

**STEVENS COUNTY  
BOARD OF COMMISSIONERS  
Regular Meeting  
Official Proceedings  
Tuesday, January 18, 2022  
9:00 a.m.**

The regular meeting of the Stevens County Board of Commissioners was called to order at 9:00 a.m., Tuesday, January 18, 2022, by Chair Ron Staples. Members in attendance were: Ennen, Wohlers, Wiese, Kopitzke and Staples.

The Pledge of Allegiance was recited.

Commissioner Kopitzke moved to approve the agenda as presented. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve minutes of the 1/4/22 regular board meeting with one correction to a committee appointment. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

The Chair opened the meeting for public comment.

Having none, Karon White Treatment Court Coordinator provided a program update. White provided an overview of new hire Emily Murphy and \$500,000 federal grant to hire a full time, second coordinator for the four counties of the northern assignment area. White was happy to announce an upcoming graduation to celebrate two individual's success in graduating from the program. Commissioners were invited to attend a virtual graduation on Thursday, January 20 at 3:00 p.m.

Human Services Director Liberty Sleiter, presented the list of warrants for approval. Human Service warrants were approved in the amount of \$203,173.44 on a motion by Kopitzke, second by Wiese and all members voting aye, motion carried.

Commissioner Ennen moved the following resolution:

**RESOLUTION NO. 220118-05  
RESOLUTION ACCEPTING HOLIDAY DONATIONS**

WHEREAS, Stevens County Human Services received donations from the following businesses and individuals:

<b>Donor</b>	<b>DONATION</b>
Kongsvinger Do Days Ladies – Kongsvinger Church	16 quilts
Tanya Estenson – Taryn's Trail	Duffle bags w/necessities for teens
Girl Scout Troop #474	Gift bags of toiletries, toys, activities, and cookies
St. Mary's School	8 holiday meals
Horton 4-H Club	2 holiday meals

Jenifer & Roger Logan	Gifts and clothes for a family
Lawn and Driveway Service Inc.	Monetary donation
Morris Area Women of Today	10 holiday meals
Lighthouse Learning	Socks
Chokio Study Club	Gift certificates to Meadowland Market
Fusion Youth Ministry	Christinas care packages
Anonymous	Toys and gift cards for a family
Anonymous	Quilts for children
Anonymous	Christmas gift for a boy and a girl

WHEREAS, State Law requires that the County Board accepts the receipt of these donations;

THEREFORE, BE IT RESOLVED, the Stevens County Board of Commissioners acknowledges and accepts the above-mentioned donations received for the Restricted Fund in the General Fund 02.

Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Commissioner Kopitzke moved the following resolution:

**RESOLUTION NO. 220118-06  
RESOLUTION ACCEPTING YAF & SAFE DONATIONS**

WHEREAS, Stevens County Human Services received donations from: Morris Women of Today in the amount of \$50; Bonanza Bean, LLC in the amount of \$50; Gwen and Craig Gillespie in the amount of \$50; Riley Bros. Construction, Inc. in the amount of \$200; Lloyd and Diane Fehr in the amount of \$1000; Federated Church Woman’s Fellowship in the amount of \$75; West Central Christian Home in the amount of \$125; Dental Depot in the amount of \$50; Bremer Bank in the amount of \$225; Riverwood Bank in the amount of \$25; Jim Riley & sons Construction in the amount of \$125; Jeanne Ennen in the amount of \$100; Fluegel, Anderson, McLaughlin & Brutlag Chartered in the amount of \$50; Superior Industries in the amount of \$100; Federated Telephone Cooperative (Chokio) in the amount of \$50; and Pizza Ranch in the amount of \$250; for its Youth Activity Fund; and

WHEREAS, Stevens County Human Services received donations from: Bonanza Bean, LLC in the amount of \$50; Gwen and Craig Gillespie in the amount of \$50; Lloyd and Diane Fehr in the amount of \$1000; Federated Church Women’s Fellowship in the amount of \$75; Dental Depot in the amount of \$50; Bremer Bank in the amount of \$220; Riverwood Bank in the amount of \$25; Jim Riley & Sons Construction in the amount of \$125; Jeanne Ennen in the amount of \$100; Fluegel, Anderson, McLaughlin & Brutlag Chartered in the amount of \$50; Superior Industries in the amount of \$100; Federated Telephone Cooperative (Chokio) in the amount of \$50 and Pizza Ranch in the amount of \$250; for its Senior Adult Fund Emergency; and

WHEREAS, State Law requires that the County Board acknowledges receipt of those donations;

THEREFORE, the Stevens County Board of Commissioners acknowledges and accepts the donations received for the Youth Activity Fund and Senior Adult Fund Emergency.

Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Sleiter introduce Regina Lighthall as the new Child Support Officer who started January 3, 2022.

Bryan Tolifson, Maintenance Supervisor requested approval for purchase of 2023 Mack Truck using state contract pricing. Tolifson gave an overview of the two bids received. Tolifson fielded questions. Commissioner Kopitzke motioned to purchase Mack Truck from Nuss Truck & Equipment, and accessories from Towmaster, in the total amount of \$240,486 less trade of \$25,000 for a total amount of \$215,486. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Bill Kleindl, Solid Waste and Matt Johnson from West Central Environmental Consultants; on behalf of the Minnesota Pollution Control Agency, requested consideration for approval of a landfill access agreement. WCEC will be conducting a groundwater investigation for the MPCA's Closed Landfill Program to delineate and identify the extent of contamination between the county's closed landfill and demolition debris landfill. Funding for the investigation/wells will come from the MPCA Closed Landfill Program with no cost to Stevens County. Commissioner Kopitzke motioned to approve the Landfill Access Agreement as presented. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Rebecca Young, County Administrator presented for Stephanie Buss, Auditor Treasurer the list of Auditor's Warrants for the 01/05/22 and 01/12/22 time periods for review. Young fielded questions.

