Court Coordinator, requested \$9,000.00 in funding for the drug court's surveillance officer position again this year. This amount was included in the initial budget presentation in August.

### **IN-CAR AND ON-BODY CAMERA EQUIPMENT PURCHASE APPROVED**

On a motion by Larson, seconded by Busko and unanimously approved, the purchase and installation of in-car and on-body camera equipment from Code 4 Services in the amount of \$84,600.75 was approved to be paid with Public Safety Aid funding.

#### **PURCHASE OF AIR UNIT EQUIPMENT FOR LEC DATA ROOM APPROVED**

On a motion by Busko, seconded by Larson and unanimously approved, the purchase and installation of a ceiling mounted air conditioning unit from Town & Country Heating, Cooling & Refrigeration in the amount of \$4,767.00 was approved.

#### **REPAIR AND CONVERSION OF PARKING LOT AND BUILDING LIGHTS TO LED TABLED**

Commissioner Larson made a motion to approve a quote from Summerville Electric in the amount of \$15,545.00 to repair and replace all exterior lighting at the Courthouse and Law Enforcement Center. Commissioner Busko seconded the motion. The vote was tabled, and another quote will be obtained to comply with the Wilkin County Procurement Policy.

#### **REPLACEMENT OF HVAC SYSTEM CONTROL SOFTWARE FOR LEC APPROVED**

On a motion by Busko, seconded by Larson and unanimously approved, the quote to upgrade the HVAC system control software from G&R Controls in the amount of \$45,314.00 was approved.

#### **TREE REMOVAL QUOTE PRESENTED**

A quote for the removal of three trees on the Courthouse grounds was presented. No action was taken.

#### **SUMMIT CARBON SOLUTIONS UPDATE**

Patrick McCarthy and Scott O'Konek, Summit Carbon Solutions, presented an update on the carbon pipeline project in Wilkin County which included their Emergency Preparedness Plan.

#### **REQUEST TO FILL VACANT JANITORIAL MAINTENANCE POSITION APPROVED**

On a motion by Larson, seconded by Busko and unanimously approved, a request to fill a Janitorial Maintenance position vacancy was approved.

#### **REQUEST TO MOVE PART-TIME HOMEMAKER POSITION TO FULL-TIME APPROVED**

On a motion by Busko, seconded by Larson and unanimously approved, a request to move a current part-time Homemaker to full-time was approved. A part-time Homemaker position vacancy will not be filled.

#### **REQUEST TO FILL SOCIAL WORKER VACANCY APPROVED**

On a motion by Larson, seconded by Busko and unanimously approved, a request to fill an 80% Social Worker position vacancy was approved.

#### **STARTING STEP FOR DISPATCHER POSITION APPROVED**

On motion by Busko, seconded by Larson and unanimously carried, the starting salary for a full-time dispatcher was approved at Grade 5 Step 5 due to their qualifications and experience.

#### **UPDATED EMPLOYEE HANDBOOK APPROVED**

On motion by Larson, seconded by Busko and unanimously carried, the updated Wilkin County Employee Handbook was approved effective September 3, 2023.

#### **WILKIN COUNTY BOARD OF COMMISSIONERS OPERATING RULES & GUIDELINES APPROVED**

On motion by Busko, seconded by Larson and unanimously carried, the Wilkin County Board of Commissioners Operating Rules and Guidelines was approved.

#### **2024 HEALTH INSURANCE PLANS APPROVED**

On a motion by Busko, seconded by Larson and unanimously carried, the 2024 health insurance plans from Blue Cross Blue Shield were approved as recommended by the Insurance Committee. The plans were

approved to include Blue Cross Blue Shield's Turn Key Plans and freeze any new enrollments to the \$1,500 deductible plan.

**TERMINATION OF UNIVERSITY OF MINNESOTA MOU ADDENDUM APPROVED**

On motion by Larson, seconded by Busko and unanimously carried, the termination of the University of Minnesota Extension Addendum to the Memorandum of Agreement for the Administrative Support Staff position was approved effective December 31, 2023.

**2024 PRELIMINARY BUDGET DISCUSSION**

There was additional discussion regarding the 2024 preliminary budget.

On a motion by Busko, seconded by Larson and unanimously carried, the funding of a Social Worker position that provides mental health services in the jail was approved to be paid for in the amount of \$93,466.00 with Coronavirus State and Local Fiscal Recovery funds.

On a motion by Larson, seconded by Busko and unanimously carried, the elimination of the Assistant Attorney and Family Preservation Support Worker for 2024 was approved.

**COUNTY ADMINISTRATOR MONTHLY REPORT**

Stephanie Sandbakken, County Administrator, provided a monthly department report.

**COMMITTEE REPORTS/DISCUSSION**

- Commissioner Larson said the Minnesota Rural Counties meets tomorrow and is looking for issues to be addressed during the next legislative session.
- Commissioner Busko gave an update on the Insurance Committee and Extension Committee meetings he attended.
- Commissioner Klindt reported that he installed a new window at the Recycling Center for the Veterans Service Officer and attended the Counties Providing Technology meeting.

With no further business before the Commission at this regular meeting and the next regular meeting date set for September 19, 2023, in the Commissioners Room at 1:00 P.M., Commissioner Klindt adjourned the meeting at 3:36 P.M.

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Eric Klindt  
Board Chair

Attest: \_\_\_\_\_  
Stephanie Sandbakken  
County Administrator  
(Seal)