

KITTSON COUNTY BOARD PROCEEDINGS

December 19, 2023

The Kittson County Board of Commissioners met, pursuant to adjournment on December 19, 2023, at 9:00 a.m.

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

Some additions to the agenda were presented by Chairperson Younggren: Table approval of the Board of Commissioners TNT Meeting from December 7th, 2023, add discussion for a fuel bid from Johnson Oil Company on behalf of Andrea Weleski and the Kittson County Highway Department, and table the approval of an LELS Labor Contract. A motion was made by Commissioner Gillie, seconded by Commissioner Olson and unanimously carried to approve the agenda with the additions. Motion carried with unanimous approval.

A motion was made by Commissioner Swenson, seconded by Commissioner Kraulik and unanimously carried to approve the Board minutes from the December 7, 2023, Board meeting.

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

| | |
|----------------|--------------|
| Commissioner's | \$212,643.90 |
| Auditor's | |
| 12/04/2023 | \$328,544.03 |
| 12/15/2023 | \$137,172.35 |

Lance Henrickson, Kittson County Information Technology (IT) Director, appeared before the Board to discuss for approval the IT Policy, a contract for the Kittson County website through Revize, and Marco Network Upgrade Quotes. Revize has quoted a flat fee of \$3,500 yearly for four years for implementation, design and redesign, and construction of the county website. Revize would offer an updated and more user-friendly experience, as well as the ability to livestream Board meetings directly on the website and a ChatBot option for users, with a timeline of 21 weeks to have the website fully functional and live. Henrickson recommended the implementation of a Technology Committee to acquire opinions and recommendations from various departments throughout the county. A motion to approve the contract was made by Commissioner Kraulik and seconded by Commissioner Gillie.

Henrickson provided Marco Network upgrade quotes of \$78,906.29 with \$50,000 due in 2023, which was included in the 2023 budget, and the remaining balance due in 2024, which will fall within the 2024 budget. Marco Network provides the security network for the servers and switches for Kittson County, which are recommended to be upgraded. The firewall and routers are also recommended to be upgraded for additional security. The upgrades would provide improved connectivity and speed throughout the network. A motion for approval was made by Commissioner Olson and seconded by Commissioner Swenson. The motion carried unanimously.

The 2024 IT Policy was discussed, including a list of websites that would be considered prohibited during work hours, which includes a list of websites that are automatically blocked by Marco Network. Multi-factor authentication was also discussed for enhanced security. Once approved, an addendum to the policy will be distributed including multi-factor authentication. A motion was made by Commissioner Gillie to approve the 2024 IT Policy, which will be distributed to the Department Heads and then signed by each county employee to indicate adherence. The motion was seconded by Commissioner Swenson and carried unanimously.

A motion to approve the salaries of the County Board Resolution #23-38 for 2024 was made by Commissioner Gillie, seconded by Commissioner Olson, and carried unanimously.

2024 COUNTY BOARD SALARY

BE IT RESOLVED that the salary for the County Board of Commissioners for the year 2024 shall be \$25,610.07

BE IT FURTHER RESOLVED that this resolution shall be published in accordance with Minnesota Statute 375.055.

| | |
|------------------------------|---------|
| 2024 Per Diem rates will be: | |
| Less than 4 hour meeting | \$60.00 |
| 4 hour or greater meeting | \$90.00 |

A motion to approve the salaries of elected officials for 2024 by Resolution #23-39 was made by Commissioner Swenson, seconded by Commissioner Kraulik, and carried unanimously.

2024 ELECTED

BE IT RESOLVED that the salaries paid to the elected officials are hereby established for the period of January 1, 2024 through December 31, 2024 at the following rates:

| | |
|----------------------------------|--------------|
| Matt Vig, County Sheriff | \$102,431.29 |
| Robert Albrecht, County Attorney | \$46,115.00 |

A motion to approve the 2024 Ditch Levies-Resolution #23-40 was made by Commissioner Gillie and seconded by Commissioner Olson. Motion carried.

