

WORK SESSION (COUNTY BOARD ROOM):

COUNTY RECORDER UPDATE

COURT ADMINISTRATION

CALL MEETING TO ORDER

The meeting was called to order at 9:04 a.m. Commissioners Wilhelm, Oslin, Reynolds, Tellinghuisen, and Peterson were all in attendance.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE THE AGENDA (ADDITIONS AND DELETIONS)

There were two additions to the agenda, items 5.9 and 5.10. A motion was made by Commissioner Wilhelm, seconded by Commissioner Tellinghuisen, and unanimously carried to accept the agenda as amended.

CONSENT AGENDA

Commissioner Tellinghuisen asked to remove agenda item 4.2, and Commissioner Reynolds asked to remove agenda item 4.3. A motion was made by Commissioner Oslin, seconded by Commissioner Wilhelm, and unanimously carried to approve the remaining consent agenda items.

JANUARY 2022 JAIL HOUSING REPORT

REVIEW PROCEEDS FROM THE SALE OF FLEET VEHICLES

Discussion took place regarding the placement of these funds. A motion was made by Commissioner Tellinghuisen and seconded by Cmsr Wilhelm to deposit the profits from the sale of Public Works items into the Public Works account. Commissioner Tellinghuisen canceled rescinded his motion, and Commissioner Wilhelm rescinded his second for the item as an informational only and not an actionable item. A motion was made and rescinded by Commissioner Tellinghuisen to table this item to have it brought back as an actionable item at the 3/1/2022 Board meeting. A motion was made by Commissioner Tellinghuisen, seconded by Commissioner Peterson, and unanimously carried to accept the agenda item.

INFORMATION ONLY: SMALL CITIES DEVELOPMENT PROGRAM PROJECT
INFORMATION

Discussion took place regarding DEED requirements for this project. A motion was made by Commissioner Oslin, seconded by Commissioner Wilhelm, and unanimously carried to accept the agenda item.

REVIEW OF AUDITOR WARRANTS

APPROVE 2/1/2022 BOARD MEETING MINUTES

APPROVE 1/18/2022 BOARD MEETING MINUTES

REGULAR AGENDA

COUNTY AUDITOR-TREASURER

SHERIFF'S OFFICE

COMMUNITY AND VETERAN SERVICES OFFICE

ADMINISTRATIVE SERVICES OFFICE

CONSIDER RESOLUTION 02-15-22-01: REORGANIZATION OF AUDITOR-TREASURER'S
OFFICE

County Coordinator Dillon Hayes reviewed the agenda item. A motion was made by Commissioner Wilhelm, seconded by Commissioner Oslin, and unanimously carried to adopt Resolution 02-15-22-01.

**Board of County Commissioners
Mille Lacs County, Minnesota**

Resolution No.: 02-15-22-01

DELEGATING THE DUTIES OF AUDITOR-TREASURER AND COUNTY COORDINATOR

WHEREAS, the County has examined and identified ways and methods of improving the delivery of services to the public, and increasing County wide and departmental efficiencies in the operation of county government, and addressing the use of more complex technological systems in the operation of government and more complex reporting and records requirements in the operation of government; and

WHEREAS, the County has identified as areas that can be improved and made more efficient through reorganization of the offices of the Auditor-Treasurer and County Coordinator and the consolidation of certain financial duties into Administrative Services, which would allow for a better organizational structure; and

WHEREAS, the office of the Mille Lacs County Auditor-Treasurer is currently an appointed position; and

WHEREAS, in adopting the optional form of County government operations that involves appointing the Auditor-Treasurer, the duties, functions and responsibilities which had before been required by statute to be performed by the elected officer are thereafter vested in and performed by the Board of County Commissioners; and

WHEREAS, pursuant to Minnesota Statute Chapter 375A, in adopting the optional form of County governance that involves appointing the Auditor-Treasurer, the County Board of Commissioners has the authority to initiate and direct any consolidation, reorganization or delegation of such duties, functions and responsibilities for the purposes of promoting efficiency in county government, and to make such other administrative changes including abolishing or terminating the office and/or the appointment or transfer of personnel as deemed necessary; and

WHEREAS, the County Board of Commissioners has concluded that the delegation of duties between the Auditor-Treasurer and the County Coordinator is in the best interests of the County and advances public health, safety and welfare.

NOW, THEREFORE, BE IT RESOLVED that the following duties area hereby delegated to the Mille Lacs County Auditor-Treasurer:

- Calculation and collection of real and personal property taxes, including related special assessments, including but not limited to related programs and processes such as calculating tax capacity rates, sending Truth-in-Taxation and annual tax statements to taxpayers, maintaining mailing addresses in the tax system and tax books showing taxes paid or unpaid, preparing the settlement for processing after each tax deadline, handling the tax forfeiture process, and administering special programs such as tax increment financing and fiscal disparities.
- Maintain up to date records on each parcel of land in the county, including legal description and ownership and any transfers, sales, splits, mortgages, etc.
- Record all county and judicial ditch proceedings and assess any payments ordered by the ditch board.
- Act as the chief election administrator for the county.
- Issue liquor, wine, beer, auctioneer, dance, charitable gambling, and other licenses deemed by the county to be appropriate.
- Serve as a member of the Board of Equalization, Canvassing Board, and Secretary of the

Extension Committee.

