

**STEVENS COUNTY  
BOARD OF COMMISSIONERS  
Special Meeting  
Official Proceedings  
Wednesday, December 31, 2008  
9:00 a.m.**

The Special Meeting of the Stevens County Board of Commissioners was called to order at 9:00 a.m., Wednesday, December 31, 2008, by Chair Neal Hofland. Members in attendance were Watzke, Sayre, Kloos, Munsterman and Hofland.

On a motion by Watzke, second by Sayre and all members voting aye, the Minutes of the December 16, 2008, meeting along with the day's agenda were approved.

On a motion by Kloos, second by Watzke and all members voting aye, the Board approved the one-year appointment of the following members to the Central MN Regional Radio Board: Larry Sayre, Delegate, Randy Willis, Alternate. Advisory committee: Judy Diehl, Delegate, Scott Busche, Alternate. User group: Jason Dingman, Ross Tiegs, Justin Howe, David Dybdal and Pat Daly.

On a motion by Kloos, second by Munsterman and all members voting aye, the Board authorized payment of Commissioner Warrants in the following amounts:

FUND	AMOUNT
Revenue	\$71,523.09
Road & Bridge	\$26,558.18
Solid Waste	\$500.00
Ditches	\$4,500.00
Ambulance	<u>\$3,226.71</u>
<b>TOTAL</b>	<b>\$106,307.98</b>

On a motion by Kloos, second by Sayre and all members voting aye, the Board authorized the Auditor-Treasurer to make loans or payments in the following amounts:

Ditch #	<b>Pay Back General Fund</b>	<b>Advance to Individual Ditch Fund</b>
#2		
#4	(25,000)	
#5		
#8		
#11	(5,000)	

#13	
#15	
#18	
#21	(40,000)
#25	(3,000)
#27	
#29	
#31	
#38	(3,000)
JD #2	
JD #9	(10,000)
	<hr/>
	(86,000)      0

Net increase in Loans from General Fund =            (86,000)

On a motion by Kloos, second by Sayre and all members voting aye, the Board authorized the following allocations and appropriations subject to alteration or amendment in 2009:

	<b>Issued</b>	<b>Proposed 2009</b>	<b>% Increase over 2008</b>
Ambulance	Annually	-	-100.00%
Ag Society	Annually	\$ 37,750	- 37.08%
Regional Library	Semi-Annual	\$ 53,439	1.00%
SWCD	Quarterly	\$111,825	5.00%
Historical Society	Quarterly	\$ 65,000	8.33%
SCEIC	Quarterly	\$ 68,000	3.03%
STG-PHN	Quarterly	\$115,306	3.00%
WCI	Yearly	\$ 3,000	0.00%
<b>Total Appropriations</b>		<b>\$454,320</b>	<b>-12.71%</b>

On a motion by Kloos, second by Munsterman and all members voting aye, the Board authorized payment of Human Services Bills in the amount of \$65,154.83.

On a motion by Watzke, second by Munsterman and all members voting aye, the Board approved and authorized submittal of the 2008 Pay Equity Report to the Department of Employee Relations along with payment to GMG for preparation of the report in the amount of \$480.00.

On a motion by Watzke, second by Munsterman and all members voting aye, the following resolution was adopted:

**RESOLUTION NO. 081231-21**  
**A RESOLUTION ESTABLISHING COMMITTEES AND**  
**COMMISSIONERS PER DIEM RATE AND**  
**SALARIES FOR 2009**

BE IT RESOLVED that the following committees are established for 2009 and the membership thereof consists of specific County Commissioners to be appointed at the 2009 Annual Meeting:

Interagency Early Intervention Committee  
RIM Advisory Committee  
West Central Minnesota Communities Action  
WACCO  
Joint Powers & CLWP  
Extension  
Planning & Zoning  
SCEIC  
Airport Advisory  
RSVP Advisory  
WesMIN RC&D  
Community Health Services  
Stevens County Board on Aging  
Food Shelf Board  
Minnesota Resource Recovery Association  
Rainbow Rider  
Minnesota Transportation Alliance  
Minnesota River Basin Board  
Midstate Community Health Advisory Committee  
Midstate Community Health Board  
HRA Committee Liaison  
Regional Fitness Center Board  
West Central Minnesota Initiative Fund Advisory Board  
Prime West  
McKnight Foundation  
Family Services Collaborative  
Joint Ditches #2, 9, 10 & 11  
Trails Committee  
Bois de Sioux Watershed Advisory Committee  
E911 Committee  
TAC Committee  
West Central Juvenile Detention JP  
Pomme de Terre Joint Powers  
International Coalition  
Regional Jail Study Task Force  
Minnesota Rural Counties Caucus  
Stevens County Law Library Board

Supporting Hands Nurse Family Partnership Joint Powers  
Radio Board  
Local Advisory Council for Adult Mental Health  
West Central Incarceration & Treatment Facility  
Morris Area Chamber of Commerce

BE IT FURTHER RESOLVED that the following committees shall be composed of the entire Board and may participate at the discretion, and by the appointment of the Chair of the Board.

