

**RE-ORGANIZATIONAL MEETING OF THE BIG STONE COUNTY BOARD
January 2, 2024**

The Big Stone County Board of Commissioners met in the Commissioners' Room at 8:30 AM on Tuesday, January 2, 2024. Chairman Olson called the meeting to order with Commissioners Athey, Zimmel, Klages and Sandberg present. Also present were Dillon Dwyer of the Ortonville Independent and Coordinator Pam Rud. The Pledge of Allegiance followed.

Upon call for nominations for Board Chairman, Commissioner Sandberg was nominated. Following 2 calls for further nominations, motion by Athey, seconded by Klages and carried unanimously to cast a unanimous ballot for Commissioner Sandberg for Chairman. Outgoing Chairman Olson turned the meeting over to newly-elected Chairman Sandberg.

Chairman Sandberg called for nominations for Vice Chairman. Commissioner Athey was nominated. Following 2 calls for further nominations, motion by Zimmel, seconded by Olson and carried unanimously to cast a unanimous ballot for Commissioner Athey for Vice Chairman.

Motion by Klages, seconded by Olson and carried unanimously to approve the minutes of the December 19th regular meeting.

Motion by Olson, seconded by Klages and carried unanimously to approve the agenda with the addition of the audit engagement letter.

The bids received from the Ortonville Independent and the Northern Star for publishing those notices as legally required were reviewed. Motion by Athey, seconded by Zimmel and carried unanimously to accept the bid and surety bond of the Ortonville Independent as the official newspaper of the County for 2024. The Northern Star will publish second notices as required by law.

Motion by Olson, seconded by Klages and carried unanimously to designate the County's website for the publication of transportation projects as allowed by MS §331A.12.

Motion by Athey, seconded by Zimmel and carried unanimously to establish the following committee appointments:

Commissioner List

AMC Voting Delegates	All Commissioners
AMC Environment & Natural Resources Policy Committee	Commissioner Athey
AMC General Government Policy Committee	Commissioner Olson
AMC Health & Human Services Policy Committee	Commissioner Sandberg
AMC Public Safety Policy Committee	Commissioner Klages
AMC Transportation & Infrastructure Policy Committee	Commissioner Zimmel
Appeals Committee (relating to the Ag Inspector)	Commissioners Athey & Olson Zimmel the alternate
AIS	Commissioner Sandberg
Big Stone Area Growth	Commissioners Klages & Zimmel
*Bois de Sioux Watershed District	Commissioner Zimmel
Central MN Emergency Services Board (ESB)	Commissioner Klages Sandberg the alternate
Counties Providing Technology (CPT)	Commissioner Klages Sandberg the alternate
Countryside Public Health	Commissioner Olson

	Sandberg the alternate
Ditches & Roads	All Commissioners
Joint Ditch 7/24 Authority	Commissioners Olson, Sandberg & Zimmel
Joint Ditch 4 Authority	Commissioners Zimmel, Athey & Olson
Joint Ditch 10/11 Authority	Commissioners Sandberg, Athey & Olson
Extension Committee	Commissioners Klages & Athey
*Fair Board	Commissioner Athey
*Food Shelf	Commissioner Sandberg
Historical Society	Commissioner Sandberg
*HRA	Commissioner Athey
Law Library Committee	Commissioner Athey
Legislative Committee	All Commissioners
Local Collaborative	Commissioner Sandberg
Main Street Industries Board	Commissioner Sandberg
MCIT	Chair
	Vice Chair the alternate
MRCC	Commissioner Athey
	Other Commissioners the alternates
Personnel & Labor Relations Committee	Chair and Vice Chair
Pioneerland Library Board	Commissioner Olson
Planning & Zoning	Commissioners Athey & Olson
Pomme de Terre River Association	Commissioner Klages
Prairie Five Community Action Council	Commissioner Athey
PrimeWest Health Systems	Commissioner Olson
	Klages the alternate
Private Industry Council Chief Elected Officials Board	Commissioner Zimmel
	Olson the alternate
Purchasing & Property Management	Commissioners Klages & Sandberg
Red River Basin Commission	Commissioner Zimmel
Regional Development Commission (RDC)	Commissioner Zimmel
RDC Revolving Loan Fund (RLF) Advisory Board	Commissioner Klages
*Soil & Water Conservation District	Commissioner Athey
	Olson the alternate
Southwest MN EMS	Commissioner Sandberg
	Klages the alternate
Southwest Mental Health Consortium	Commissioner Olson
Supporting Hands Nurse Family Partnership	Commissioner Olson
	Sandberg the alternate
Toqua Park Committee	Commissioners Athey & Zimmel
*Upper MN River Watershed District	Commissioner Athey
	Klages the alternate
WACCO	Commissioner Athey
	Sandberg the alternate
Western Probation Services	Commissioner Zimmel
	Klages the alternate
Woodland Centers	Commissioners Klages & Sandberg
911 Advisory Board	Commissioner Klages