2024 DITCH LEVIES

BE IT RESOLVED that the Kittson County Board of Commissioners has set the budget and levies for 2024 for the ditches in Kittson County as follows:

| County Ditch # | 2024 Levy | County Ditch # | 2024 Levy |
|----------------|-----------|------------------|-----------|
| #1 | 1,000 | #28 | 5,000 |
| #4 | 500 | #29 | 4,000 |
| #8 | 12,000 | #30 | 5,000 |
| #9 | 2,500 | #31 | 1,000 |
| #11 | 1,500 | #33 | -0- |
| #12 | 5,000 | | |
| #13 | 7,500 | State Ditch # | 2024 Levy |
| #14 | 5,000 | #1 | 6,000 |
| #15 | 7,500 | #48 | 500 |
| #16 | 1,000 | #84 | 20,000 |
| #17 | 500 | #85 | 1,000 |
| #18 | 5,000 | | |
| #19 | 15,000 | Judicial Ditch # | 2024 Levy |
| #20 | 2,500 | #31 | 8,000 |
| #22 | 2,500 | #32 | 1,500 |
| #23 | 2,000 | | |
| #25 | 2,500 | | |
| #26 | 2,000 | | |
| #27 | 1,000 | | |

Set by Joint Ditch Boards:

| Joint Ditch # | 2024 Levy |
|---------------|-----------|
| # 33 | 7,500 |
| #50 | 0 |
| #72 | 3,000 |
| #90 | 10,000 |
| #95 | 0 |

Andrea Weleski, Kittson County Highway Engineer, presented for approval fuel quotes and a proposal for Geotechnical Engineering Services. Two bids were provided for diesel fuel: Cenex/Farmer's Union at \$2.35 per gallon and Johnson Oil Company at \$2.32 per gallon. 25,000 gallons would be provided at this quoted price by either company. Commissioner Gillie moved to accept the Johnson Oil Company bid. The motion was seconded by Commissioner Swenson and carried unanimously.

The Terracon proposal for County Road 63 (CR-63) from State Highway 11 to County Road 18 was presented. The proposal includes geotechnical engineering services to aggregate surfaced roads, including soil sampling and analysis to prevent further impairment of and properly assess improvements needed to the road due to groundwater and stratification of soil for \$6,530.00. Commissioner Gillie moved to approve the bid, seconded by Commissioner Swenson and carried unanimously.

Weleski also discussed the Highway Department's 2022 Annual Reports on budget, noting that the document is still fluid and working, pending finalized 2021 numbers. Maintenance costs of \$2,200,000 on 360 miles of state eligible roads, \$106,500 on 15.3 miles of municipal roads (eligible for state aid), and 93.66 miles of county roads that totaled \$581,700 in maintenance costs. 308.47 miles of ditches were mowed by Kittson County mowing contractors. 187.86 miles of ditches were mowed by Kittson County employees. 42,000 pounds of crack-filling material was used. 87 miles of edge line striping, 89 miles of center line skip striping, and 10 miles of solid striping were completed by a contractor. Over 2,000 work hours were spent due to the 2022 flood. The highway administered \$760,000 in contractor flood cleanup. \$1,200,000 was used for the Lancaster bridge project. The Highway purchased a road motor grader, a pickup and computer and safety upgrades. Weleski discussed current and future projects. Assets, liabilities, and Accounts Receivable/Payable of the Highway Department were also provided.

No committee reports were given.

Commissioner Olson made a motion to adjourn the meeting, seconded by Commissioner Kraulik. Motion carried.

Loren Younggren, Kittson County Board Chair

ATTEST: Shirley Swenson, Kittson County CFO

KITTSON COUNTY BOARD PROCEEDINGS

December 28, 2023

The Kittson County Board of Commissioners met, pursuant to adjournment on December 28, 2023 at 9:10 a.m.

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 Kraulik and unanimously carried to approve the agenda. Motion carried unanimously.

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

| | |
|----------------|--------------|
| Commissioner's | \$371,382.69 |
|----------------|--------------|

The 2024 Budget and Tax Levy was presented by Resolution, Commissioner Gillie moved to approve Resolution #23-41 seconded by Commissioner Kraulik and unanimously approved to carry.

