

This is a preliminary draft of the January 5, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in annual session this 5<sup>th</sup> day of January, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Larry Hindt, Randy Dahl and Mitch Lentz. Also present were: Bobbie Hillery, Administrator/Clerk; Kristina Kohn, Human Resources; Chris Hahn, EDA; and Karen Reisner, Fillmore County Journal.

Present by WebEx: Lori Affeldt, Finance Director; Kristi Ruesink, Office Support; Ron Gregg, Highway Engineer; Drew Hatzenbihler, Sanitation; John DeGeorge, Sheriff; Cristal Adkins, Zoning; Jason McCaslin, Assessor; Bonita Underbakke; Tom Kaase; Gretchen Mensink-Lovejoy.

Administrator Hillery called the annual meeting to order pursuant to Minnesota Statutes.

The Pledge of Allegiance was recited.

A motion by Prestby seconded by Bakke to nominate Commissioner Randy Dahl as Chair of the Fillmore County Board of Commissioners for 2021.

On motion by Bakke and seconded by Lentz, the Board unanimously approved to cease nomination and cast a unanimous ballot to elect Commissioner Randy Dahl as Chair of the Fillmore County Board of Commissioners.

A motion by Prestby and seconded by Hindt, to nominate Commissioner Mitch Lentz as Vice Chair of the Fillmore County Board of Commissioners for 2021.

On motion by Bakke and seconded by Prestby, the Board unanimously approved to cease nomination and cast a unanimous ballot to elect Commissioner Mitch Lentz as Vice Chair of the Fillmore County Board of Commissioners.

Judge Opat swore in the following Commissioners for four year terms: Marc Prestby, Mitch Lentz, and Larry Hindt.

On motion by Hindt and seconded by Bakke, the agenda was unanimously approved.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the following Consent Agenda:

1. December 22, 2020 County Board minutes
2. Payment of National Association of Counties' invoice of \$450 (2020: \$450) for 2021 membership dues
3. Payment of Association of MN Counties' invoice of \$13,227 (2020: \$13,096) for 2021 annual dues
4. Payment of Association of MN Counties' invoice of \$2,475 (2020: \$2,462) for 2021 MN Association of County Social Service Administrators (MACSSA) annual dues
5. Payment of Association of MN Counties' invoice of \$1273 (2020: \$1,248) for 2021 Local Public Health Association (LPHA) annual dues
6. Payment of 2021 MN Association of County Administrators (MACA) dues in the amount of \$771 (2020: \$771)

7. Payment of 2021 Workers Compensation renewal in the amount of \$118,248 (2020: \$108,552) and 2021 Property/Liability renewal in the amount of \$170,661 (2020:146,309) to MN Counties Intergovernmental Trust (MCIT)
8. Payment of 1<sup>st</sup> quarter in the sum of \$105,918.25 (2020:107,887.50) to Olmsted County Community Services for Dodge-Fillmore-Olmsted (DFO) Community Corrections 2021 appropriation in accordance with the Joint Powers agreement

On motion by Prestby and seconded by Hindt, the Board unanimously approved the Commissioners' Warrants.

The Finance Department warrants were reviewed.

Ron Gregg, Highway Engineer was present.

On motion by Bakke and seconded by Prestby, the Board unanimously approved to advertise for the three Surface Reconditioning Projects on CSAH 18, 23 and 25; Projects SAP 023-618-010, SAP 023-623-030 and SAP 023-625-015.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the low bid from Croell, Inc. in the sum of \$2,596,403.09 for the Concrete Overlay Project on CSAH 21, pending receipt of all required paperwork from the Office of Civil Rights, as recommended by the Highway Engineer. Gregg noted that this bid came in under the original Engineer estimate of \$3,046,984.70.

Kristina Kohn was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the retirement request for Janice Baker, Registered Nurse, effective 2/18/2021. The Board thanked her for 21 years of service.

On motion by Prestby and seconded by Bakke, the Board unanimously approved to advertise for a replacement Transfer Station Attendant as requested by the Solid Waste Administrator.

On motion by Lentz and seconded by Bakke, the Board unanimously approved the updated Auditor/Treasurer job description to be submitted to David Drown & Associates for classification.

A motion made by Bakke and seconded by Lentz to advertise for an appointed Auditor/Treasurer. Discussion ensued.

On motion by Bakke and seconded by Prestby, the Board unanimously approved to lay the motion on the table until completion of the classification by David Drown & Associates.

A motion was made by Prestby and seconded by Bakke, to approve the list of 2021 Phone Stipends. The Chair called for a vote: Commissioners voting "aye": Prestby, Bakke, Hindt, and Dahl. Commissioners' voting "nay": Lentz. Motion prevailed.

Kohn presented the 2021 Classification Chart for approval, Commissioner Bakke inquired as to the need for Grade 1 and Grade 2 since the temporary entry-level wage begins at Grade 3/Step 1 (\$13.25).