- Mail statements and accept payment for real estate, personal property, mineral interest, and mobile home taxes.
- Maintain the escrow listing and escrow transactions.
- Collect deed tax and mortgage registration tax and distribute these receipts to the appropriate units of government.
- Examine and sign off on county recorder documents for compliance with statute.
- Sign off on affidavit/permits for manufactured homes for titling and relocation purposes, and prepare documents to report delinquent mobile home taxes to the Department of Revenue.
- File unclaimed property with the Department of Revenue.

BE IT FURTHER RESOLVED that all other duties prescribed by Law, Statute, or Rule by the State of Minnesota and the Federal Government of the United States which are required to be completed by the Auditor-Treasurer and which are not specifically outlined above are hereby delegated to the Mille Lacs County Coordinator, excluding those that were previously-delegated to other positions.

BE IT FURTHER RESOLVED that the Mille Lacs County Board of Commissioners hereby reserves the authority to amend this delegation of duties as prescribed by law.

BE IT FURTHER RESOLVED that this resolution is effective immediately upon adoption.

Adopted this 15th day of February, 2022.

CONSIDER RESOLUTION 02-15-22-02: APPOINTMENT OF AUDITOR-TREASURER

County Coordinator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Tellinghuisen, and unanimously carried to adopt Resolution 02-15-22-02.

**Board of County Commissioners
Mille Lacs County, Minnesota**

Resolution No.: 02-15-22-02

APPOINTMENT OF AUDITOR-TREASURER

WHEREAS, Minnesota Statute 375A.10 provides authority to the Mille Lacs County Board of Commissioners to fill the office of Auditor-Treasurer by appointment, and

WHEREAS, Minnesota Statute 375A.10 Subdivision 3 provides that, in effecting this option, the board of county commissioners shall have the authority to initiate and direct any reorganization, consolidation, reallocation or delegation of such duties, functions or responsibilities for the purpose of promoting efficiency in county government, and

WHEREAS, Brenda Eklund accepted the position of Auditor-Treasurer, with a start date of January 24, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Mille Lacs County Board of Commissioners

hereby appoints Brenda Eklund as Auditor-Treasurer effective February 15, 2022.

Adopted this 15th day of February, 2022.

CONSIDER RESOLUTION 02-15-22-03: APPOINTMENT OF ASSISTANT COUNTY VETERANS SERVICE OFFICER

HR Coordinator Karly Fetters reviewed the agenda item. A motion was made by Commissioner Wilhelm, seconded by Commissioner Oslin, and unanimously carried to adopt Resolution 02-15-22-03.

**Board of County Commissioners
Mille Lacs County, Minnesota**

Resolution No.: 02-15-22-03

APPOINTMENT OF ASSISTANT COUNTY VETERANS SERVICE OFFICER

WHEREAS, Minnesota Statute 197.60 provides authority to the Mille Lacs County Board of Commissioners to fill the office of Assistant County Veterans Service Officer by appointment, and

WHEREAS, Minnesota Statute 197.60 Subd. 2 provides that the term of appointment shall be for four years, with the first 12 months of the initial appointment being a probationary period, and

WHEREAS, Travis Culbertson accepted the position of Assistant County Veterans Service Officer, with a start date of January 24, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Mille Lacs County Board of Commissioners hereby appoints Travis Culbertson as Assistant Veterans Service Officer for an initial four-year term effective February 15, 2022.

Adopted this 15th day of February, 2022.

CONSIDER RESOLUTION 02-15-22-04: APPROVAL OF INTERAGENCY COOPERATIVE AGREEMENT

County Coordinator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Peterson, and unanimously carried to adopt Resolution 02-15-22-04.

**Board of County Commissioners
Mille Lacs County, Minnesota**

Resolution No.: 02-15-22-04

APPROVAL OF INTERAGENCY COOPERATIVE AGREEMENT

WHEREAS, the interagency cooperative agreement and cooperative arrangement between the State of Minnesota and Mille Lacs County is required to define responsibilities for the child support program and provide reimbursement for costs incurred while providing child support services; and

WHEREAS, the State of Minnesota provided an updated agreement and arrangement for the term starting on January 1, 2022 and terminating on December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED, that the Mille Lacs County Board of Commissioners hereby approves the interagency cooperative agreement and cooperative arrangement with the State of Minnesota.

BE IT FURTHER RESOLVED, that CVS Director Beth Crook is hereby authorized to execute the interagency cooperative agreement and cooperative arrangement on behalf of the Mille Lacs County Board of Commissioners.

Adopted this 15th day of February, 2022.

