

## **REGULAR BOARD MEETING OF OCTOBER 1, 2019**

The Board of County Commissioners of Chippewa County, Minnesota, met in regular session on Tuesday, October 1, 2019 at 9:00 a.m. in the Courthouse in Montevideo, Minnesota. Commissioners present were Chairman David Lieser, Jeffrey Lopez, Jim Dahlvang, David Nordaune, and Matt Gilbertson.

Commissioner Lieser requested any additions or deletions to the agenda. No changes were requested. Commissioner Nordaune moved, second by Commissioner Gilbertson to approve the agenda. The motion passed by a unanimous vote.

Monica Bogucki met before the Board to talk about a new committee to alleviate poverty in Chippewa County and invite Commissioners to a training on Social Security disability programs held Wednesday, October 23.

County Attorney Matthew Haugen met before the Board to report on the activities in his office during September 2019.

Each Commissioner gave a report on the various committee meetings that each attended and described any special developments that occurred during the month of September 2019.

Auditor/Treasurer/Coordinator (ATC) Michelle May gave an update on activities in the Auditor/Treasurer's Office during the month of September 2019.

Commissioner Dahlvang moved, second by Commissioner Gilbertson to approve the following items on the consent agenda. The motion passed by a unanimous vote.

Approve the minutes of the September 17, 2019 regular meeting.

Approve the payment of \$5,789.00 to Highpoint Networks and \$860.25 to Donner's Crossroads

Approve the resolution to approve Amendment No. 1 to Loan Agreement SRF0310 as follows:

BE IT RESOLVED by the Chippewa County Board of Commissioners that, as Project Sponsor and Loan Sponsor, on February 21, 2017 the Board passed a Resolution to enter into the Minnesota Clean Water Partnership Project Implementation Loan Agreement along with the Minnesota Pollution Control Agency to conduct the Chippewa Countywide Septic System Upgrades Project.

BE IT FURTHER RESOLVED by the Chippewa County Board of Commissioners that Chippewa County Environmental Technician, Joann Blomme, or her designee was authorized by resolution of the Board, to serve as Project Representative and represent the County in all matters which, according to the conditions of the Minnesota Clean Water Partnership Project Implementation Loan Agreement, do not specifically require action by the Board.

BE IT FURTHER RESOLVED by the Chippewa County Board of Commissioners that the County Board Chairman, David Lieser, be authorized to execute the Minnesota Clean Water Partnership Project Implementation Loan Agreement Amendment No. 1 for the above referenced Project on behalf of the Board, as Project & Loan Sponsor. This is retroactive to and amends the previous Resolution dated February 17, 2017 with respect to the SRF0310 Clean Water Partnership Project Implementation Loan Agreement.

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ATC May presented an updated Investment Policy for consideration to the Board. Motion by Commissioner Gilbertson, second by Commissioner Nordaune to approve the updated Investment Policy. Motion passed by unanimous vote.

ATC May presented a resolution designating depositories for County funds. Motion by Commissioner Nordaune, second by Commissioner Gilbertson to approve the following resolution. Motion passed by unanimous vote.

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.”;

WHEREAS, Minn. Stat. § 118A.02, subd. 1. (b) (2) allows the County board to authorize the Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law;

THEREFORE, BE IT RESOLVED, that the Chippewa County Board of Commissioners designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

- Old National Bank
- MAGIC Fund, managed by PFM Asset Management
- Minnwest Bank
- Citizens Alliance Bank
- Prairie Sun Bank
- U.S. Bank
- Moreton Capital Markets
- Multi-Bank Securities;

BE IT FURTHER RESOLVED, that the County Board of Commissioners authorizes the Auditor/Treasurer to make investments of funds under Minn. Stat. § 118A.01 to 118A.06 or other applicable law at any one or more of the above;

BE IT FURTHER RESOLVED, the County Auditor/Treasurer is hereby authorized to act and serve as county agents on any County accounts set up or active at any of the above financial institutions, brokers, or investment holders; and

BE IT FURTHER RESOLVED, the above designations and authority conferred shall be and remain in full force and effect until written notice of any amendment or revocation thereof shall

have been delivered to and received by the financial institution, broker, or investment holder at each location where an account is maintained and the financial institution, broker, or investment holder shall be indemnified and held harmless from any loss suffered or any liability incurred by it in continuing to act in accordance with this resolution.

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ATC May presented a resolution authorizing the Auditor/Treasurer's Office to make electronic fund transfers. Motion by Commissioner Dahlvang, second by Commissioner Nordaune to approve the following resolution. Motion passed by unanimous vote.

WHEREAS, Minnesota Statute § 471.38, allows for the use of electronic funds transfers as a means of making various payments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

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

WHEREAS, the County Board shall annually delegate the authority to make electronic funds transfers; and

THEREFORE, BE IT RESOLVED, that the County Board delegates the authority to make electronic fund transfers to the Auditor/Treasurer.

