

**KITTSON COUNTY BOARD
PROCEEDINGS
MAY 16, 2023**

The Kittson County Board of Commissioners met, pursuant to adjournment on May 16, 2023 at 9:00 a.m. Commissioner Kraulik excused absence.

The meeting was called to order by Chairperson Younggren. The pledge to the flag was given.

A motion was made by Commissioner Gillie, seconded by Commissioner Swenson and unanimously carried to approve the agenda.

A motion was made by Commissioner Olson, seconded by Commissioner Swenson and unanimously carried to approve the Board minutes from the May 2, 2023 Board meeting.

A motion was made by Commissioner Olson, seconded by Commissioner Gillie and unanimously carried to approve the Bills and Meal Reimbursements sheets.

Commissioner's	\$366,352.85
Auditor's	
4/21	\$15,921.19
5/12	\$110,993.94
Meal Reimbursements	\$228.15

Wayne Jacobson, Veteran Service Officer presented the 2022 Summary of Expenses Report to the Commission. The report highlighted the 263 Kittson County veterans are receiving services of approximately three million three hundred and nine thousand dollars (\$3,309,000) which included compensation, pension and medical care.

Jamie Osowski, Kittson County Soil and Water Conservation District Administrator presented the 2022 Feedlot Officer Annual Report for approval. A motion was made by Commissioner Gillie, seconded by Commissioner Olson and unanimously carried. Osowski provided updates on the two current openings in their agency and the annual tree sales to landowners.

Kathy Johnson, Social Services Director:

- Presented for approval the target case management (TCM) interactive video visit policy. Policy is now allowable by the state of Minnesota to allow a virtual visit of clients as a reimbursable visit by social workers with their clients. Monthly visits are a requirement and with COVID the state has become more flexible with a virtual visit. Physical visit contact is still preferred. The policy would allow workers to utilize this option especially in the winter months. A motion was made by Commissioner Gillie and seconded by Commissioner Swenson passing unanimously the policy.

- Beth Seed presented the department of Human Services (DHS) Performance Report.

- Review of the healthcare report which due to verification of addresses for clients has added the workload for our staff. The State of Minnesota has allocated additional funding to counties with Kittson County eligible for twenty-seven thousand dollars (\$27,000).

- Decision on caseload revisions.
- Request to extend the hours for Intertech an additional fifty (50) hours as they continue to work on the Tyler financial patch. A motion made by Commissioner Gillie, seconded by Commissioner Swenson and unanimously passed.

- Brief discussion on the Red River Juvenile Detention Center closing due to lworkforce issues,

Andrea Weleski, Highway Engineer presented for approval:

- Approval for repairing the transmission on the 2002 frontload loader quote of \$46,942.33 with John Deere. A motion was made by Commissioner Gillie, seconded by Commissioner Olson and approved unanimously.
- Taken off a table from the May 2

meeting the county contributing to the joint watershed/county project regarding Juneberry Road ditch system. Request was for an eighteen-thousand-dollar (\$18,000) contribution. A motion was made by Commissioner Swenson, seconded by Commissioner Olson and passed unanimously.

- Approval of county wide regrading bid to Thygeson Construction for \$201,177.77. A motion was made by Commissioner Swenson, seconded by Commissioner Olson and unanimously carried to approve the bid.

- Approval of grant resolution for Local Road Improvement Program LRIP required to be resubmitted. A motion made by Commissioner Gillie, seconded by Commissioner Swenson and approved unanimously.

- Approval for hiring summer help after former employees reached out to the highway department. Kyler Coffield, Jagger Olson, Eli Lunsetter and Isaac Lindegard. A motion was made by Commissioner Gillie, seconded by Commissioner Olson and unanimously carried to approve the summer help hires.

- Updated Commission on the awarding of funding for the Lake Bronson State Park road access and bridge in the amount of two million three hundred thousand dollars (\$2,300,000).

Administrator Buhmann presented a brief description of the May 9, 2023 Commissioner workshop where two vendors Mark Goldberg from David Drown & Associates and Robert Bjorklund from Bjorklund & Associates presented proposals for an employee comparable worth study to review the County's current salary structure. Administrator Buhmann also presented the job descriptions for an IT Director and Financial Officer/Taxpayer Trainee positions. Also discussed at the meeting with the potential joining of the National Center for Public Lands Counties through the National Association of Counties Organization (NACO).

