

REGULAR MEETING OF THE BIG STONE COUNTY BOARD
December 19, 2017

The Big Stone County Board of Commissioners met in the Commissioner's Room at 8:30 AM on Tuesday, December 19, 2017. Chairman Backer called the meeting to order with Commissioners Athey, Berning, Olson and Sandberg present. Also present were Janet Spalinger, Mary Gustafson, Dillon Dwyer of the Ortonville Independent, County Attorney Joe Glasrud, County Auditor Michelle Knutson and Deputy Auditor Holly Wellendorf. The Pledge of Allegiance followed.

Motion by Sandberg, second by Olson and carried to approve the amended minutes of the November 21st regular meeting to reflect the correction from the US Fish & Wildlife to the Helgeson legal description for the habitat easement.

Motion by Berning, seconded by Athey and carried to approve the minutes of the December 6th regular meeting.

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

Commissioners reported on the following committees:

Athey – HRA

Backer – CEOB

Olson – PrimeWest; Personnel

Attorney Glasrud reported that the City Attorney contracts for Clinton and Graceville have been approved. The others should be approved in the next couple of weeks.

Attorney Glasrud reviewed a MnDOT contract submitted by County Engineer Todd Larson, which will be on the agenda later in the meeting.

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

Alpha Training & Tactics	\$ 6,342.16
Big Stone Ag Service	3,808.85
Computer Professionals	4,670.00
DDA Human Resources	13,800.00
Fridgen Excavating	27,375.00
Kandiyohi County Sheriff Dept	2,020.26
Paysen Carpet Cleaning	2,527.46
Regents of the University of MN	17,607.75
West Con	13,123.28
53 Payments Less Than \$2,000	<u>21,502.65</u>
Total	\$112,777.41

Motion by Olson, 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.

Environmental Officer Darren Wilke presented a Memorandum of Agreement (MOA) with the political subdivisions in the Bois de Sioux and Mustinka Comprehensive Watershed Planning Area for the development of a One Watershed, One Plan and requested that a Commissioner be appointed to the Policy Committee. Motion by Sandberg, seconded by Berning and carried to appoint Commissioner Backer as the County's rep to the Committee. Following discussion on the MOA, motion by Olson,

seconded by Athey and carried to approve the MOA as presented by Environmental Officer Wilke. Wilke also reviewed One Watershed, One Plan with the Board.

Motion by Olson, seconded by Athey and carried to reappoint Don Diekmann to the Planning Commission and Mike Trulson to the Board of Adjustment for 3-year terms.

Motion by Olson, seconded by Sandberg and carried to proceed with advertising for an Environmental Technician.

County Engineer Todd Larson and Hwy Maintenance Supervisor Darby Karsky presented the camera footage from the ditch inspections on CD12, CD13, and CD14. Mark Chase was present for the discussion.

Motion by Sandberg, seconded by Berning and carried to adopt the following resolution for agency agreement with MnDOT:

2017-35

BE IT RESOLVED, that pursuant to MS §161.36, the Commissioner of Transportation be appointed as Agent of Big Stone County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairman and Auditor are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030006", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Motion by Athey, seconded by Olson and carried to have the Highway Department draft a letter to the railroad asking them to remove abandoned tracks in Big Stone County.

HR Director Dawn Gregoire provided a staffing update. Motion by Olson and seconded by Sandberg to approve the hiring of a shared VSO Administrative Assistant and Extension Administrative Support. Following discussion, motion carried. A job description will need to be drafted for the combined position.

Motion by Olson, seconded by Berning and carried to accept the resignation of Social Worker Pearl Seery with many thanks for her years of service.

Motion by Sandberg, seconded by Berning and carried to approve the hiring of a social worker. Motion by Sandberg, seconded by Athey and carried to approve increasing Rose Schlieman to full-time status from 1-1-18 through 3-31-18 until a new social worker is in place.

Motion by Olson, seconded by Berning and carried that all non-union employees shall be granted the same general wage increase and wage schedule progression that is negotiated for union employees.

Tessia Melvin of David Drown Associates reviewed the classification process and reported that 19 positions were appealed. Melvin recommended that the following be approved for reclassification:

Highway Maintenance Supervisor/Ditch Inspector
Deputy Sheriff
Building Maintenance Supervisor
Deputy Recorder

Motion by Olson, seconded by Athey and carried to approve the 4 reclassifications as recommended. Melvin stressed the importance of ongoing administration to the compensation plan. A number of employees were also in attendance for the presentation.

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

2017-36

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 2018 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.

Discussion was held with elected officials Recorder Elaine Martig, Sheriff John Haukos, Auditor Michelle Knutson, and County Attorney Joe Glasrud. Treasurer Cindy Nelson was unavailable. The Board will determine the 2018 elected officials' salaries in January.

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

2017-37

BE IT RESOLVED that the Big Stone County 2018 budget and levy be established as follows:

	GENERAL	HIGHWAY	FAMILY SERVICES	DEBT SERVICE	DITCH	2018 TOTAL
REVENUES						
Tax Levy & Aids	\$3,622,202	\$950,000	\$869,868	\$93,655		\$5,535,725
Other Taxes	\$9,100	\$90,000				\$99,100
Special Assessments	\$118,000				\$113,300	\$231,300
Licenses & Permits	\$19,775	\$2,000				\$21,775
Intergovernmental	\$708,278	\$3,210,000	\$1,316,484			\$5,234,762
Charges for Services	\$177,205	\$187,500	\$340,000			\$704,705
Investment Earnings	\$20,000	\$800				\$20,800
Miscellaneous	\$443,443	\$25,000	\$32,748			\$501,191
Other Financing Sources	\$11,625	\$62,000				\$73,625
TOTAL REVENUES	\$5,129,628	\$4,527,300	\$2,559,100	\$93,655	\$113,300	\$12,422,983
EXPENDITURES						
General Government	\$2,450,102					\$2,450,102
Public Safety	\$1,218,814					\$1,218,814
Highway		\$4,527,300				\$4,527,300
Sanitation	\$200,987					\$200,987
Family Services			\$2,559,100			\$2,559,100
Health	\$141,119					\$141,119
Culture & Recreation	\$181,737					\$181,737
Conservation of Natural Resources	\$407,575				\$81,400	\$488,975
Economic Development	\$378,707					\$378,707
Debt Service				\$87,560		\$87,560
TOTAL EXPENDITURES	\$4,979,041	\$4,527,300	\$2,559,100	\$87,560	\$81,400	\$12,234,401

BE IT FURTHER RESOLVED that the scheduled debt service levy in the amount of \$326,647 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 Backer adjourned the meeting at 10:30 AM.

Jay Backer, Chairman

ATTEST: _____
Michelle R. Knutson, Auditor