Young presented the Commissioner Warrants for approval.

Commissioner Kopitzke moved to approve the Commissioner Warrants in the following amounts:

<b>FUND</b>	<b>AMOUNT</b>
County Revenue Fund	\$172,561.67
Special Reserves Fund	\$5,519.32
County Road and Bridge Fund	\$104,246.07
Solid Waste Service	\$23,356.70
Stevens County GO Bands	\$800.00
County Ditches Fund	\$24,472.95
<b>TOTAL</b>	<b>\$330,956.71</b>
Warrants \$2000 or more:	
Breth-Zenzen Fire Protection LLC	\$6,968.25
CIVICPLUS	\$3,000.00
Counties Providing Technology	\$7,041.00
Engebretson & Sons Disposal Service, Inc	\$31,954.09
Esri Inc	\$11,312.00
I + S Group, Inc	\$21,833.50

Jeremy Michaelson Tree Service	\$3,950.00
McLeod County Solid Waste	\$2,701.20
MN Counties Intergovernmental Trust	\$172,130.00
MN Sheriffs Association	\$4,485.91
Northland Trust Services, Inc.	\$2,000.00
Onsolve LLC	\$15,204.00
Pope County Auditor/Treasurer	\$10,864.05
Riley Bros Construction Inc	\$10,909.80
Traverse County Sheriff	\$2,603.43
Tri-County Co-op	\$4,957.23
Payments for less than \$2000	\$19,042.25
<b>TOTAL</b>	<b>\$330,956.71</b>

Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Young requested approval of a loan advances from CD18 to CD16, CD25 and CD3 in the amount of \$26,700. Commissioner Ennen motioned to approve loan advance from CD18 to CD25 in the amount of \$10,500. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Kopitzke motioned to approve loan advance from CD18 to CD16 in the amount of \$8,200. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Ennen motioned to approve loan advance from CD18 to CD3 in the amount of \$8,000. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Young presented the fourth quarter ditch balances for review.

Commissioner Ennen moved to approve consent agenda items to allow purchases of goods and services. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Young presented for Jan Gomer, Human Services Coordinator a request to extend the Telecommuting Policy through the end of February 2022. Commissioner Kopitzke motioned to extend Telecommuting Policy until February 28, 2022. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Wiese moved the following resolution:

**RESOLUTION NO. 220118-07**  
**A RESOLUTION ESTABLISHING MINIMUM COMPENSATION**  
**FOR ELECTED OFFICIALS**  
**FOR CALENDAR YEARS 2023, 2024, 2025 and 2026**

WHEREAS, it is the statutory duty of the Stevens County Board of Commissioners to establish minimum compensation for the elected officials of the county, and

WHEREAS, it is required to set minimum compensation in the January prior to elected officials filing for office,

NOW, THEREFORE, BE IT RESOLVED, that the Stevens County Board of Commissioners establishes the following minimum compensation for elected officials for 2022;

<b>POSITION</b>	<b>Minimum Compensation</b>
Auditor/Treasurer	\$7,500 annually
Sheriff	\$7,500 annually
Recorder	\$7,500 annually
Attorney	\$7,500 annually

Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Commissioner Wohlers moved the following resolution:

**RESOLUTION NO. 220118-08**  
**RESOLUTION FOR TRANSFER OF FUNDS TO PAY ADDITIONAL**  
**CONSTRUCTION COSTS FOR NEW HIGHWAY FACILITY**

WHEREAS, Minnesota State Auditors recommend carrying three to six months of financial reserves in each major fund; and

WHEREAS, the Stevens County Board of Commissioners retains authority to transfer monies to other funds for county business; and

WHEREAS, Fund 5 (Human Services) is carrying one year and four months based on 2020 audited year end financials; and

WHEREAS, Fund 3 (Road and Bridge) is experiencing additional costs due to construction of new Highway Facility;

TEHRFORE, BE IT RESOLVED, that the County Boards directs staff to transfer \$49,110 dollars from Fund 5 to FUND 3 for the purposes of covering additional construction costs associated with construction of a new county highway building for the fiscal year 2022.

Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Young requested payment to Donlar for Pay Application #8. Young gave an overview on construction project. Commissioner Kopitzke motioned to pay Donlar Pay Application #8 in the amount of \$426,047.52 less item 10 and item 175 in the amount of \$31,629.78 for a total of \$394,417.74. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.



Young requested EEO Report for Merit for approval. Young gave an overview of the report. Commissioner Ennen motioned to approve 2021 EEO report for submission by January 31, 2022. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Young presented a request from the extension committee for approval of membership. Commissioner Kopitzke motioned to approve two three-year terms for Vicky Dosdall and Brian Wehking and a two one-year terms for Cowan Mortenson. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Commissioner Kopitzke motioned to close meeting under MS 13D.05 Subd 3 at 10:06 a.m. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Wohlers motioned to open meeting at 10:20 a.m. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioners were provided an opportunity to update on assigned committee activities.

Having no further business, the meeting was adjourned at 10:29 a.m. on a motion by Wohlers, second by Kopitzke and all members voting aye.

  
Rebecca Young, County Administrator

  
Ron Staples, Chair

