

**STEVENS COUNTY**  
**BOARD OF COMMISSIONERS**  
**Official Proceedings**  
**Tuesday, September 6, 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, September 6, 2022, by Chair Ron Staples. Members in attendance were Ennen, Kopitzke, Wohlers, Wise 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 8/16/22 regular board meeting. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

The Chair opened the meeting for public comment.

Having none, Auditor/Treasurer Stephanie Buss presented the Auditor's Warrants for the 8/18/22, 8/24/22, and 8/31/22 time periods for review. Buss fielded questions.

Buss presented a five-year audit service agreement with Baker Tilly for approval. The county currently has a three-year agreement with Baker Tilly to perform financial and audit services which will expire at the completion of the 2021 audit. Buss fielded questions from the Commissioners. Commissioner Kopitzke motioned to accept the five-year contract quote with Baker Tilly as presented. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Buss presented an additional cost to the printing of TNT notices. Buss stated that with the additional print of the website address on the back of the TNT, there will be an additional cost of approximately \$200-\$300. After some discussion, Commissioner Kopitzke motioned to go ahead with the additional cost for printing the Stevens County website to the back of the TNT in the approximate amount of \$200 to \$300. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Human Resources Coordinator Jan Gomer presented the temporary paralegal position for hire. This position was previously approved by the Board through December 31, 2022. Gomer requested authorization to hire Grace Atkinson. Commissioner Wohlers motioned to hire Grace Atkinson at Grade 18, Step 2, effective August 22, 2022, as a Paralegal with the County Attorney's office through December 31, 2022. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Gomer requested approval to hire Elizabeth Moyer for the Social Worker in Child Protection in Human Services. Commissioner Kopitzke motioned to hire Elizabeth Moyer as Child Protection Social Worker at Grade 19, Step 2, effective September 26, 2022, upon a successful background check. Commissioner Wiese seconded the motion with all members voting aye, motion carried.



Gomer requested approval for new hires. The competitive process for staffing in the Sheriffs Office in response to the law enforcement contract execution is completed. Offers have been made to six individuals to fill the Deputy Sheriff positions and are in various phases of background checks. Gomer requested approval to hire Tyler Christianson, Reggie Welle and Cole Reichenbacher as Deputies in the Sheriffs department. Commissioner Ennen motioned to hire Tyler Christianson as Deputy Sheriff at Grade 18, Step 4, Reggie Welle as Deputy Sheriff at Grade 18, Step 7, and Cole Reichenbacher at Grade 18, Step 4, effective August 31, 2022. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Gomer request approval to hire Mandy Kapaun as the Records Manager. Commissioner Ennen motioned to hire Mandy Kapaun as Records Manager at Grade 14, Step 10, effective September 6, 2022. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Gomer requested approval to hire Andrew Messner as Deputy Sherriff. Commissioner Wohlers motioned to hire Andrew Messner as Deputy Sheriff at Grade 18, Step 3, effective September 19, 2022. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Gomer presented a job description for approval. Gomer gave an overview of employment services job description. Gomer fielded questions. Board discussed making this position effective conditional upon Stevens County providing the services internally through grant funds. Should the workload exceed staff capabilities, County would contract out again for employment services and the position duties would be eliminated from current staff workload. With those comments, Commissioner Kopitzke motioned to approve job description for Eligibility Worker Family Cash Employment Services Counselor to be advertised and filled with existing staff. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Planning and Zoning Director Bill Kleindl presented a MPCA SSTS Program Grant Agreement for approval. By approving the agreement, the County will receive \$18,600 in grant funding for administration and \$21,931 for low-income upgrades. Kleindl fielded questions. Commissioner Wiese motioned to approve MPCA SSTA Grant Agreement as presented. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

County Engineer Todd Larson gave an update on maintenance, engineering, and administration.

Larson gave an update on Silver Lake project.

Larson requested approval for purchase of 2023 motor grader. Commissioner Wohlers motioned to approve purchase of 2023 motor grader from apparent low bidder, RDO Equipment in the amount of \$369,563.00. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Larson requested approval for purchase of used forklift. Commissioner Wohlers motioned to approve purchase of used forklift from Forklift of Minnesota in the amount of \$21,980.00 from fund 3-340-6630. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

County Board set fall road tour for November 1, 2022, at 11:00 am following the regular scheduled board meeting.

Facilities Manager Nick Young requested approval for battery replacement. UPS is our emergency backup for Dispatch and computer servers. Young fielded questions from the commissioners. Commissioner Kopitzke motioned to approve quote of \$9000 from apparent low bidder Quality Power Solutions. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Young requested approval for sewer repairs at Public Health Building. After some discussion, Commissioner Kopitzke motioned to approve quote from Mohr Plumbing and heating of Morris in the amount of \$6,975 from fund 110- building repairs. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Wiese motioned to approve quote from Hometown Flooring and Blinds LLC for carpeting at Public Health Building in the amount of \$7,674.29 from fund 10 building repairs. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Young gave an update on storm repairs and insurance.

