

REGULAR MEETING OF THE BIG STONE COUNTY BOARD
December 20, 2016

The Big Stone County Board of Commissioners met in the Commissioners' Room at 8:30 AM on Tuesday, December 20, 2016. Chairman Athey called the meeting to order with Commissioners Backer, Olson and Sandberg present. Commissioner Berning was absent. 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 Olson, seconded by Backer and carried to approve the minutes of the December 1st regular meeting.

Motion by Sandberg, seconded by Backer and carried to approve the agenda.

Commissioners reported on the following committees:

Olson – P&Z; AMC Conference; SWIF Summit

Sandberg – Buffer Meeting

Sandberg for Berning – Countryside

Athey – P&Z; Dept Head; HRA

Backer – Work Force Council

Sheriff John Haukos, IT Director Terry Ocaña, HR Director Dawn Gregoire and EM Director Dona Greiner arrived during committee reports.

Attorney Watson reviewed the status of the plans for transitioning his office. He reported that they are close to choosing an assistant. Once fully operational as only a county office, there will be some additional expenditures that have previously been paid for by him that will become the County's responsibility. Following discussion, motion by Olson, seconded by Backer and carried to authorize the expenditures for secretarial support for training for January and to allow Attorney Watson personal use of the office for the month until the transition is complete.

County Engineer Nick Anderson arrived at the meeting during Attorney Watson's discussion.

EMD Greiner reported that the County's Emergency Operations Plan has been reviewed by Homeland Security. Once the plan is approved by the Board, it will be sent to those departments and entities listed in the plan for comments. Following some discussion, motion by Backer, seconded by Sandberg and carried to approve the plan as presented.

EMD Greiner reported that she submitted the reports for reimbursement from EMPG (emergency management performance grant).

Engineer Anderson reported that the US Fish & Wildlife Service will not be changing the wording in the MOU for the trail project. The City of Ortonville will be listed in the agreement and have a stake in the project.

Motion by Olson, seconded by Sandberg and carried to authorize the expenditure to finish paving the last 500' of County Road 68. The project is estimated to cost \$30,000 and will be paid out of maintenance dollars.

Engineer Anderson reported that invoices have been sent to landowners who have removed or destroyed right-of-way signs. 54 signs needed to be replaced on CSAH 6, CR 54 and CR 64 at landowners' expense. An additional 35 signs were added

on these corridors, at Highway Department cost, to fill in areas where there was a noticeable problem with tillage in the right-of-way.

Engineer Anderson reported that there are still 5 outstanding invoices for ditch buffers that needed reseeding this summer. Invoices have been mailed out monthly since July. Motion by Sandberg, seconded by Backer and carried to direct Attorney Watson to proceed with collection on the outstanding accounts.

Discussion was held on the possible purchase of a drone for the County. Commissioner Olson and Engineer Anderson reported on the procedures that would need to be followed as discussed at a session at the AMC conference. Engineer Anderson stated that he would like to wait until spring and revisit the idea due to quickly developing technology in drone survey data collection.

Environmental Officer Darren Wilke presented two conditional use permit (CUP) applications for Verizon Wireless to construct new communication towers for the Board's approval. Following discussion, motion by Olson, seconded by Backer and carried to approve the CUP on the Botker property as recommended by the Planning Commission. Motion by Olson, seconded by Backer and carried to approve the CUP on the Maher property as recommended by the Planning Commission. Verizon's consultant, Rick Adams, was also present and provided an overview on tower plans and stated that these towers are to increase capacity, not coverage area.

County employees who participated in a Kaizen event to review the timesheet process gave a presentation on what was involved and the goals that were established to improve the overall process. Other employees were also in attendance for the presentation.

Sheriff Haukos stated that after interviewing for the intermittent part-time deputy position, he is requesting that the County hire 2 people to allow more flexibility in filling needed hours. Motion by Olson, seconded by Backer and carried to authorize the hiring of 2 positions as requested.

Motion by Backer, seconded by Sandberg and carried to hire Krista Hartman for the part-time Deputy Emergency Management position at Grade 8 Step 1 as presented by HR Director Gregoire. The effective date is yet to be determined, but will be sometime after the first of the year.

Motion by Olson, seconded by Sandberg and carried to approve the personal leave request for Deputy Recorder Karol Scherer for January 30-March 3, 2017. Recorder Martig also stated that Scherer will be retiring in the spring. Martig will meet with the personnel committee to discuss future staffing for her office.

