

**STEVENS COUNTY  
BOARD OF COMMISSIONERS  
Regular Meeting  
Official Proceedings  
Tuesday, August 16, 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, August 16, 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 with three additions. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Ennen moved to approve minutes of the 8/2/22 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, Cam Erickson Stevens County Historical Society Director and Karen De Vita SCHS Board President provided an overview on 2022 activities and exhibits. Erickson requested an 4% increase to \$73,320 for consideration for 2023.

Rebecca Young County Administrator presented for Cheryl Kuhn SCIEC Executive Director an update on 2022 activities in Stevens County. SCIEC is requesting a 7% increase to \$70,169.00 for 2023. Young and Commissioner Wohlers fielded questions from the board.

Erin Smith Viking Library Director gave an overview of services offered and updates made in 2022. Smith requested a 2.5% increase for the 2023 budget appropriation. Ann Barber Morris Public Library provided some statistics on ILL services for outreach. Nicole Lindor the new librarian for Hancock library gave an update on services offered.

Ryan Sleiter, Ryan Anderson and Steve Storck representing the Stevens County Fair Board thanked the Board of Commissioners for their support for another successful 2022 County Fair. SCFB is requesting \$36,500 for 2023 plus additional one-time ask of \$20,000 for 150<sup>th</sup> celebration for 2023. SCFB provided an update on future projects for 2023.

Matt Solemsaas SWCD Administrator gave an overview of budget and projects for 2022. SWCD is requesting \$110,000 in appropriation funds plus \$14,400 in capacity funding, and up to \$25,000 in actual expenses for buffer work that is billable at year end.

Human Services Director Liberty Sleiter presented the list of warrants for approval. Human Service warrants were approved in the amount of \$122,662.10 on a motion by Ennen, second by Kopitzke and all members voting aye, motion carried.

Sleiter presented 2022-23 Fee Schedule for approval. Commissioner Kopitzke motioned to approve 2022-23 Fee Schedule as presented. Commissioner Wiese seconded the motion with all members voting aye.

Human Resource Coordinator Jan Gomer provided a staffing update on open positions.

Gomer requested approval to hire Alexander Walcott as Full-Time Dispatch/Jailer. Commissioner Ennen motioned to hire Alexander Walcott as Full-Time Dispatcher/Jailer at Grade 15, Step 3, effective August 22, 2022, upon a successful background check. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Gomer presented the AP Safety Training Contract for renewal. These are online training modules sent out to employees for completion which fulfills OSHA and other legal requirements for annual training. Commissioner Kopitzke motioned to approve the AP Safety Training Contract from October 1, 2022, through September 30, 2023, in the amount of \$4,285.00 which is an increase from \$2,850. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Auditor Treasurer Stephanie Buss presented the list of Auditor's Warrants for the 07/29/22, 08/03/22 and 08/10/22 time periods for review. Buss fielded questions.

Buss presented the Commissioner Warrants for approval. Buss fielded questions.

Commissioner Kopitzke moved to approve the Commissioner Warrants excluding Morris Auto for \$50.

<b>FUND</b>	<b>AMOUNT</b>
County Revenue Fund	\$130,494.61
Special Reserves Fund	\$834.97
County Road and Bridge Fund	\$55,714.44
Solid Waste Service	\$4,407.90
County Ditches Fund	\$13,569.02
<b>TOTAL</b>	<b>\$205,020.94</b>
Warrants \$2000 or more:	
Counties Providing Technology	\$6,671.00
Donnelly Coop	\$2,720.71
Douglas County Jail	\$2,820.00
Engbretson & Sons Disposal Service, Inc	\$12,148.83
Fidlar Technologies Inc	\$5,000.00
I & S Group, Inc	\$3,583.75
Kandiyohi County Sheriffs Office	\$2,745.00
Longergan, Mike	\$2,000.00
McLeod County Solid Waste	\$2,285.40
Millis Parts Center	\$3,267.04
Mn Counties Intergovernmental Trust	\$3,259.00
Morris Electronics Inc	\$15,046.61
Quadient Finance USA, Inc	\$4,000.00
Royal Tire Inc	\$21,207.52
Rupps Unique Auto Body	\$6,219.86
SJKK Plumbing & Heating Inc.	\$18,239.23
Stevens County Highway Dept.	\$6,539.57