Other Committee Members

AMC Voting Delegates	Coordinator, Engineer, Family Service Director
AIS	Environmental Technician

4-H Program Coordinator
 UMRWD Administrator
 MN DNR Area Fisheries Supervisor
 2 Citizens at Large
 Rep from SD Side of Big Stone Lake
 Engineer

- Bois de Sioux Watershed District**
- Central MN ESB Committees:**
- RAC** Sheriff
 Kandiyohi County the alternate
- EMAC**..... Emergency Management Director (EMD)
 Deputy EMD the alternate
- Owners & Operators**..... Sheriff
 Kandiyohi County the alternate
- Users** Sheriff, Deputy John Maatz, Kandiyohi County Rep
- NG911** Sheriff
- Logger** Sheriff
 Chief Deputy the alternate
- Countryside Public Health Lay Board Member** Sharon Botker
- Extension Committee** Lay members as appointed
- Planning & Zoning** Lay members as appointed
- Private Industry Council Workforce Council** Hillary Henrich
- 911 Advisory Board** Sheriff, Chief Deputy Sheriff, EMD & Auditor

Commissioners reported on the following committees:

- Athey – Toqua Park
- Zimmel – BdSWD
- Klages – CMESB, Toqua Park, Woodland
- Olson – Pioneerland
- Sandberg – MCIT

Auditor-Treasurer Knutson reviewed the 2023 ditch loan activity with the Board.
 Motion by Athey, seconded by Klages and carried unanimously to authorize the following internal transactions effective 12/31/23:

Ditch to General		\$31,814.00
CD 5	\$ 1,050.00	
CD 13	\$10,700.00	
CD 16	\$ 6,825.00	
CD 21	\$11,340.00	
JD 4	\$ 1,899.00	
General to Ditch		\$ 3,100.00
JD 4	\$ 3,100.00	

Motion by Olson, seconded by Zimmel and carried unanimously to adopt the following resolution to designate depositories and authorize the Auditor-Treasurer Knutson to make investments:

2024-01

WHEREAS, M.S. §118A.02, subd. 1(a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.”; and

WHEREAS, M.S. §118A.02, subd. 1(b)(2) allows the County board to authorize the Auditor/Treasurer to make investments of funds under M.S. §118A.01 to 118A.06 or other applicable law.

THEREFORE, BE IT RESOLVED, that the Big Stone County Board of Commissioners designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

- Minnwest Bank of Ortonville
- CenBank of Ortonville
- Frandsen Bank & Trust of Clinton
- First Independent Bank of Beardsley
- Star Bank of Graceville
- MAGIC Fund, managed by PFM Asset Management
- BNY Mellon/Pershing Advisor Solutions/Ehlers Investment Partners
- US Bank/Moreton Capital Markets

BE IT FURTHER RESOLVED, that the County Board of Commissioners authorizes the Auditor-Treasurer to make investments of funds under M.S. §118A.01 to 118A.06 or other applicable law at any one or more of the above.

BE IT FURTHER RESOLVED, the County Auditor-Treasurer is hereby authorized to act and serve as county agent on any County accounts set up or active at any of the above financial institutions, brokers, or investment holders.

BE IT FURTHER RESOLVED, the above designations and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall have been delivered to and received by the financial institution, broker, or investment holder at each location where an account is maintained and the financial institution, broker, or investment holder shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution.

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

2024-02

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic funds transfers as a means of making various payments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

- a. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- b. For a payment of tax or aid anticipation certificates;
- c. For a payment of contributions to pension or retirement fund;
- d. For vendor payments; and
- e. For payment of bond principal, bond interest and fiscal agent service charge from the debt redemption fund; and

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers.

THEREFORE, BE IT RESOLVED, that the Big Stone County Board delegates County Auditor-Treasurer Michelle Knutson the authority to make electronic fund transfers.

