

**KITTSON COUNTY BOARD  
PROCEEDINGS  
January 21, 2025**

The Kittson County Board of Commissioners met, pursuant to adjournment on January 21, 2025, at 9:00 a.m.

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

An addition to the agenda was presented by Administrator Sugden: Add approval of employee resignation. A motion was made by Commissioner Gillie, seconded by Commissioner Swenson and unanimously carried to accept the addition. Commissioner Gillie then moved to approve the agenda, seconded by Commissioner Jones. Motion carried.

The meeting was opened for public comment. Cody Schmalz commented that he intended to be present for the opening of bids for tax forfeited leased lands.

A motion was made by Commissioner Gillie, seconded by Commissioner Johnson, and unanimously carried to approve the Board minutes from the January 7, 2025, Board meeting.

A motion was made by Commissioner Gillie, seconded by Commissioner Swenson, and unanimously carried to approve the bills, meal reimbursements, and per diems.

Commissioner's	\$469,830.91
Meal Reimbursements	\$129.43

Brittany Swenson, Social Services Director, presented an addendum to a Caseworks contract to include pilot program Case Status Tracker, authorizing Next Chapter Technology to provide access of client information directly to the Department of Human Services (DHS). Social Services clients will also receive login information to allow online tracking of their cases, including the option to fill and submit forms. Commissioner Swenson moved to approve the addendum, seconded by Commissioner Gillie. Motion carried.

Kittson County Sheriff Matt Vig appeared before the Board to request consideration of the renewal of Independent Emergency Services Support Program (911), a three-year contract that includes necessary radio equipment for \$55,766.65 to be expended from the existing 911 budget. A motion to approve the renewal was made by Commissioner Gillie, seconded by Commissioner Jones, and carried unanimously.

Shirley Swenson, Kittson County CFO, presented a renewal of the Blue Cross Blue Shield Medicare Plan contract due to erroneous omission of a \$5.00 per month per member commission charge by Blue Cross Blue Shield. Commissioner Gillie moved to approve the renewal, seconded by Commissioner Johnson. Motion carried.

Keith Klegstad, Kittson County Highway Department, requested approval for advertisement of several construction and maintenance projects. Commissioner

Swenson moved to approve advertisement of the following construction projects: SAP 035-599-122, SAP 035-607-029, SAP 035-607-032, SAP 035-619-009, SAP 035-619-010 and SAP 035-631-001, seconded by Commissioner Johnson. Motion carried. Commissioner Gillie moved to approve advertisement of the following maintenance projects, CP 035-25-100, CP 035-25-200, CP 035-25-300, CP 035-25-400, CP 035-25-500 and CP 035-25-600, seconded by Commissioner Jones. Motion carried.

The Board then opened the sealed bids for tax forfeited leased lands. Three bids were received for three-year leases:

Parcel 210604380 from Matthew and Emily Kuzel for \$2,400.00 per year.

Parcel 030603500 from Cody Schmalz for \$1,380.00 per year.

Parcels 030603520 for \$1,450.00 per year and 030603500 from Roland Larter for \$1,001.00 per year.

No bids were received for parcel 06.0605730. Swenson will have this item on the next agenda to re-advertise this parcel for lease.

Commissioner Gillie moved to accept the bid on parcel 030603520 from Schmalz, seconded by Commissioner Jones. Motion carried.

Commissioner Swenson moved to accept the bid on parcel 030603520 from Larter, seconded by Commissioner Johnson. Motion carried.

Commissioner Gillie moved to accept the bid on parcel 210604380 from Kuzels, seconded by Commissioner Jones. Motion carried.

Swenson then presented a resignation letter from Jada Klegstad, Department of Motor Vehicles, effective January 31, 2025. Commissioner Gillie moved to accept the resignation, seconded by Commissioner Swenson. Motion carried.

Administrator Sugden presented a final listing of Board and Committee appointments. Commissioner Jones moved to approve the final list, seconded by Commissioner Swenson. Motion carried.

Sugden presented Resolution #25-03:

**2025 ELECTED OFFICIAL MINIMUM SALARIES**

**WHEREAS** the Kittson County Board of Commissioners shall, by annual resolution, set the minimum salary for the next term of the elected offices listed below.

**NOW, THEREFORE, BE IT RESOLVED**, that the minimum salary be set as follows:

Commissioner: \$26,378.30  
County Attorney: \$47,960.00  
County Sheriff: \$113,755.20

Commissioner Gillie moved to approve the Resolution, seconded by Commissioner Swenson. Motion carried.

Sugden then presented Resolution #25-04:

**AUTHORIZING THE CFO TO MAKE ELECTRONIC FUND TRANSFERS IN 2025**

**WHEREAS** Minnesota Statute 471.38

Subd. 3. Allows a local government to make electronic funds transfer for the following:

- Claim for a payment from an imprest payroll bank account or investment of excess money;
- Payment of tax or aid anticipation certificates;
- Payment of contributions to pension or retirement fund;
- Vendor payments; and
- Payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

**WHEREAS** Minnesota Statute 471.38 Subd. 3a authorizes electronic funds transfer to only those local governments that have enacted policy controls.

**NOW, THEREFORE, BE IT RESOLVED**, that the Kittson County CFO, and/or their designee, is authorized to make electronic funds transfer per Minnesota Statute 471.38 Subd. 3.

**BE IT FURTHER RESOLVED** that the authority to make electronic funds transfer is further extended to include staff under the supervision of the Kittson County CFO as necessary to initiate and complete electronic funds transfers to pay expenditures of and for Kittson County.

**BE IT FURTHER RESOLVED** that a list of all claims paid, which includes electronic funds transfer be presented to the Board of Commissioners at its next regularly scheduled meeting.

Commissioner Johnson moved to approve the Resolution, seconded by Commissioner Jones. Motion carried.

In other business, Commissioner Gillie announced that she would be attending the legislative conference at the end of February. Chairperson Younggren noted that the preliminary state budget shows cuts to counties, leading to additional mandated services funded entirely by the county. Administrator Sugden noted that this was the preliminary budget; Commissioner Gillie reinforced the necessity of speaking with legislators at the legislative conference about potential budget cuts and county needs.

The meeting was opened for public comment, following the agenda.

Committee reports were given. Commissioner Gillie worked with the Association of Minnesota Counties and Substance Abuse Prevention Task Force. Chairperson Younggren attended meetings with Northwest Regional Development Commission and the Zoning Committee. Commissioner Swenson attended Mar-Kit and Geographic Information Systems (GIS) meetings.

Commissioner Swenson made a motion to adjourn the meeting to February 4, 2025 at 9:00 a.m., seconded by Commissioner Jones. Motion carried.

Loren Younggren,  
Kittson County Board Chair

ATTEST: Shirley Swenson,  
Kittson County CFO  
(February 12, 2025)