Stevens County Times	\$2,124.20
Traverse County Auditor	\$43,197.89
Traverse County Sheriff	\$2,580.00
Tri County Coop	\$8,133.04
Payments for less than \$2000	\$31,232.29
TOTAL	\$205,020.94

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

Commissioner Wiese motioned to approve Morris Auto in the amount of \$50. Commissioner Wohlers seconded the motion. The motion passed upon the following vote: Staples, Wiese, Wohlers, and Kopitzke – Ayes. Ennen abstain.

Buss requested approval of loan advance from CD18 to CD16 in the amount of \$18,000. Commissioner Ennen motioned to approve loan advance from CD18 to CD16 in the amount of \$18,000. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Buss presented TNT supplement insert for discussion. Statute 275.065 subd. 3b is requiring counties to prepare a one-page supplement to go along with the TNT statements providing levy and budget information. After some discussion, information will be published on Stevens County website. Commissioner Kopitzke motioned to approve TNT format as presented to the board in response to MN Statute 275.065 Subd. 3b with statement on the TNT stating it is available on the county's website. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

County Engineer Todd Larson presented for Jon Maras Assistant County Engineer request to accept bids for two culvert replacements. Commissioner Ennen motioned to award contract for culvert replacement on County Road 66 to apparent low bidder, Schaefer Excavating LLC, of Hancock in the amount of \$29,675.96. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Wohlers motioned to award contract for culvert replacement on County Road 8 to the low bidder, Joe Riley Construction, Inc. in the amount of \$45,509. Commissioner Kopitzke seconded the motion with all members voting aye, motioned carried.

County Administrator Rebecca Young gave an update on 2023 budget schedule. August 29, 2022, will be a budget work session at 8:30 a.m.

Young presented requesting a letter to Big Stone County. Young gave an overview of the dissolution of the BSC shared services contract. Young fielded questions. After some discussion, Young was directed to draft a letter of concern to send to BSC.

Young presented final Daycare Grant for increase capacity for final review and approval. Young provided the finalized draft grant with developer. Young fielded questions. Commissioner Wohlers motioned to approve the final grant agreement with Apollo Development as presented. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Young presented an updated purchase agreement for HRA. Board previously authorized purchase. Agreement was updated to reflect right of first purchase back to HRA if we do not use



all of the land for our development. Young noted the County would pay in addition to the land, costs for title agent, state deed taxes, and filing fees as applicable. After some discussion, Commissioner Kopitzke motioned to approve the modification to the Final Draft Purchase Agreement with HRA. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Young requested payment to Donlar for Pay Application #15. Young gave an update on the construction project. Commissioner Wohlers motioned to pay Donlar Pay Application #15 in the amount of \$25,963.82. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Young requested letter of support for DEED Grant participants. Young gave an overview. Commissioner Kopitzke motioned to write letters of support to both Morris Are Child Care Center and Hancock Nest. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.


Commissioner Wohlers motioned to support being a fiscal agent if needed for DEED Grant due August 26, 2022. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Sheriff Jason Dingman presented the Law Enforcement Contract for approval. Morris City Council approved the agreement at their August 9, 2022, meeting. Dingman fielded questions. Commissioner Kopitzke motioned to approve Law Enforcement Contract as presented. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Dingman presented information on law enforcement squads for purchase. Sheriffs office has been facing delays on ordering and receiving squads. Dingman would like to add to fleet order and order two squads for 2023. Dingman fielded questions. Commissioner Kopitzke motioned to approve two FI50 from Tenvorde – State Bid, apparent low bidder, in the amount of \$42,859 each. 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 10:55 a.m. on a motion by Wohlers, second by Wiese and all members voting aye.

  
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Rebecca Young/County Ajkfunistrator

  
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Ron Staples, Chair