CONSIDER RESOLUTION 02-15-22-05: COUNTY COORDINATOR WARRANT APPROVAL

County Coordinator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Wilhelm, and unanimously carried to adopt Resolution 02-15-22-05.

**Board of County Commissioners
Mille Lacs County, Minnesota**

Resolution No.: 02-15-22-05

COUNTY COORDINATOR WARRANT APPROVAL

WHEREAS, Minnesota Statute 375.18 Subd. 1b authorizes the county board, at its discretion, to delegate its authority to pay certain claims made against the county to a county administrative official; and

WHEREAS, county boards opting to delegate their authority to review claims before payment pursuant to this subdivision shall have internal accounting and administrative control procedures to ensure the proper disbursement of public funds; and

WHEREAS, the County Coordinator is a county administrative official, and Mille Lacs County has internal accounting and administrative control procedures to ensure the proper disbursement of public funds.

NOW, THEREFORE, BE IT RESOLVED, that the Mille Lacs County Board of Commissioners authorizes the County Coordinator to approve claims for payment in the following circumstances:

- Employee benefit payments and other payroll-related payments.
- Shipping costs for packages through UPS, USPS, or other carriers.
- Registration for car titles, conferences, and seminars, as authorized by a department head.
- Hotel registrations approved by the County Coordinator.
- Regular monthly utility bills.
- Items approved and listed in County Board meeting minutes.
- Outside agency payments approved through the County budgeting process.

- Refund of/for overpayment of property tax, permits, or other fees.
- Tax settlements and other related tax payments.
- Payments made on behalf of victims with Victim Assistance Grant funds.
- Payments to the State of Minnesota, as required by statute.
- Funds for Sheriff's Office drug buy-money, as authorized by the County Sheriff.
- Payments authorized by court order.
- Client-related claims up to \$1,000, as approved by the CVS Director.
- Background check expenses as approved by the County Coordinator.
- Payments made in accordance with County financial policies, that have prior Board approval, including but not limited to:
 - Contract payments,
 - Equipment purchases over \$750,
 - Capital project expenses, and
 - All other claims for which Board-approved budgeted funds exist.

BE IT FURTHER RESOLVED that a listing of all payments made under this provision shall be presented to the County Board for informational purposes at the next regularly-scheduled meeting as required by Minnesota Statute 375.18 Subd. 1b.

Adopted this 15th day of February, 2022.

CONSIDER REVISED LAND SERVICES DIRECTOR POSITION DESCRIPTION AND
AUTHORIZE RECRUITMENT

HR Coordinator Fetters reviewed the agenda item. A motion was made by Commissioner Wilhelm, seconded by Commissioner Tellinghuisen, and unanimously carried to approve the Land Services Director position description and authorize recruitment.

CONSIDER ADMINISTRATIVE FINANCIAL TECHNICIAN JOB DESCRIPTION AND
AUTHORIZE POSTING

HR Coordinator Fetters reviewed the agenda item. A motion was made by Commissioner Peterson, seconded by Commissioner Wilhelm, and unanimously carried to approve the Administrative Financial Technician job description and authorize recruitment.

CONSIDER GRANTING VOTING AUTHORITY TO THE RUM RIVER WATERSHED
REPRESENTATIVE

County Coordinator Hayes reviewed the agenda item. Discussion took place regarding the plan, voting authority, and resources offered by the plan. A motion was made by Commissioner Wilhelm, seconded by Commissioner Oslin, and unanimously carried by a roll call vote to appoint Board Chair Reynolds as the voting member for the Rum River One Watershed One Plan committee.

CONSIDER AIM TASK FORCE JOINT POWERS AGREEMENT

County Sheriff Don Lorge reviewed the agenda item. A motion was made by Commissioner Wilhelm, seconded by Commissioner Oslin, and unanimously carried to approve the agenda item.

FINAL PAYMENT FOR SLOPE REPAIRS ON CSAH #1

Public Works Director Kevin Schultz reviewed the agenda item. Discussion took place regarding the project length, results, and funding. A motion was made by Commissioner Peterson, seconded by Commissioner Wilhelm, and unanimously carried to approve the agenda item.

COMMITTEE REPORTS

Commissioner Peterson attended the East Central Solid Waste meeting. Commissioner Tellinghuisen attended the East Central Regional Juvenile Detention Center meeting. Commissioner Reynolds attended the Tribal Relations training on 2/3/2022 and 2/4/2022, along with Commissioner Oslin.

ADJOURN

A motion was made by Commissioner Wilhelm, seconded by Commissioner Tellinghuisen, and unanimously carried to adjourn the meeting at 10:27 a.m.

WORK SESSION (COUNTY BOARD ROOM):

REVIEW 2021 FINANCIALS & FUND ACCOUNTING

REVIEW EMPLOYEE ENGAGEMENT SURVEY RESULTS

REVIEW POSITION DESCRIPTIONS

REVIEW PUBLIC WORKS FACILITIES

ATTEST:

Mille Lacs County Board Meeting
February 15, 2022

Dillon Hayes
County Coordinator

David Oslin
County Board Chairperson