Administrator Buhmann presented for approval the authorization of signatures of Shirley Swenson and Brian Buhmann to the American Federal Banking Accounts. A motion was made by Commissioner Olson, seconded by Commissioner Swenson and unanimously carried to approve the authorized signatures.

Administrator Buhmann requested that a special Board meeting be scheduled for May 23, 2023 at 8:30 a.m. to address the approval of road bids for the highway department. A motion was made by Commissioner Olson, seconded by Commissioner Swenson and approved the meeting date unanimously. Reminded Commissioners of the workshop scheduled for 9 a.m. on the 23rd.

Administrator Buhmann presented for approval a new IT Director position and to be allowed to advertise the position. A motion was made by Commissioner Gillie, seconded by Commissioner Swenson and unanimously approved.

Buhmann next presented for approval the new Financial Officer/Taxpayer Trainee position and asked to advertise the position. A motion was made by Commissioner Olson, seconded by Commissioner Gillie and unanimously approved.

Buhmann lead a brief discussion recent legislation passed during the 2023 session.

Commissioner Swenson reported meeting with Customs and Border Patrol staff regarding the Lancaster Port entry operating hours. No anticipated changes in the hours came from this meeting. Commissioner Gillie shared attending the AMC Futures meeting where the cannabis law passage was discussed. Discussion on Bridging the Divide, growing your leadership from within and the energy policy. Commissioner Olson

shared attending the Juneberry Road joint partnership in Roseau to address flooding issues. Commissioner Younggren shared attending the MarKit monthly meeting. A new packer is scheduled to arrive in June. They have sold the older packer to Polk County.

Buhmann shared the correspondence from The Northwest Regional Development Commissioner celebrating their 50th Anniversary, Tuesday June 6, 2023 in Warren from 11:30-2 p.m. Lunch to be provided

A motion was made by Commissioner Olson, seconded by Commissioner Swenson and unanimously carried to adjourn the meeting at 10:34 a.m.

Loren Younggren,
Kittson County Board Chair
ATTEST: Brian E. Buhmann,
Kittson County Administrator

**KITTSON COUNTY SPECIAL BOARD
PROCEEDINGS
MAY 23, 2023**

The Kittson County Board of Commissioners met, pursuant to adjournment on May 23, 2023 at 8:30 a.m. Commissioner Kraulik joined 8:35 a.m., Commissioner Gillie at 8:41 a.m.

The meeting was called to order by Chairperson Younggren. The pledge to the flag was given.

Andrea Weleski, Highway Engineer presented for approval the bids for the SAP 035-610-016 CSAH 10 with the low bidder being R.J. Zavoral & Sons Inc. coming in at four million two hundred and twenty-four thousand seven hundred and nine dollars and thirty-one cents. (\$4,224,709.31) which was approximately ten percent higher than the budgeted amount. With the overage, Weleski requested the Board to pass two resolutions to transfer state funds budgeted for fiscal year 2024 to fiscal year 2023 in the amount of one million two hundred thousand dollars (\$1,200,000.00) and transfer municipal state construction funds (maintenance) in the amount of four hundred thousand dollars (\$400,000.00).

A motion was made by Commissioner Swenson, seconded by Commissioner Olson and passed on a 4-0 vote to approve the contract with R.J. Zavoral & Sons, Inc.

A motion was made by Commissioner Kraulik, seconded by Commissioner Olson to approve Resolution #23-20 For Advance of Regular State Aid Construction Funds in the amount of one million two hundred thousand dollars (\$1,200,000.00) motion passed unanimously.

A motion was made by Commissioner Swenson, seconded by Commissioner Kraulik to approve Resolution #23-19 Transfer of Municipal State Aid Construction Funds (maintenance) in the amount of four hundred thousand dollars (\$400,000.00) motion passed unanimously.

Sheriff Vig presented a request to hire Neiko Clevan as deputy starting June 1, 2023 on grade C-43-4, step five (5) at thirty-three dollars and six cents an hour (\$33.06/hr). Clevan currently works with Roseau County as a deputy and has worked as a dispatcher as well. A motion was made by Commissioner Olson, seconded by Commissioner Gillie and passed unanimously.

A motion made to adjourn meeting made by Commissioner Kraulik, seconded by Commissioner Swenson and passed unanimously to adjourn at 8:45 a.m.

Loren Younggren,
Kittson County Board Chair
ATTEST: Brian E. Buhmann,
Kittson County Administrator
(June 14, 2023)