

Kittson County Board of Commissioners

Meeting Minutes

Date: September 2, 2025

Time: 9:00 AM

1. Call to Order

The meeting was called to order at by Commissioner Younggren.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Approval of Agenda

Motion: To approve the agenda as presented.

Motion by: Commissioner Jones

Second by: Commissioner Johnson

Motion carried unanimously.

4. Public Comment

No members of the public provided comment.

5. Library Updates

- Northwest Regional Library representatives Charlie Lindberg, Mary Cooney and Peggy Pearson provided an update on activities and usage.

- Highlights included:

- Over 1,000 monthly visitors and 50,000+ checkouts in 2024.

- New staff appointments and completion of annual audits.

- New murals funded through legacy funding and a visit from the State Librarian.

- Summer reading programs in Hallock and Karlstad were reported as highly successful.

- Additional programming included outreach at assisted living facilities and a library geocache.

- The Hallock and Karlstad libraries combined monthly physical circulation is higher than any other library in the NWRL system except for Thief River Falls.

- Board Member Mary Cooney expressed the importance of library services and requested a 3% budget increase which amounts to \$2,257 to sustain programming and rising costs. The budget amount requested for 2026 is \$77,491.

6. Northwest MN Multi-County Housing and Redevelopment Authority Presentation

- Charity Braut presented on the Northwest Multi-County Housing and Redevelopment Authority. Other members attending were Marilyn Gustafson and John Wynne.

- Key items discussed:

- Proposed levy of \$95,839.

- Allocation of \$100,000 for down payment assistance and \$75,000 for small cities projects.

- Updates on Section 8 Housing Choice Voucher Program and the State of Mn Bring it Home Voucher Program.

- Current and pending grant applications in Lake Bronson, Hallock, and Karlstad, with a focus on solar projects.

7. Approval of Board Minutes

Motion: To approve August 19, 2025 minutes.

Motion by: Commissioner Gillie

Second by: Commissioner Swenson

Motion carried unanimously.

8. Approval of Bills, Meals and Per Diems

Motion: To approve the bills, meals and per diems.

Motion by: Commissioner Gillie

Second by: Commissioner Jones

Motion carried unanimously.

- Commissioner's \$127,558.78

- Meal Reimbursements \$92.47

9. Kittson County Highway Department Kittson County Engineer Arthur Kukorwski and Assistant Engineer Keith Klegstad

A. Motion made by Commissioner Gillie and seconded by Commissioner to approve the purchase of culverts and appurtenances from TrueNorth Steel in the amount of \$29,926.40. Motion carried.

B. Motion made by Commissioner Gillie, seconded by Commissioner Swenson to approve the purchase of a Gilson Silent Sifter to replace outdated lab equipment in the amount of \$3000.00. Motion Carried

C. Board authorized staff to solicit quotes for a new motor grader in 2026. Motion made by Commissioner Swenson, seconded by Commissioner Johnson. Motion carried.

D. Motion by Commissioner Gillie to approve Final Payment to Knife River Materials in the amount of \$4,823.68 for SAP 035-592-003. Seconded by Commissioner Jones. Motion carried.

E. Reallocation of Funds

- \$20,000 from Culverts 003.334.6538

- \$25,000 from Equipment Rental 003.334.6532

- \$14,848.75 from Bituminous Materials 003.334.6544

- Total of \$59,848.75 to be reallocated to Contract Payments 003.334.6725

These funds will be added to the remaining contract payment line item of \$79,279.01 to allow the continued mining within County Pit #10 until September 26, 2025.

Motion by Commissioner Gillie, seconded by Commissioner Johnson to allow the reallocation of the abovementioned funds. Motion carried.

F. Reallocation of Funds

- \$31,476.62 from Culverts 003.334.6538 to Capital Outlay over \$5000 003.334.6605

The concrete pad was poured for the safer storage of culverts and supplies.

Motion by Commissioner Swenson, sec-

onded by Commissioner Jones to allow the reallocation of the abovementioned funds. Motion carried.

10. Kittson County Administrator Aimee Sugden

A. Approval granted for a one-year Nightingale Notes software agreement in the amount of \$6,500 for Public Health billing and operations. Motion by Commissioner Gillie, seconded by Commissioner Swenson. Motion carried.

B. Approval granted for adoption of a MetLife short-term disability plan. Motion by Commissioner Johnson, seconded by Commissioner Swenson. Motion carried.

C. Approval granted for an agreement for legal services to Leistico & Esch, PLLC to represent the litigation Minnesota Department of Natural Resources versus Sheriff Matt Vig and the Office of the Kittson County Sheriff. The firm's rates range from \$450 to \$165 per hour. Motion by Commissioner Gillie, seconded by Commissioner Jones. Motion carried.

11. Other Business

None

12. Committee Reports

- Commissioners Gillie, Younggren, Jones and Swenson-none

- Commissioner Johnson attended the Karlstad City Council about the Safe Route to School Program. Tim Finseth was also in attendance. This will be a future budget item to discuss the County being the fiscal agent for the program.

13. Correspondence

None. Commissioners were reminded to present their per diems and mileage expenses for payment.

14. Upcoming Dates

- Reminder of the upcoming special board meeting to approve the preliminary budget

- Commissioners were also reminded of the Fall Policy Conference in Alexandria.

10. Kittson County Administrator Aimee Sugden

D. Sugden gave the Board a budget estimate of 4-5% at the current time.

15. Adjournment

There being no further business, the meeting was adjourned.

Motion by: Commissioner Jones

Second by: Commissioner Swenson

Motion carried unanimously.

Loren Younggren, Chair

Kittson County Board of Commissioners

Shirley Swenson,

Chief Financial Officer Kittson County

(September 24, 2025)