

This is a preliminary draft of the January 26, 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.

The Board of County Commissioners of Fillmore County, Minnesota met in special session this 26th 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 Marc Prestby, Larry Hindt, Randy Dahl, Mitch Lentz and Duane Bakke; Bobbie Hillery, Administrator/Clerk; David Kiehne, Recorder; Cristal Adkins, Zoning Administrator; Kristina Kohn, Human Resources Officer; Mark Mauersberger, Savion Energy and Karen Reisner, Fillmore County Journal.

Present via WebEx: Kristine Oman, Account Technician; Lori Affeldt, Finance Director; Laura Christensen, Soil & Water Conservation District; John DeGeorge, Sheriff; Lance Boyum, Chief Deputy; Drew Hatzenbihler, Sanitation; Ron Gregg, Highway; Kevin Olson, Social Services; Jessica Erickson, Public Health; Chris Hahn, CEDA; Travis Narum, Savion Energy; Christina Martins, Environmental Consulting & Technology; Noah Bussell, Savion Energy; Joshua Crumpler, Savion Energy; Emma Tajchman, Savion Energy; Melissa Vancrum, Legal Counsel for Savion Energy; Emily Truebner, Savion Energy; Tom Kaase; and Bonita Underbakke.

The Pledge of Allegiance was recited.

On motion by Lentz and seconded by Prestby, the agenda was unanimously approved.

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

- 1. January 12, 2021 County Board minutes
- 2. MN Application for County On-Sale Intoxicating Liquor License for Isle of Dreams LLC, Spring Valley for the period of 1/1/2021 to 12/31/2021
- 3. Extension of intermittent unpaid Administrative Leave for employee #1251 as recommended by the Personnel Committee

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

Commissioner Bakke asked for a summary as to what the County pays Gallagher on a yearly basis.

The Finance Department warrants were reviewed.

Laura Christensen, District Administrator, Soil & Water Conservation District was present virtually.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the 2020 Wetland Conservation Act NRBG Fund Report.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the 2020 Local Water Management NRBG Funds Report

Sheriff John DeGeorge and Chief Deputy Lance Boyum were present virtually.

Sheriff DeGeorge and Chief Deputy Boyum updated the Board regarding the Enterprise Lease program and associated expenses. It was stated that when the lease is up on a squad vehicle, Enterprise takes care of decommissioning the vehicle and reselling it; the only cost to the County is a flat fee of \$350. The County

removes all equipment from the vehicle prior to Enterprise taking possession of the vehicle; this allows for reuse of most equipment in other vehicles. Sheriff DeGeorge noted that they have created accounts within their budget to separate the payments to Enterprise, the equipment purchases and the revenue for sale of vehicles will be separate as well.

DeGeorge discussed the 2021 ANCOM Motorola Service Contract.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the 2021 ANCOM Motorola Service Contract for the amount of \$17,524.65.

Commissioner Bakke asked Sheriff DeGeorge for an update regarding the Sentence to Serve (STS) Program. Sheriff DeGeorge will provide the Board with an update from June 2020 to the present.

Clarification was given regarding the Central Square Contract. This is for the record management system LETG which the Sheriff's Department currently utilizes. Sheriff DeGeorge will research to see when this contract was before the Board.

The Citizen's Input portion of the meeting opened and closed at 9:29 a.m. as no one was present to speak.

Drew Hatzenbihler, Sanitation was present virtually.

Discussion was held regarding total tonnage taken to Winneshiek County landfill between December 11, 1991 and July 1, 2020. This information is important due to the fact that if the landfill closes, Fillmore County could be responsible for additional costs related to the amount of tonnage they delivered there. At this time there are enough dedicated funds available held by Winneshiek County Landfill to cover the closure cost, but was noted that when the Landfill is closed, if there are additional costs they would be prorated to the entities by tonnage.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the total of 65,073.6 tons brought to Winneshiek County Landfill, as recommended by the Solid Waste Administrator.

David Kiehne, County Recorder, was present.

Kiehne presented the annual report for compliance for recording requirements.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the annual report for compliance for recording requirements.

Kiehne presented a preliminary requests for the use of Allocated and Unallocated Accounts to pay budgeted annual software maintenance fees.

On motion by Bakke and seconded by Lentz, the Board unanimously approved the use of Allocated & Unallocated Accounts for budgeted annual software maintenance fees in the Recorder's Office.

Ron Gregg, Highway was present virtually.

On motion by Bakke and seconded by Prestby, the Board unanimously approved the request to advertise for a bridge replacement in Arendahl Township SAP 023-599-206.

On motion by Prestby and seconded by Hindt, the following resolution was unanimously adopted:
RESOLUTION 2021-004: Minnowa Construction Inc., Project LOST 88927-102, County Road 102.

Commissioner Bakke provided a Highway Committee report for which they reviewed current and upcoming Highway projects, a truck purchase and a trailer purchase.