Labor Negotiating Committee  
Board of Health  
Drainage Proceedings  
Economic Development Authority  
Tax Forfeiture Proceedings  
Education & Training Opportunities  
National Association of Counties  
Appraisals  
Classification of Lands  
Commissioner of Fence Viewers  
Road & Bridge  
AMC-and committees thereof  
County Building  
Department Head  
Solid Waste Committee  
Human Services  
Watershed  
Budget Committee  
Legislative  
Ambulance  
Stevens Traverse Grant Joint PHN Board  
Health Advisory Committee

and such other appointive committees as established during the year for special purposes not covered by any of the above committees.

BE IT FURTHER RESOLVED that the Per Diem rate per committee meeting above listed is hereby established at \$60.00 or the members of the respective committees; said per diem shall also be established for members of voluntary/citizen representative committees when the Stevens County Board indicates in its appointing action that said voluntary/citizen representative committee is eligible for a per diem;

BE IT FURTHER RESOLVED that the annual salary to be paid to each individual Commissioner for 2009 is hereby set at \$16,787; a 3% increase over 2008.

BE IT FURTHER RESOLVED that all actual and necessary expenses will be reimbursed to each individual Commissioner for performance of their duties.

Commissioner Kloos moved the adoption of the following resolution:

**RESOLUTION NO. 081231-22**  
**RESOLUTION APPROVING SPECIAL BENEFIT TAX LEVY OF HOUSING**  
**AND REDEVELOPMENT AUTHORITY OF STEVENS COUNTY, MINNESOTA**  
**PURSUANT TO MINNESOTA STATUTES, SECTION 469.033, SUBD. 6, AND**  
**APPROVING A BUDGET FOR FISCAL YEAR 2009.**

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

**WHEREAS**, pursuant to such action on the part of the County and Minnesota Statutes, Section 469.001 to 469.047 (the "Act"), the Authority was granted all of the same functions, rights, powers, duties, privileges, immunities and limitations as are provided for housing and redevelopment authorities created for cities under 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 0.0144% of taxable market value upon all taxable property, both real and personal, within the Authority's area of operation; and

**WHEREAS**, proceeds of the tax may be expended for the purposes of Sections 469.001 to 469.047 of the Act, including, without limitation, to pay certain administrative costs of the Authority; and

**WHEREAS**, the Authority has requested that the Board of Commissioners of the County approve the levy of such a special benefit tax in the amount not exceeding 0.0185% of taxable market value within the Authority's area of operation contained within the County; and

**WHEREAS**, the Board of Commissioners of the County has considered such request by the Authority and has determined that consenting to such a special benefit tax levy by the Authority is in the best interests of the County and its residents; and

**WHEREAS**, the Authority is also required pursuant to section 469.033, subd. 6, of the Act to, in accordance with the levy of 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 executive departments of the County and to amount of the tax levy for the following year shall be based upon that budget and approved by the County; and

**WHEREAS**, the Authority has presented to the Board of Commissioners of the County a copy of a proposed budget for its operations for fiscal year 2009.

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of Stevens County as follows:

Section 1. That the budget for fiscal year 2009 for the operations of the Authority as presented for consideration by the Board of Commissioners of the County is hereby in all respects approved.

Section 2. That the levy of special benefit tax pursuant to Minnesota Statutes, Section 469.033, subd. 6, is hereby consented to with respect to taxes payable in calendar year 2009 in the amount of One Hundred-Forty Thousand and no/100 Dollars (\$140,000.00) which amount does not exceed 0.0185% of taxable market value of taxable property within the Authority's area of operation within the County.

Commissioner Munsterman seconded the motion and all members voting aye, motion carried.

