

**REGULAR MEETING OF THE BIG STONE COUNTY BOARD**  
**December 3, 2013**

The Big Stone County Board of Commissioners met in the Commissioner's Room at 4:30 PM on Tuesday, December 3, 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 November 19<sup>th</sup> regular meeting.

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

Commissioners reported on the following committees:

Athey – Prairie 5

Wulff – Pomme de Terre; JD 24

Berning – JD 24 & CD 10/11

Olson – Pioneerland; RDC; JD 24 & CD 10/11

Sandberg – MSI

Attorney Watson presented a corrected deed for the Beardsley Shop for signatures.

Attorney Watson reported that he has received his certificate for admission into the US 8<sup>th</sup> Circuit Court of Appeals.

Motion by Olson, seconded by Athey and carried to approve the following results of the appointed Department Head performance reviews held on November 19<sup>th</sup> as per M.S. 13.05:

The Board appreciates IT Director Terry Ocaña's view on strategic planning. They also appreciate his work with document imaging, mobile GIS and other projects he has worked to implement. The Board thanks Mr. Ocaña for his good work and looking to the future.

Since Family Services Director Pam Rud has been director, the department has been much more stable. The Board appreciates her collaboration efforts with other counties. The Board is very satisfied with Ms. Rud's work and how she manages personnel issues as well as the department's activities.

HR Director Dawn Gregoire has been with the County for less than a year, but the Board feels she has accomplished quite a bit. They appreciate her candor and viewpoints. The Board asked Ms. Gregoire to look into a time keeping system to integrate with the payroll system. The Board is satisfied with her performance.

Motion by Olson, seconded by Athey and carried to authorize a 2% COLA for non-union employees for 2014.

Motion by Olson, seconded by Wulff and carried to accept the resignation of Social Worker Susan Kaess effective December 20, 2013.

Motion by Sandberg, seconded by Athey and carried to authorize filling the Social Worker position vacated by Kaess.

Motion by Athey, seconded by Wulff and carried to approve a 5-month leave of absence for Deputy Terry Wood effective January 1, 2014.

Discussion was held on the County's policy for safety glasses reimbursement. No action was taken as it will be discussed again at the next meeting with HR Director Gregoire.

VSO Dan Meyer provided information on his office's activities during the past month for the Board's review.

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

BNSF Railway Company	\$34,662.04
Contech Construction Products	4,004.29
MAXIMUS	3,350.00
Ortonville Plumbing & Heating	3,093.48
Squads Inc	3,385.40
William Watson	4,202.33
West Con	10,110.00
48 Payments Less Than \$2,000	<u>13,592.81</u>
Total	<u>\$76,400.35</u>

Auditor Knutson asked for questions and/or comments on the year-to-date financial information provided for the Board's review.

Motion by Olson, seconded by Wulff and carried to approve the following tobacco license applications for 2014:

Graceville Bar & Lounge  
Hartman's Super Valu  
Headquarter's Bar, Inc.  
Holiday Stationstore #105  
KJ's Kountry Store  
One More, Inc.  
Tri-County Coop  
TD&C Inc dba S & D One Stop

County Engineer Nick Anderson provided an update on Joint Ditch #4 and Combined Ditch #10/11.

Engineer Anderson reported that they were finalizing the Beardsley Shop project. The project came in at \$222,674. (\$31,000 included in this total was provided by the Highway Department.)

Motion by Athey, seconded by Sandberg and carried to execute the 2013 Emergency Management Performance Grant (EMPG) Agreement with the State of Minnesota.

Motion by Athey, seconded by Wulff and carried to appoint Brian Krueger to the Extension Committee for a 3-year term and appoint Kayla Moberg as the youth representative for a 2-year term.

Motion by Olson, seconded by Wulff and carried to update the Purchasing Policy as follows:

- Department Heads are authorized to approve budgeted claims up to \$5,000. However, furniture and equipment purchases over \$2,000 must have prior approval from the Purchasing Committee.

- Any purchase over \$5,000 must have prior approval from the Purchasing Committee.

Attorney Watson left the meeting.

At 6:00 PM following a short break, Chairman Berning asked for public comment on the County's 2014 budget and levy. Hearing none, Auditor Knutson reviewed the summary budget and levy information. Discussion was also held on the estimated savings to the County for the recent sales tax legislation changes.

Chairman Berning adjourned the meeting at 6:07 PM.

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Joseph J. Berning, Chairman

ATTEST: \_\_\_\_\_  
Michelle R. Knutson, Auditor