Motion by Olson, seconded by Backer and carried to execute the safety training agreement with SafeAssure as presented by HR Director Gregoire.

Motion by Backer and seconded by Olson to adopt the following resolution. Motion carried with Commissioner Sandberg voting Nay.

2016-31

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 2017 salary of the Big Stone County Board of Commissioners shall be \$14,560 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.

Motion by Backer, seconded by Sandberg and carried to increase all non-governing elected officials' salaries by 2%, except for the Recorder, which will be 3%, for 2017.

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

Berger's Welding	\$ 5,258.32
Computer Professionals Unlimited	4,481.00
Election Systems & Software	6,810.01
MAXIMUS	3,350.00
Ortonville Independent	2,482.15
Regents of the U of MN	17,220.27
West Con	3,780.00
64 Payments Less Than \$2,000	<u>12,420.72</u>
Total	<u>\$55,802.47</u>

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

General to Highway	\$ 1,636.74
Family Services to Highway	\$ 61.71
Ditch to Highway	\$ 3,116.67
County Ditch 2	\$ 193.78
Joint Ditch 4	\$2,403.42
County Ditch 8	\$ 251.25
County Ditch 30	\$ 268.22

Motion by Sandberg, seconded by Backer and carried to authorize \$14,972.75 be transferred out of the gravel pit restoration reserve for 2016 pit reclamation expenses.

Motion by Backer, seconded by Sandberg 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 Olson, seconded by Backer and carried to execute the audit engagement letter with the Office of the State Auditor for the 2016 audit.

Auditor Knutson presented the draft 2017 ditch budget. Motion by Olson, seconded by Sandberg and carried to include the presented budget in the county-wide budget for later adoption.

Auditor Knutson presented the proposed Federal Award Procurement Policy that will be effective starting January 1, 2017. Following discussion, motion by Sandberg, seconded by Backer and carried to adopt the policy as presented.

The Board Chair signed the 2017 Prairie Waters Regional Tourism Program pledge form with the understanding that the contribution will be paid by Big Stone Area Growth (BSAG) out of their county appropriation.

The County was awarded a certificate from MCIT for Excellence in Outstanding Experience in Workers' Compensation for 2013-2015.

Motion by Sandberg, seconded by Backer and carried to adopt the following resolution:

2016-32

BE IT RESOLVED that the Big Stone County 2017 budget and levy be established as follows:

	GENERAL	HIGHWAY	FAMILY SERVICES	DEBT SERVICE	DITCH	2017 TOTAL
REVENUES						
Tax Levy & Aids	\$3,273,446	\$950,000	\$865,376	\$93,986		\$5,182,808
Other Taxes	\$10,100	\$100,000				\$110,100
Special Assessments	\$118,000				\$114,300	\$232,300
Licenses & Permits	\$19,175	\$1,000				\$20,175
Intergovernmental	\$538,764	\$3,650,000	\$1,307,936			\$5,496,700
Charges for Services	\$160,180	\$167,000	\$401,000			\$728,180
Investment Earnings	\$8,000	\$1,000				\$9,000
Miscellaneous	\$265,142	\$27,500	\$33,800			\$326,442
Other Financing Sources	\$101,920	\$65,000				\$166,920
TOTAL REVENUES	\$4,494,727	\$4,961,500	\$2,608,112	\$93,986	\$114,300	\$12,272,625
EXPENDITURES						
General Government	\$2,380,142					\$2,380,142
Public Safety	\$1,147,805					\$1,147,805
Highway		\$4,963,745				\$4,963,745
Sanitation	\$208,165					\$208,165
Family Services			\$2,608,112			\$2,608,112
Health	\$123,897					\$123,897
Culture & Recreation	\$186,724					\$186,724
Conservation of Natural Resources	\$361,207				\$122,000	\$483,207
Economic Development	\$218,237					\$218,237
Debt Service				\$89,510		\$89,510
TOTAL EXPENDITURES	\$4,626,177	\$4,963,745	\$2,608,112	\$89,510	\$122,000	\$12,409,544

BE IT FURTHER RESOLVED that the scheduled debt service levy in the amount of \$326,753 for the 2015A GO Abatement Bonds is hereby canceled due to sufficient funds on hand as a result of loan payments received from Federated Telephone Cooperative.

Chairman Athey adjourned the meeting at 10:45 AM.

Wade Athey, Chairman

ATTEST: _____
Michelle R. Knutson, Auditor