IT Director Vicky Townsend presented a copier lease renewal for approval. Commissioner Ennen motioned to approve copier lease for Sheriff's office with Marco for \$149.00 month for 60 months. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Townsend presented a fax solution to replace eight individual lines to an online solution fax thru email, print to fax. Townsend fielded questions. Commissioner Kopitzke motioned to approve quote from Marco eGold Fax at \$213/month. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Townsend presented approval for additional insight mapping licensing for new staff in the Sheriff's Office. Commissioner Wohlers motioned to approve the additional licenses from Central Square in the amount of \$5,399.78 plus fees of \$975.00 for a total of \$6,374.78. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

County Administrator Rebecca Young presented an update of land purchase. Land purchase was executed on September 1, 2022 for a total of \$117,888.46. Young requested approval for resolution to transfer funds.

Commissioner Wohlers moved the following resolution:

**RESOLUTION NO. 220906-53**  
**RESOLUTION FOR TRANSFER OF FUNDS TO PAY ADDITIONAL**  
**CONSTRUCTION and LAND COSTS FOR NEW DAYCARE 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 two years reserves based on 2021 audited year end financials; and

WHEREAS, Fund 1 (Revenue) is experiencing additional costs due to construction of new daycare PODS;

TEHRFORE, BE IT RESOLVED, that the County Boards directs staff to transfer \$117,888.46 dollars from Fund 5 to FUND 1 for the purposes of covering additional construction costs associated with construction of a new daycare PODS building for the fiscal year 2022.

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

Young presented the RFP for discussion on next steps to support additional daycare projects in Stevens County. The Board indicated a desire to potentially fund daycare centers. This was different from the RFP advertised in February/March in 2022. After some discussion, Commissioner Kopitzke motioned to modify RFP for an amount up to \$400,000 funds, spent by December 31, 2023, advertise for 30 days for increase capacity, reimbursement substantially completed by December 31, 2023. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Young gave financial updates which including the 2022 MCIT dividend and 2023 Budget discussion.

Veterans Service Officer Hugh Reimers presented grant resolution for approval in the amount of \$7500. Amount is based on number of veterans in the county.

Commissioner Ennen moved the following resolution:

**RESOLUTION NO. 220906- 54**  
**County Veterans Service Office Operational**  
**Enhancement Grant Program**

BE IT RESOLVED by the Stevens County Board of Commissioners that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Statutes 197.608 as amended by Minnesota Laws 2022, Regular Session, Chapter 54, Article 1, Section 3, Subdivision 2(e). This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Stevens County Board of Commissioners that Hugh Reimers, the Stevens County Veteran Services Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

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

HRA Executive Director Jessica Kirwin, Hugh Reimers Board Member and Kayla Blair Finance Manager presented the 2023 Budget request. Kirwin gave an overview of programs offered and 2023 Budget request. Commissioner Wohlers moved the following resolution:



**RESOLUTION NO. 220906-55**  
**Housing and Redevelopment Authority of Stevens County, Minnesota**  
**Resolution Approving the 2023 Administrative Budget**  
**and the**  
**Authorization of the Special Benefit Tax**  
**Pursuant to Minnesota Statutes 469.033, Subd. 6**

**WHEREAS**, the Housing and Redevelopment Authority of Stevens County, Minnesota (the "Authority") was created by the Stevens County Board of Commissioners pursuant to Minnesota Statutes, Section 469.004; and

**WHEREAS**, pursuant to such action, the Authority was granted all powers and duties of a Housing and Redevelopment Authority under the provisions of the Municipal Housing and Redevelopment Act, Minnesota Statutes, Section 469.001 to 469.047 (formerly 462.411 to 462.711) ("The Act"); and

**WHEREAS**, Section 469.033, Subd. 6 of the Act permits the Authority to levy and collect a special benefit tax of up to 0.0185% of taxable market value upon all taxable property, both real and personal, within the Authority's area of operation; and

**WHEREAS**, The Authority desires to levy such a special benefit tax in the amount of Three Hundred Twenty Four Thousand, Five Hundred Fifty One Dollars (\$324,551.00) which is less than 0.0185% of the taxable market value

**WHEREAS**, the levy of such a special benefit tax is subject to the consent of the Board of Commissioners of Stevens County; and

**WHEREAS**, the Authority is also required pursuant to Section 469.033, Subd. 6, of the Act to, in connection with the levy of such a special benefit tax, formulate and file a budget in accordance with the budget procedure of the County in the same manner as required of the executive departments of the County, and the amount of the tax levy for the following year shall be based on that budget and approved by the Board of Commissioners of Stevens County;

**NOW THEREFORE, BE IT RESOLVED** that the duly appointed Board of Commissioners of the Housing and Redevelopment Authority of Stevens County, Minnesota hereby submits its approved 2023 administrative budget and authorizes a request for a levy of special benefit tax for taxes payable in 2023 within the Authority's taxing jurisdiction in the amount of Three Hundred Twenty Four Thousand, Five Hundred Fifty One Dollars (\$324,551.00) for purposes outlined and authorized by Minnesota Statutes 469.001 to 469.047, but in no case shall the dollar levy for the Authority exceed the limitations prescribed by Minnesota Statutes, Section 469.027 to 469.033.

**BE IT FURTHER RESOLVED**, that the consent resolution of the Board of Commissioners of Stevens County to this special tax be attached to this resolution and made part of it upon approval by the Board of Commissioners of Stevens County.

Commissioner Kopitzke 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 10:37 a.m. on a motion by Wohlers, second by Ennen and all members voting aye.

  
Rebecca Young, County Administrator

  
Ronald Staples, Chair