Cristal Adkins, Zoning was present.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the Negative Declaration for Environmental Impact Statement (EIS) for a Solar Farm by Fillmore County Solar Project, LLC, Beaver Township.

Zoning Administrator Adkins shared that there had been changes and added conditions to the project. Commissioner Bakke noted that these changes were made after the public hearing but do not need to be brought back to the Planning Commission. All conditions and added conditions were further explained to the Board by Commissioner Bakke and Adkins.

On motion by Bakke and seconded by Hindt, the following resolution was unanimously adopted:
RESOLUTION 2021-005: Fillmore County Solar Project, LLC Conditional Use Permit Beaver Township.

The Chair recessed the meeting at 10:21 a.m. and resumed back in session at 10:27 a.m.

Kevin Olson, Social Services was present virtually.

On motion by Lenz and seconded by Hindt, the Board unanimously approved the 2020-2021 Adult & Children's Mobile Crisis Grant Cooperative Agreement.

Olson provided a review of the OnBase dashboard tool for the Board. Olson reviewed how he tracks workflow for different teams and various turnaround times based on each particular team; turnaround can vary based on the type of application or document. OnBase can track both on-site as well as remotely to determine efficiencies.

Administrator Hillery shared that she has reached out to all Department Heads regarding how they review staff workloads in the office and for remote workers. She will bring this data to a future board meeting.

Jessica Erickson, Public Health was present virtually and provided the Board with an update regarding COVID-19. The County has seen a decrease in positive cases in the past several weeks. Phase 1a of COVID vaccines are in the process of being completed. Phase 1b will soon commence as per Gov. Waltz. This will include schools, daycares and the 65 and over population. The State will be utilizing a "lottery" system for those desiring the vaccine. Erickson explained how her department is receiving the vaccine from the state and updated on how many vaccines have been given in the county to date.

Kristina Kohn, Human Resource Officer was present.

Discussion ensued regarding the changes on the County Overtime Policy. Clarification was given regarding overtime policy with respect to overtime and flex time and how these can vary within departments.

On motion by Bakke and seconded by Prestby, the Board unanimously approved a 12 month trial for the Engineering Technicians regarding receiving overtime after 8 hours instead of the current County Overtime Policy of 40 hours. This trial will be reviewed in 12 months' time.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the promotion of Todd Ragan,

Intermittent Deputy, to Full-Time Deputy effective 1/27/2021 as requested by the Sheriff and recommended by the Personnel Committee.

Human Resources Officer Kohn presented the first reading of the draft updates to the "Mileage and Travel" policy. Discussion ensued regarding the cost of mileage and the potential for cost savings with the utilization of County vehicles for some on-site employees. She will bring the policy back with the changes as recommended as a first reading again.

Human Resources Officer Kohn presented the first reading of the draft updates to the "Probationary Period" policy. She will bring the policy back as a first reading again with proposed changes and review requests.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the resignation of Brianna Reed, Support Enforcement Aide, effective 1/28/2021 after 1½ years of service. The Board thanked her for her service.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the request to advertise internally only for a replacement Support Enforcement Aide as requested by the Social Services Manager and recommended by the Personnel Committee.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the MOU with LELS as recommended by the Sheriff and Personnel Committee.

On motion by Bakke and seconded by Hindt, the Board unanimously approved the hiring of James Bakken, Jackson Rindels, Jordan Rudolph and Autumn Collett as Intermittent Jailers at Grade 8/Step1 at a rate of \$22.41 effective 2/1/2021 as recommended by the Hiring Committee.

Bobbie Hillery, County Administrator was present.

Administrator Hillery explained the suggested restructuring of the Technology/Land Records/GIS Committee. Committee members will include a representative from Marco, Administrator Hillery as well as representation from the Auditor/Treasurer's Office, Assessor's Office and the Recorder's Office; the Feedlot Officer/GIS, a representative from Schneider GeoSpatial and Commissioners Lentz and Prestby.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the Technology/Land Records/GIS members.

On motion by Bakke and seconded by Lenz, the Board unanimously approved Mark Sample, District 1, for the At-Large seat on the Extension Committee.

On motion by Prestby and seconded by Hindt, the Board unanimously approved the extension of maintenance and support agreements for Tax and CAMA through 2023.

Discussion was held regarding the Law Library.

On motion by Prestby and seconded by Bakke, the Board unanimously approved the relocation of the Law Library from the lower level of the Courthouse to the conference room near the Attorney's Office and approved Hillery to direct the transition of the Law Library room to a conference room with virtual meeting technology.

On motion by Lentz and seconded by Hindt, the Board unanimously approved Marco Technologies for technology equipment removal at a cost of \$500 plus the cost per tonnage of unapproved waste, noting that

certification will be provided for shredded hard drives per insurance and data practices.

A review of the calendar was done with the following committee reports and announcements given:

Bakke: Highway, SWCD

Prestby: Technology, Highway

Lentz: 911 System Outage, EMS Joint Powers Board, Highway

On motion by Prestby and seconded by Lentz, the Chair adjourned the meeting at 12:29 p.m.