Commissioner Sayre moved the following resolution:

**RESOLUTION NO. 081231-23**  
**A RESOLUTION ESTABLISHING COMPENSATION**  
**FOR ELECTED OFFICIALS**  
**FOR CALENDAR YEAR 2009**

WHEREAS, it is the duty of the Stevens County Board of Commissioners to annually review compensation for elected officials of the County, and

WHEREAS, the Board has reviewed the current compensation structure and met with those officials desiring to discuss their compensation with the Board, and

WHEREAS, the Board has taken the opportunity to become familiar with the duties and responsibilities of each position, and the tenure and performance of the incumbent individuals, and

NOW, THEREFORE, BE IT RESOLVED, that the Stevens County Board of Commissioners hereby establishes the following annual salaries for elected officials for calendar year 2009 in accordance with M.S. 384.151, Subd. 1a; M.S. 386.015, Subd. 2; M.S. 387.20, subd. 2; and M.S. 388.18, Subd. 2:

POSITION	ANNUAL SALARY 2009
Auditor/Treasurer	\$ 70,298
Sheriff	\$ 70,766
Recorder	\$ 69,965
Attorney	\$106,730

BE IT FURTHER RESOLVED, that Sheriff Randall Willis be compensated an additional \$8,725 annually for duties performed as the Stevens County Emergency Management Director and,

BE IT FURTHER RESOLVED that all compensation granted above shall be effective January 1, 2009, for all elected officials in payroll status as of that date,

BE IT FURTHER RESOLVED that the Stevens County Attorney's office shall, effective January 1, 2009, be deemed to have forfeited both additional health insurance policies (and associated benefits) which has previously been provided to the County Attorney's Office in calendar years 2007 and earlier (one having been already forfeited, pursuant to negotiations, for calendar year 2008), by agreement with and at the suggestion of the County Attorney, in accordance with his memo regarding adjustments to Line 6102 of his 2009 budget for part-time secretarial wages.

Commissioner Munsterman seconded the motion and all members voting aye, motion carried.

Commissioner Watzke moved the following resolution:

**RESOLUTION NO. 081231-24**

**A RESOLUTION ESTABLISHING COMPENSATION  
FOR APPOINTED OFFICIALS & NON-UNION & SUPERVISORY POSITIONS  
FOR CALENDAR YEAR 2009**

WHEREAS, it is the duty of the Stevens County Board of Commissioners to annually review compensation for appointed officials of the County, and

WHEREAS, the Board has reviewed the current compensation structure and met with those officials desiring to discuss their compensation with the Board, and further establishes a 3% COLA increase to salaries in accordance with the county's non-union compensation system;

NOW, THEREFORE, BE IT RESOLVED, that the Stevens County Board of Commissioners establishes the following compensation schedule for appointed officials effective January 1, 2009:

<b>POSITION</b>	<b>GRADE/STEP</b>
	On Non-Union Pay Scale
Chief Deputy Auditor-Treasurer	15/7
Administrative Assistant Coordinator	11/4
Environmental Services Coordinator	17/7
IT Administrator	19/6
Tax Specialist/Document Imaging Coordinator	13/10
HS Financial Officer	19/5
Social Services Supervisor	19/5
Highway Engineer	23/10
Maintenance Supervisor, Highway	16/9
Engineering Tech Supervisor	15/9
Assessor	19/9
Facilities Manager	18/3

Human Services Director	23/5
County Coordinator	23/8
Sheriff Administrative Assistant	11/8
STS Coordinator	10/2

Commissioner Sayre seconded the motion and all members voting aye, the motion carried.

On a motion by Munsterman, second by Kloos and all members voting aye, the Board approved the 2009-2010 Labor Contract Agreement with Human Services/Courthouse AFSCME Employees.

Commissioner Sayre moved the following resolution:

**RESOLUTION NO. 081231-25**

**HONORING THE PUBLIC SERVICE OF  
RETIRING COMMISSIONER NEAL HOFLAND**

WHEREAS, Neal Hofland has served the citizens of his Commissioner's District and all of Stevens County for the past eight years with distinction and honor, and

WHEREAS, Neal has now chosen to leave public service in order to spend time with family, friends and neighbors and to create new experiences for his already-impressive legacy as a winner on-and-off the field;

NOW THEREFORE BE IT RESOLVED that the Stevens County Board of Commissioners hereby offers its thanks and commendations to Neal Hofland for his loyal, dedicated service as a County Commissioner;

BE IT FURTHER RESOLVED that Wednesday, December 31, 2008, be proclaimed: "Neal Hofland Day" in Stevens County.

Commissioner Watzke seconded the motion and all members voting aye, the motion carried.

Having no further business, the meeting was adjourned at 9:50 a.m. to attend a reception in Neal's honor.

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James Thoreen, County Coordinator

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Neal Hofland, Chair