On motion by Bakke and seconded by Hindt, the Board unanimously approved the 2021 non-union pay plan.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the 2021 Classification Chart.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the request for change in status for Breanna Johnson, from 2-year RN to 4-year RN effective 1/8/2021.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the retirement of Dale Egge, Facilities Maintenance Worker, effective 3/31/2021, with thanks for 7 years of service.

On motion by Bakke and seconded by Prestby, the Board unanimously approved to advertise for replacement Facilities Maintenance Worker, as requested by the Building Maintenance Supervisor.

On motion by Prestby and seconded by Lentz, the Board unanimously approved to advertise for replacement Property Appraiser, as requested by the County Assessor.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to change 0.6 FTE Zoning position to 1.0 effective 1/8/2021, as requested by the Zoning Administrator.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the request to reclassify Kristine Oman from Office Support Sr. to Account Technician Grade 7/Step 1 and Kristi Ruesink from Office Support Specialist, Sr./Assistant Zoning Administrator to Account Technician Grade 7/Step 7 effective 1/1/2021.

On motion by Lentz and seconded by Hindt, the Board unanimously approved to advertise for FTE Account Technician in the Administration Office as requested by the County Administrator.

The Citizen's Input portion of the meeting was opened and closed at 9:35 a.m.

Bobbie Hillery was present.

On motion by Hindt and seconded by Bakke, the following resolution was unanimously adopted:

**RESOLUTION 2021-001:** 10<sup>th</sup> Extension of Declared State of Emergency, extended through February 2, 2021.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the amended COVID-19 Business and Non-Profit Grant application to include the grant amount as a maximum of \$10,000 and dates of January 6<sup>th</sup>, 2021 through noon on February 1, 2021 for Business Grants regarding COVID-19.

On motion by Prestby and seconded by Hindt, the following resolution was unanimously adopted:

**RESOLUTION 2021-002:** Dedicate a portion of tax forfeiture receipts to parks in accordance with MS282.08

On motion by Lentz and seconded by Hindt, the Board unanimously approved the 2021 regular County Board meeting day and time, along with schedule of meetings including Board of Appeal and Equalization and Truth in Taxation as listed below: (R references the regular meeting of the month and S references a special meeting)

January 5 <sup>th</sup>	9:00 a.m.	R
January 12 <sup>th</sup>	9:00 a.m.	S
January 26 <sup>th</sup>	9:00 a.m.	S
February 2 <sup>nd</sup>	9:00 a.m.	S
February 9 <sup>th</sup>	9:00 a.m.	R
February 23 <sup>rd</sup>	9:00 a.m.	S
March 2 <sup>nd</sup>	9:00 a.m.	S
March 9 <sup>th</sup>	9:00 a.m.	R
March 23 <sup>rd</sup>	9:00 a.m.	S

April 6 <sup>th</sup>	9:00 a.m.	S	
April 13 <sup>th</sup>	9:00 a.m.	R	
April 27 <sup>th</sup>	9:00 a.m.	S	
May 4 <sup>th</sup>	9:00 a.m.	S	
May 11 <sup>th</sup>	9:00 a.m.	R	
May 25 <sup>th</sup>	9:00 a.m.	S	
June 1 <sup>st</sup>	9:00 a.m.	S	
June 8 <sup>th</sup>	9:00 a.m.	R	
June 22 <sup>nd</sup>	3:00 p.m.	S	Board of Appeal & Equal. Hearing at 6:30 p.m.
June 30 <sup>th</sup>	9:00 a.m.	S	ONLY NECESSARY IF CONTINUATION HEARING NEEDED
July 6 <sup>th</sup>	9:00 a.m.	S	
July 13 <sup>th</sup>	9:00 a.m.	R	
July 27 <sup>th</sup>	9:00 a.m.	S	
August 3 <sup>rd</sup>	9:00 a.m.	S	
August 10 <sup>th</sup>	9:00 a.m.	R	
August 24 <sup>th</sup>	9:00 a.m.	S	
September 7 <sup>th</sup>	9:00 a.m.	S	
September 14 <sup>th</sup>	9:00 a.m.	R	
September 28 <sup>th</sup>	9:00 a.m.	S	
October 5 <sup>th</sup>	9:00 a.m.	S	
October 12 <sup>th</sup>	9:00 a.m.	R	
October 26 <sup>th</sup>	9:00 a.m.	S	
November 2 <sup>nd</sup>	9:00 a.m.	S	
November 9 <sup>th</sup>	9:00 a.m.	R	
November 23 <sup>rd</sup>	9:00 a.m.	S	
December 14 <sup>th</sup>	3:00 p.m.	R	Truth in Taxation Hearing at 6:30 p.m.
December 21 <sup>st</sup>	9:00 a.m.	S	
December 28 <sup>th</sup>	9:00 a.m.	S	

On motion by Hindt and seconded by Bakke, the Board unanimously approved the resolution to set the 2021 per diem rate (2020 rate was \$45)

On motion by Prestby and seconded by Bakke, the Board unanimously approved the 2021 mileage reimbursement rate for use of private vehicle for official County business at the IRS recommended rate (\$.56 per mile), and will adjust based on IRS recommendations through the year.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the hourly rate for temporary entry-level staff in appointed offices at Grade 3/Step 1 (\$13.25) in accordance with the 2021 non-union pay plan.