Motion by Athey, seconded by Zimmel and carried unanimously to authorize payment of claims as presented by Auditor-Treasurer Knutson. Vendors, excluding Family Services, receiving payments in excess of \$2,000 are as follows:

Assn of MN Counties	\$ 13,821.00
Bond Trust Services	477,593.76
MCIT	177,769.00
MnCCC	19,453.40
4 Payments Less Than \$2,000	<u>1,870.00</u>
Total	\$690,507.16

Motion by Klages, seconded by Athey and carried unanimously to approve the 2024 aggregate gravel tax budget with revenues estimated to be \$120,000.

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

2024-03

BE IT RESOLVED, that the 2024 County Ditch Assessments be established as follows:

<u>Ditch Number</u>	<u>Assessment</u>
2	\$ 20,000
4	\$ 1,000
13	\$ 25,000
14	\$ 500
15	\$ 500
16	\$ 7,000
18	\$ 500
19	\$ 1,000
20	\$ 6,000
21	\$ 22,000
30	\$ 12,500

Motion by Athey, seconded by Klages to approve the 2024 Tobacco License for Jamer's.

Motion by Olson, seconded by Zimmel and carried unanimously to authorize the Auditor-Treasurer to execute the audit engagement letter with Abdo for the 2023 audit.

Building Maintenance Supervisor Jared Heck shared information on the Courthouse roof repair estimate from the storm damage. Motion by Klages, seconded by Olson and carried unanimously to approve the estimate from Les Jones roofing in the amount of 223,164.00.

County Engineer Jorden Roggenbuck presented the EV agreement and requested that the Board ratify the agreement. Motion by Olson, seconded by Klages and carried unanimously to ratify the EV agreement as presented by Roggenbuck.

Roggenbuck presented a resolution for the County to sponsor the Safe Routes to School grant for the City of Graceville. Motion by Klages, seconded by Olson and carried unanimously to approve the following resolution:

2024-04

WHEREAS, non-state aid cities, townships, and registered non-profits (501(c)(3)) must have a state aid city or county sponsor; and

WHEREAS, the City of Graceville has requested that Big Stone County be the sponsor for this project and provide a licensed engineer to design and manage all aspects of the proposed project; and

WHEREAS, Big Stone County has ADA improvements that will be updated as part of the proposed project; and

WHEREAS, Big Stone County understands that they will work cooperatively with City of Graceville to each maintain the improvements made through this project that are within their respective right-of way for the lifetime of the improvements; and

WHEREAS, Big Stone County has been assured that the City of Graceville is providing the required match for the applications.

THEREFORE, BE IT RESOLVED, that Big Stone County agrees to act as project sponsor and engineer for the project should the City of Graceville's application be selected for funding, and that such a role shall include the following responsibilities:

- a. Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the state aid county to the contractor
- b. Request SAP/SP number for the project
- c. Ensure the project meets milestones and dates
- d. Assist local agency in execution of a grant agreement
- e. Develop, review and/or approve the plan
- f. Submit plan, engineers estimate, and proposal to the District State Aid Engineer (DSAE)
- g. Advertise, let, and award the project
- h. Submit pay requests to State Aid
- i. Communicate progress and updates with the DSAEs and Active Transportation Engineer
- j. Provide adequate oversight, supervision and inspection
- k. Assist with project close out

Roggenbuck provided an update on various Highway Department activities.

Family Service Director Laura Laub presented a \$1,143.00 donation from the Kiwanis club to purchase pool passes for families served by Family Services. Motion by Olson, seconded by Zimmel and carried unanimously to accept the donation.

Coordinator Rud brought the request of the County Attorney to have part-time designation which would allow her to practice law outside of her County Attorney role. Motion by Klages to approve the part-time designation. Motion failed for lack of a second.

Rud presented the 2024 Operating Guideline for consideration. Motion by Athey, seconded by Klages and carried to approve the guidelines.

Rud presented 2024 Board dates and work session dates. Motion by Olson, seconded by Zimmel and carried unanimously to approve the dates.

Rud shared an Unpaid Personal Leave request from Connie Jurgens. Motion by Olson, seconded by Klages and carried unanimously to approve the leave until January 16, 2024.

Motion by Athey, seconded by Klages and carried unanimously to appoint Anika Olson to the Extension Committee as the youth representative.

Rud updated the Dilapidated Structure Program and application. Motion by Zimmel, seconded by Athey and carried unanimously to approve the program.

Rud informed the Board that Christian Bickel has been hired as the new Custodian.

Work session included discussion on cannabis ordinances and working with the various cities and Public Health to develop ordinances. This will be a topic at a future work session.

Chairman Sandberg adjourned the meeting at 9:26 AM.

Roger Sandberg, Chairman

ATTEST: _____
Pam Rud, Coordinator