2024 BUDGET AND TAX LEVY

WHEREAS, Department Administrators presented proposed budgets to the County Board for the year 2024, and

WHEREAS, said proposed budgets have been reviewed by the County Board and amended to a final budget amount for the following funds:

| | |
|-----------------|---------------------|
| Revenue | \$ 4,991,914 |
| Road & Bridge | \$ 628,915 |
| Social Services | \$ 860,473 |
| TOTAL | \$ 6,481,302 |

This provides for a tax levy for taxes to be collected in 2024 in the amount of \$5,863,220

NOW THEREFORE, BE IT RESOLVED that the budget for 2024 is hereby approved with the tax levy amount as follows:

| | |
|----------------------|---------------------|
| Revenue | \$ 4,991,914 |
| Road & Bridge | \$ 628,915 |
| Social Services | \$ 860,473 |
| TOTAL | \$ 6,481,302 |
| Less State Paid Aids | <u>\$ 618,082</u> |
| NET LEVY | \$ 5,863,220 |

BE IT FURTHER RESOLVED that the budgets are approved with the provisions that no major capital purchase of \$2,000 may be made without first obtaining approval from the County Board or Purchasing Committee.

To decrease the budget, and therefore the levy, the Kittson County Highway Department and Kittson County Social Services will use monies from their reserves in the 2024 year.

Approval to perform ditch tranfers for 2023 was requested. Commissioner Gillie made the motion to approve the accounting transfers, which will be presented by Shirley Swenson, Kittson County Chief Financial Officer upon completion. Commissioner Swenson seconded the motion, which then carried unanimously.

The 2024 cost of living adjustment (COLA) of 4.5% for county employees, and the pay scales for the years of 2024, 2025 and 2026 calculated through negotiations with the three separate unions, was presented for approval. The agreement also includes a 4.0% COLA for 2025, and a 3.5% COLA in 2026. A motion to approve the 3-year COLA was made by Commissioner Olson, then seconded by Commissioner Kraulik. The motion carried unanimously.

Jeanna Kujava, Public Health Director, representing the Kittson County Substance Abuse Prevention Task Force (SAPTF), brought forth for consideration a proposal to transfer \$10,000 from the Task Force's operating fund to a short-term 3-month Certificate of Deposit (CD) at American Federal Bank. Jeanna also presented the 2024 Annual Budget for SAPTF. A motion to approve the transfer was made by Commissioner Gillie, seconded by Commissioner Swenson, and unanimously approved. A motion to approve the budget was made by Commissioner Gillie. Commissioner Olson seconded the motion. Motion carried unanimously.

Commissioner Swenson made a motion to adjourn the meeting, seconded by Commissioner Kraulik. Motion carried unanimously.

Loren Younggren, Kittson County Board Chair

ATTEST: Shirley Swenson, Kittson County CFO

KITTSON COUNTY BOARD PROCEEDINGS

January 2, 2024

The Kittson County Board of Commissioners met, pursuant to adjournment on January 2, 2024 at 9:00 a.m.

The meeting was called to order by Interim Kittson County Administrator Kathy Johnson. The pledge to the flag was given.

Nomination and elections of Chairperson and Vice-Chairperson for 2024 were discussed. Commissioner Kraulik nominated Commissioner Younggren as Chairperson. The nomination was seconded by Commissioner Gillie. No other nominations were presented. Motion to approve Commissioner Younggren as Chairperson passed unanimously. Commissioner Gillie nominated Commissioner Kraulik as Vice-Chairperson, seconded by Commissioner Olson. No other nominations were presented, and the motion carried unanimously.

An addition to the agenda was presented by Johnson: Add approval for Resolution 23-40, where incorrect commissioners were listed on the Resolution. The Resolution will be presented again with updated information for approval. A motion was made by Commissioner Gillie, seconded by Commissioner Swenson and unanimously carried to approve the agenda with the addition.

The 2024 County Committee Appointments were discussed. It was decided to update and bring back the appointments for assignment.

Newspaper bids were opened and approval was requested to award the bid to the Kittson County Enterprise as the first paper and awarding the second paper to the North Star News by Resolution #24-01

2024 NEWSPAPER

BE IT RESOLVED that the Kittson County Enterprise is hereby designated by the Board of County Commissioners of the County of Kittson, State of Minnesota, the newspaper in which shall be published the 2024 County Board Proceedings pursuant to Minnesota Statute 375.12, Financial Statement for Kittson County for 2023 pursuant to Minnesota Statute 375.17, the list of real estate taxes remaining delinquent in Kittson County on the first day of January 2024 pursuant to Minnesota Statute 279.09 and all other legal notices required by the county.