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The Board and ATC May discussed the purchase of a new Courthouse vehicle and sale of the 2004 White Impala. The Board directed ATC May to gather additional research of replacement vehicle costs and to sell the 2004 White Impala on the County Surplus Auction to be held October 2, 2019.

County Sheriff Derek Olson met before the Board to provide a report of the activities in the Sheriff's Office and Jail during the month of September 2019.

Sheriff Olson presented preventative maintenance agreements from SGTS, Inc for the locks and controls in the Jail. Motion by Commissioner Dahlvang, second by Commissioner Nordaune to enter into a one-year service agreement with SGTS, Inc. for preventative maintenance at a cost of \$4,618.00. Motion passed by unanimous vote.

Sheriff Olson presented two quotes for 911 mapping software. The first quote was from Insight for a one-time cost of \$27,544.00 plus one year of annual maintenance for \$5,711.00. The second quote was from GeoComm for a one-time cost of \$10,385.00 plus two additional years of maintenance for \$7,700.00. Sheriff Olson recommended the Insight program due to the capability to track squad car locations and other added features. Motion by Commissioner

Gilbertson, second by Commissioner Dahlvang to approve the quote from Insight. Motion passed by unanimous vote.

County Engineer Steve Kubista met with the Board to provide a report of the activities of the Highway Department during the month of September 2019.

Mr. Kubista presented two final payments for consideration:

SAP 12-599-091, 12-599-093 to Riley Bros. Construction for \$38,546.16

SAP 12-599-095, 12-613-027 and CP 40-003 to Riley Bros. Construction for \$44,700.08

Motion by Commissioner Gilbertson, second by Commissioner Nordaune to approve the final payments. Motion passed by unanimous vote.

Mr. Kubista presented three amendments to the 2019 budget due to changes in the timing of expenditures from 2018 to 2019. These expenses were primarily budgeted for in 2018.

Aggregate Surfacing (10310.6309)	Increase of \$720,000.00
Equipment over \$5,000 (10310.6611)	Increase of \$144,000.00
Contract Payments (10320.6269)	Increase of \$875,000.00

Motion by Commissioner Dahlvang, second by Commissioner Gilbertson to approve the 2019 budget amendments. Motion passed by unanimous vote.

Mr. Kubista presented two quotes for the purchase of a 2019 Woods DBH6.31Q Ditch Bank Mower from Titan Machinery for \$11,645.20 and Wearda Implement for \$11,300.00. Motion by Commissioner Lopez, second by Commissioner Nordaune to purchase two mowers from Wearda Implement for a unit price of \$11,300.00. Motion passed by unanimous vote.

Mr. Kubista informed the Board of the 2020 Aggregate Bid Opening to be held on November 5, 2019 at 11:00 A.M. during the regular Board meeting.

ATC May presented the 2018 Financial Statement audit highlights.

Aaron Backman from the Highway 23 Coalition presented an update on the Coalition and status of improvement projects along Highway 23.

ATC May and the Board discussed a formal recommendation from the Office of the State Auditor to implement a two-week holdback period to allow for processing time of payroll and to ensure wages are properly reviewed and not paid until the completion of the pay period. The Board and ATC May discussed various approaches to implementing this management practice and determined a gradual approach would reduce the overall impact on employees. In addition, the Board discussed moving to a two-week pay period where employees are paid every other Friday. Currently, employees are paid on the 15<sup>th</sup> and last day of the month. Motion by Commissioner Dahlvang, second by Commissioner Nordaune to authorize Chippewa County to move to a two-week pay period with pay dates occurring every other Friday and implement a

two-week holdback period to allow for review of timesheets and accurate processing of payroll as recommended by the Office of the State Auditor. These changes are to be implemented January 1, 2020. Motion passed by unanimous vote.

The Board and ATC May discussed the process of moving towards a self-funded insurance model. The Board directed ATC May to obtain a 2020 insurance quote from Preferred One with the assistance of Marsh & McLennan Agency at a cost of \$2,000.00.

DNR Area Wildlife Supervisor Cory Netland met before the Board to present two requests to acquire private lands for Wildlife Management Area purposes. The first request is to purchase four tracts totaling 146 acres under parcel 12-031-3400, 15-022-1100, 15-025-3301, and 15-036-1200. The full legal descriptions are on file in the Auditor/Treasurer's Office. Motion by Commissioner Gilbertson, second by Commissioner Dahlvang to approve the proposed acquisition of the four tracts as presented. Motion passed by unanimous vote.

Mr. Netland presented the second request to purchase one tract totaling 160 acres under parcel 06-113-1000. The full legal description is on file in the Auditor/Treasurer's Office. Motion by Commissioner Dahlvang, second by Commissioner Nordaune to approve the proposed acquisition of the tract presented. Motion passed with Commissioners Dahlvang, Nordaune, and Gilbertson voting in favor, and Commissioner Lopez voting against.

There being no further business to come before the Board, the meeting was adjourned.

/s/ Michelle May  
Aud/Treas & Clerk of the Board

/s/ David Lieser  
Chairman of the Board

(Auditor's Seal)