

**STEVENS COUNTY
BOARD OF COMMISSIONERS
Official Proceedings
Tuesday, April 5, 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, April 5, by Chair Ron Staples. Members in attendance were Ennen, Kopitzke, Wohlers, Wiese, and Staples.

The Pledge of Allegiance was recited.

Commissioner Kopitzke moved to approve the agenda with one addition: Nicky Young, Facilities Manager; approval of a fleet purchase. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve minutes of the 3/15/22 regular board meeting. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve the condensed minutes of the 3/15/22 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 3/16/22, 3/17/22, 3/23/22 and 3/30/22 time periods for review. Buss fielded questions.

Jessica Green from Northland Securities presented a finance plan for The General Obligation Ditch Bonds, Series 2022A for CD25.

Commissioner Wiese moved the following resolution:

**RESOLUTION 220405-34
AUTHORIZING ISSUANCE AND SALE OF GENERAL
OBLIGATION DITCH BONDS, SERIES 2022A**

BE IT RESOLVED by the Board of Commissioners of Stevens County, Minnesota (the "County"), as follows:

Section 1. Authorization: Purpose. It is hereby determined to be in the best interests of the County to issue its General Obligation Ditch Bonds, Series 2022A, in the approximate principal amount of \$3,355,000 (the "Bonds"), as authorized pursuant to Minnesota Statutes, Chapter 475 and Sections 103E.635, for the purpose of financing improvements to County Ditch 25 and funding costs of issuance of the Bonds.

Section 2. Notice of Sale. Northland Securities, Inc., municipal advisor to the County, has presented to this Board a form of Notice of Sale for the Bonds which is attached hereto and hereby approved. Each and all of the provisions of the Notice of Sale are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, with such changes thereto as the County Auditor/Treasurer may approve hereafter. Northland Securities, Inc. is hereby authorized, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), to

solicit bids for the Bonds on behalf of the County on a competitive basis without requirement of published notice.

Section 3. Award and Sale. The Board shall meet at the times and places shown in the Notice of Sale for the purpose of considering sealed bids for the purchase of the Bonds and of taking such action thereon as may be in the best interest of the County.

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

Commissioner Kopitzke motioned to approve the Municipal Advisory Service Agreement between Stevens County and Northland Securities. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

County Engineer Todd Larson gave an update on maintenance and engineering. Larson presented a 5-year graveling plan.

Larson requested approval to advertise for bids. Commissioner Kopitzke motioned to advertise CP 2022-01, gravel base project for CSAH 4. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Ennen motioned to advertise CP 2022-02, concrete crushing of 4,000 cubic yards. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Larson presented the 2021 Highway Report for approval. Commissioner Kopitzke motioned to accept the 2021 Highway report as presented. Commissioner Wiese seconded the motion, with all members voting aye, motion carried.

Human Resources Coordinator Jan Gomer gave a staffing update on open positions and advertising.

Gomer presented updated policies for approval. Updated Policy 3.15 Dress Code included language addressed in union negotiations with AFSCME Highway group and clearer language pertaining to appropriateness of dress attire. Commissioner Kopitzke motioned to approve 3.15 Dress Code as presented. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Gomer requested approval for Policy 4.1 Respectful Workplace Policy. Commissioner Wohlers motioned to approve 4.1 Respectful Workplace Policy as presented. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Gomer requested approval of updated Chapter 22 Telecommuting Policy. Commissioner Wohlers motioned to approve update Chapter 22 Telecommuting Policy as presented. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Gomer requested approval for a new policy 3.18 Recording Workplace Communication Prohibited. After some discussion, Commissioner Staples motioned to approve the 3.18 Recording Workplace Communication Prohibited Policy. Commissioner Kopitzke seconded the motion. Motion passed with following votes: Aye; Staples, Kopitzke and Wiese. Nay; Wohlers and Ennen.

Facilities Manager Nick Young requested approval for purchase of a scheduled vehicle replacement for Human Services. Commissioner Wiese motioned to approve purchase of 2022 Equinox from Heartland in the amount of \$25,295. Commissioner Kopitzke seconded the motion. Motion passed with the following votes: Aye; Wiese, Kopitzke, Ennen and Wohlers. Nay; Staples.

County Administrator Becky Young presented a letter of request from Linda Varva for reappointment to Bois de Sioux Watershed Board for approval. Commissioner Ennen motioned approve Linda Varvas reappointment. Commissioner Kopitzke seconded the motion with all members voting aye, motion carried.

Young presented letter from Big Stone County to discontinue shared services for the engineer position. Commissioner Kopitzke motioned to send a response letter on behalf of the board that we will discontinue shared services as of 12/31/22. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Young requested the Boards approval of a resolution indicating county willingness to apply for West Central Initiative Grant and accept funds for qualified project. Commissioner Ennen moved the following resolution:

**RESOLUTION 220405-35
WEST CENTRAL INITIATIVE
CHILDCARE CAPACITY GRANT**

WHEREAS, Stevens County has applied for a grant West Central Initiative (WCI), under its Childcare Education Capacity Grant Program; and

WHEREAS, if WCI funding is received, Stevens County is committed to implementing the proposed project as described in the grant application; and

WHEREAS, WCI requires that Stevens County enter into a grant agreement with WCI that identifies the terms and conditions of the funding award;

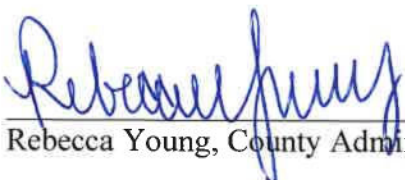
BE IT RESOLVED THAT the Stevens County Board of Commissioners hereby agrees to enter into and sign a grant agreement with WCI to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs the County Administrator to sign the grant agreement on its behalf.

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

Young gave a wheelage tax update.

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

Having no further business, the meeting was adjourned at 10:39 a.m. on a motion by Wohlers, second by Kopitzke and all members voting aye.



Rebecca Young, County Administrator



Ronald Staples, Chair