BE IT FURTHER RESOLVED that the North Star News is hereby designated by the Board of County Commissioners of the County of Kittson, State of Minnesota, the newspaper in which the second publication of the Financial Statement for 2023 shall be published pursuant to Minnesota Statute 375.17 and all other legal notices required by the county.

Commissioner Gillie motioned to approve Kittson County Enterprise as first newspaper and North Star News as second newspaper to be used for publishing of the 2024 County Board Proceedings. Commissioner Kraulik seconded the motion. Motion carried unanimously.

A motion was made by Commissioner Olson to set the 2024 Board Meeting Schedule as the first and third Tuesday of each month at 9:00 a.m. Commissioner Gillie seconded the motion, which was then carried unanimously.

A motion was made by Commissioner Gillie, seconded by Commissioner Swenson and unanimously carried to approve the minutes from the December 7, 2023, Truth in Taxation meeting.

Approval for the December 19th, 2023, Board meeting minutes was tabled for revision and amendment. A corrected copy of the minutes will be brought for approval.

A motion was made by Commissioner Younggren and seconded by Commissioner Gillie to amend the time reported and approve the December 28th, 2023, Board meeting minutes. The motion carried unanimously.

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

| | |
|----------------|-------------|
| Commissioner's | \$96,255.78 |
|----------------|-------------|

Kittson County Engineer Andrea Weleski requested approval to hire Amey Swenson as the Highway Accountant. Amey has been completing the duties of Highway Accountant since November 12, 2023, considered Band B32, Grade 1, Step 4 at a wage of \$27.46 hourly. Swenson was promoted to Band B32, Grade 1, Step 5 as of December 10, 2023, at the rate of \$29.31. Any overpay for work out of class from November 12th through December 9th will be taken out of pay. A 6-month probation period will apply with the option to extend. Commissioner Olson moved to approve the motion. Commissioner Gillie seconded the motion. Commissioner Swenson abstained. Motion carried.

Interim Administrator Johnson provided updates including the 2024 IRS mileage rate increase to \$0.67 per mile and increased time away from the Administrator's office to address her Social Services role due to an increase in cases in the office.

The personnel committee presented for approval the hiring of Aimee Suffgen as Kittson County Administrator. Sugden will assume the role February 5th, 2024. Commissioner Gillie motioned to approve the hiring, seconded by Commissioner Swenson. Motion carried.

Shirley Swenson, Kittson County CFO, requested approval to hire Trisha Vagle as License Specialist as a Band B22, Step 1 at \$22.38 hourly. Commissioner Gillie motioned to approve, seconded by Commissioner Olson, and carried unanimously.

Committee Reports were given. Commissioner Gillie presented on behalf of Alluma, where finances and a 3-year budget were discussed as well as a potential merger with Northwest Apartments in Crookston, MN to expand and offer additional mental health services. Commissioner Younggren presented on behalf of the Substance Abuse Prevention Task Force (SAPTF), where budget and event planning were discussed.

Commissioner Gillie moved to add Per Diems, Meals, and Expense Sheets to the agenda for the meeting. The motion was seconded by Commissioner Swenson and carried unanimously.

| | |
|------------------|----------|
| Per Diems | |
| Kenneth Peterson | \$300.00 |
| Loren Younggren | \$900.00 |
| Leon Olson | \$660.00 |
| Meals | \$10.45 |

Commissioner Olson moved to approve the meals, seconded by Commissioner Gillie. Motion carried unanimously.

Commissioner Swenson moved to approve per diems, seconded by Commissioner Kraulik and carried unanimously.

No correspondence was presented.

Amended Resolution 23-40 was presented to reflect the current Board of Commissioners. Commissioner Gillie moved to approve the amended Resolution, seconded by Commissioner Swenson and carried unanimously.

Commissioner Gillie presented an addition to an upcoming agenda the remainder of the Campaign Finance and Public Disclosure Board Report that is due end of January.

Commissioner Gillie made a motion to adjourn the meeting, seconded by Commissioner Swenson. Motion carried unanimously.

Loren Younggren, Kittson County Board Chair

ATTEST: Shirley Swenson, Kittson County CFO

(January 24, 2024)