The Chair recessed the meeting at 10:13 a.m. and resumed back in session at 10:22 a.m.

On motion was made by Bakke and seconded by Prestby, the Board unanimously set the County Commissioner's annual 2021 salary at \$25,186.86.

On motion by Bakke and seconded by Prestby, the Board unanimously set the annual salary for the County Attorney at \$121,300.00

On motion by Bakke and seconded by Lentz, the Board unanimously set the annual salary for the County Recorder at \$75,850.00.

On motion by Prestby and seconded by Hindt, the Board unanimously set the annual salary for the Sheriff at \$110,205.00

On motion by Prestby and seconded by Bakke, the Board unanimously set the salary for the Chief Deputy at \$94,566.00 and approved the contract.

On motion by Prestby and seconded by Lentz, the Board unanimously approved reimbursement of expenses for veteran organization ceremonies. Noting that each American Legion Post or Veterans of Foreign Wars Post of Fillmore County, making application for said appropriation for defraying expenses of Memorial Day exercises for 2020, shall be granted \$75. Before such grants are made, the Post must furnish evidence that public exercises were held. In cities where both an American Legion Post and Veterans of Foreign Wars Post exists, the Post sponsoring the exercise shall receive the entire grant of \$75, whereas each city can only apply for one appropriation of \$75.

On motion by Bakke and seconded by Lentz, the Board unanimously approved authorizing elected officials, department heads and division leaders' overnight stays to attend their respective annual professional association of Minnesota conferences:

- Extension Annual Meeting
- AIRTAP
- American Jail Association
- Association of Minnesota Counties
- Association of Minnesota Social Services Accountants
- Community Health Services annual meeting
- Conference for Veteran Services Assistants
- Department of Emergency Management annual meeting
- Department of Veterans Affairs annual meeting
- Family Health Home Visiting Conference
- MN Association of Assessing Officers
- MN Association of County Administrators
- MN Association of County Auditors/Treasurers/Finance Officers
- MN Association of County Feedlot Officers
- MN Association of County Officers
- MN Association of County Planning and Zoning
- MN Association of County Surveyors
- MN Association of County Veterans Service Officers
- MN Association of Emergency Managers
- MN Association of Financial Assistance Supervisors
- MN Association of Financial Workers/Case Aides
- MN Association of Social Service Administrators
- MN Association of Social Services Supervisors
- MN County Attorneys Association
- MN County Engineers Association
- MN Counties Human Resources Management Association
- MN County Recorders Association
- MN Department of Health Immunization Conference
- MN Family Support and Recovery Council
- MN GIS-LIS Consortium
- MN HSEM Governors Conference
- MN Jail Administrators Conference
- MN Local Public Health Association

MN Society of Professional Surveyors  
MN State Sheriffs Association  
MN Surveyors and Engineers Society  
MN Pollution Control Agency Feedlot Annual meeting  
MN Public Health Emergency Preparedness  
Safety & Health Conference  
Recycling Association of Minnesota  
Solid Waste Administrators Association  
Statewide Health Improvement Partnership  
Toward Zero Death conference  
MN Recorders Annual Conference

On motion by Prestby and seconded by Bakke, the Board unanimously approved the payment for 2021 flu shots for County employees to be provided as an employee benefit and in the event of flu shot shortages, only those qualifying under MN guidelines would be immunized.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the resolution to use the County website as alternative method for bids.

Hillery noted she will email the Board the list for 2021 Committee appointments.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the 2021 Delegates for Association of Minnesota Counties and Policy Committee Delegates.

On motion by Prestby and seconded by Bakke, the Board unanimously approved F&M Community Bank as the bank depository for 2021.

Hillery recommended waiting to designate a legal paper for 2021 allowing time to bid Legal Notices, Delinquent Notices and Annual Financial report separately.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the Central Services Cost Allocation Plan contract for 2020, 2021 and 2022 at \$5,250 per year.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the request for County Administrator to participate in Leadership Growth Group at the cost of \$600 with additional cost for books.

On motion by Lentz and seconded by Hindt, the Board unanimously approved the request to pay out the seven municipal Ambulance Services of \$4,500 per service for 2021. Hillery noted we pay out to Harmony, Chatfield, Rushford, Preston, Lanesboro, Mabel, and Spring Valley.

A review of the calendar was done with the following committee reports and announcements given:  
Bakke – Historical Society, SWCD, Planning Commission; Lentz – Bluff Country HRA; Bakke & Lentz – Wellness.

On motion by Bakke and seconded by Prestby, the Chair adjourned the meeting at 10:55 a.m.