

REGULAR MEETING OF THE BIG STONE COUNTY BOARD
December 17, 2013

The Big Stone County Board of Commissioners met in the Commissioner's Room at 8:30 AM on Tuesday, December 17, 2013. Chairman Berning called the meeting to order with Commissioners Athey, Olson, Sandberg and Wulff present. Also present were Mike Swenson of the Ortonville Independent, County Attorney Bill Watson and County Auditor Michelle Knutson. The Pledge of Allegiance followed.

Motion by Sandberg, seconded by Olson and carried to approve the minutes of the December 3rd special meeting and the December 3rd regular meeting.

Motion by Wulff, seconded by Olson and carried to approve the agenda.

Commissioners reported on the following committees:

Athey – SWCD; Prairie 5
Wulff – AMC Conference; PIC
Berning – Property
Olson – Personnel; PrimeWest
Sandberg – CBSL; MRB; Property

HR Director Dawn Gregoire arrived at the meeting.

Attorney Watson distributed a draft data practices policy. Following discussion, motion by Olson, seconded by Wulff and carried to adopt the policy with the understanding that further modifications and clarifications will be done. The HR Director will serve as the responsible authority for the Commissioners.

Motion by Athey, seconded by Olson and carried to authorize payment of the following claims as presented by Auditor Knutson:

Big Stone SWCD	\$ 4,388.50
Computer Professionals	4,034.07
Motorola	5,676.79
Tri-County Co-op	2,327.63
West Con	6,057.88
Ziegler	2,818.60
41 Payments Less Than \$2,000	<u>16,817.19</u>
Total	\$42,120.66

Motion by Olson, seconded by Sandberg and carried to authorize the following internal transactions:

Family Services to Highway	\$ 229.87
General to Highway	\$ 2,405.64
Ditch to Highway	\$10,075.91
Joint Ditch #4	\$7,282.82
County Ditch #20	\$2,793.09

Motion by Athey, seconded by Wulff and carried to authorize the Auditor to pay any claims received by December 31st so as to account for them in the current year's business.

Motion by Sandberg, seconded by Olson and carried to approve the upcoming price increase from MN Elevator.

Discussion was held on the 2014 ditch budget.

As requested by the Board at a previous meeting, Auditor Knutson reported on her contact with to contact Lac qui Parle County regarding their procedure for building demolition assistance.

Blayne Johnson from SWCD and County Engineer Nick Anderson arrived at the meeting.

Motion by Athey, seconded by Olson and carried to approve the following results of the appointed Department Head performance reviews held on December 3rd as per M.S. 13.05:

The Board appreciates that County Assessor Sandy Vold availed herself of the opportunity to take further training to improve her leadership skills. Ms. Vold indicated that there may be some education opportunities for her and her staff in the next year. The Board appreciates Ms. Vold's use of technology in her department.

The Board encourages Environmental Officer Darren Wilke to continue his efforts to cooperate with other agencies. The Board also appreciates Mr. Wilke using technology to keep his department efficient and encourages Mr. Wilke to continue with education and advancements in technology.

The Board states that VSO Dan Meyer has done a good job assisting the veteran's of Big Stone County. Mr. Meyer stated his department has made many improvements to the processes in the department and the Board appreciates this effort.

The Board recognizes that the roads in Big Stone County are in very good condition and County Engineer Nick Anderson's department is doing an exemplary job. The Board would like Mr. Anderson to focus on communication skills.

HR Director Dawn Gregoire updated the Board on the status of the open Social Worker position.

Motion by Athey, seconded Sandberg and carried to set the salaries for elected officials for 2014 as follows:

Attorney	\$85,784.40
Auditor	\$77,026.04
Recorder	\$53,944.80
Sheriff	\$70,304.00
Treasurer	\$61,997.26

Motion by Athey, seconded by Wulff and carried to adopt the following resolution:

2013-28

WHEREAS, M.S. 375.055 provides that county commissioners shall receive annual salaries for services rendered while serving as a county commissioner and may receive per diem payments and reimbursement for necessary expenses.

NOW THEREFORE BE IT RESOLVED, that the 2014 salary of the Big Stone County Board of Commissioners shall be \$13,843.44 and the per diem rate for service on any board, committee or commission or for the performance of services by individual commissioners when required by law shall be \$50 for in-county and \$75 for out-of-county.

Discussion was held on updating the policy on safety glasses. Motion by Athey, seconded by Olson and carried to approve the following policy:

- Safety glasses (lens and frame) must be OSHA/ANSI approved
- Prior approval from Department Head before purchasing
- Up to \$150 reimbursement upon submission of receipt
- Reimbursement available once every two years

Motion by Olson, seconded by Athey and carried to authorize the payment to reimburse Ricky Sigler for the glasses he purchased prior to the adoption of the new policy.

Motion by Olson, seconded by Athey and carried to approve the amended Big Stone County Cafeteria Plan to account for the changes to the health insurance reimbursement provision as presented by HR Director Gregoire.

Motion by Olson, seconded by Sandberg and carried to pursue discussions with neighboring counties on the possibility of sharing human resource services.

Motion by Sandberg, seconded by Olson and carried to update the Accounting Policies and Procedures Manual as presented by Auditor Knutson.

Motion by Olson, seconded by Wulff and carried to adopt the following resolution:

2013-29

BE IT RESOLVED that the Big Stone County 2014 budget and levy be established as follows:

	GENERAL	HIGHWAY	FAMILY SERVICES	DEBT SERVICE	DITCH	2014 TOTAL
REVENUES						
Tax Levy & Aids	\$2,988,648	\$840,220	\$824,983	\$91,650		\$4,745,501
Other Taxes	\$9,100	\$35,000				\$44,100
Special Assessments	\$118,000				\$117,154	\$235,154
Licenses & Permits	\$18,625					\$18,625
Intergovernmental	\$415,369	\$4,193,900	\$1,197,976			\$5,807,245
Charges for Services	\$177,325	\$167,000	\$330,480			\$674,805
Investment Earnings	\$30,300	\$1,500				\$31,800
Miscellaneous	\$113,651	\$32,000	\$35,975			\$181,626
Other Financing Sources	\$76,211	\$31,000				\$107,211
TOTAL REVENUES	\$3,947,229	\$5,300,620	\$2,389,414	\$91,650	\$117,154	\$11,846,067
EXPENDITURES						
General Government	\$2,036,353					\$2,036,353
Public Safety	\$1,115,535					\$1,115,535
Highway		\$5,300,620				\$5,300,620
Sanitation	\$191,480					\$191,480
Family Services			\$2,389,414			\$2,389,414
Health	\$97,082					\$97,082
Culture & Recreation	\$166,222					\$166,222
Conservation of Natural Resources	\$264,145				\$293,308	\$557,453
Economic Development	\$37,844					\$37,844
Debt Service				\$88,435		\$88,435
TOTAL EXPENDITURES	\$3,908,661	\$5,300,620	\$2,389,414	\$88,435	\$293,308	\$11,980,438

Motion by Olson, seconded by Wulff and carried to close the meeting at 10:14 AM for the evaluation of Emergency Management Director Jim Hasslen.

Motion by Olson, seconded by Wulff and carried to reopen the meeting at 10:40 AM.

Chairman Berning adjourned the meeting at 10:43 AM.

Joseph J. Berning, Chairman

ATTEST: _____
Michelle R. Knutson, Auditor