

CALL MEETING TO ORDER

County Administrator Dillon Hayes called the meeting to order at 9:00 a.m. Commissioners Whitcomb, Reynolds, Oslin, Tellinghuisen, and Peterson were in attendance.

PLEDGE OF ALLEGIANCE

APPROVE THE AGENDA (ADDITIONS AND DELETIONS)

ELECT 2023 CHAIRPERSON & VICE-CHAIRPERSON

County Administrator Dillon Hayes called for nominations for Board Chair. Commissioner Oslin nominated Commissioner Peterson; Commissioner Whitcomb nominated Commissioner Reynolds. A motion was made by Commissioner Oslin, seconded by Commissioner Whitcomb, and unanimously carried to cease nominations. Administrator Hayes called for a roll call vote on the election of Commissioner Peterson as Board Chair for 2023, and Commissioner Peterson was elected Board Chair with Commissioners Oslin, Tellinghuisen, and Peterson voting in favor, and Commissioners Whitcomb and Reynolds voting against. Administrator Hayes turned the meeting over to Chair Peterson. Chair Peterson called for nominations for Vice-Chair. Commissioner Tellinghuisen nominated Commissioner Oslin; no other nominations were received. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to cease nominations and cast a unanimous ballot for Commissioner Oslin as the Board Vice-Chair for 2023.

APPOINT 2023 ASSOCIATION OF MINNESOTA COUNTIES POLICY COMMITTEE & VOTING DELEGATES

Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Tellinghuisen and unanimously carried, to appoint the 2023 Association of Minnesota County policy committee representatives and voting delegates.

CONSIDER 2023 COMMITTEE APPOINTMENTS

Administrator Hayes reviewed the committee assignments. A motion was made by Commissioner Oslin, seconded by Commissioner Whitcomb and unanimously carried, to approve the 2023 committee appointments as presented with the addition of Commissioner Reynolds and Commissioner Whitcomb to the Childcare Supply Committee as primary and alternate, respectively.

SET 2023 COUNTY BOARD MEETING DATES

A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds and unanimously carried, to approve the 2023 County Board meeting schedule, with Board meetings scheduled for 9:00 AM on the first and third Tuesday of each month, with the exception of Thursday, July 6, 2023; and Thursday, December 7, 2023 at 5:00 PM, with the Truth-in-Taxation hearing to follow at 6:00 PM.

CONSENT AGENDA

A motion was made by Commissioner Oslin, seconded by Commissioner Reynolds, and unanimously carried to accept the consent agenda with the removal of item 4.3.

SCHEDULE PUBLIC HEARING TO CONSIDER KENNEL LICENSE

CONSIDER 2023 LAND USE ATTORNEY RETAINER AGREEMENT

CONSIDER DECEMBER 20, 2022 AND DECEMBER 27, 2022 MEETING MINUTES

A motion was made by Commissioner Reynolds, seconded by Commissioner Tellinghuisen, and carried with Commissioners Oslin, Reynolds, Tellinghuisen, and Peterson in favor, and Commissioner Whitcomb abstaining.

REVIEW WARRANTS

CONSIDER HOUSING SUPPORT AGREEMENT FOR 2022-2023

REGULAR AGENDA

CONSIDER 2023 NEWSPAPER BIDS

Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Whitcomb, and unanimously carried to designate the Union Times as the official newspaper for 2023; and the Mille Lacs Messenger for publication of the delinquent tax list.

CONSIDER RESOLUTION 01-03-23-01: COUNTY ENGINEER APPOINTMENT

Administrator Hayes reviewed the Resolution. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to adopt Resolution 01-03-23-01.

*Board of County Commissioners  
Mille Lacs County, Minnesota*

*Resolution No.: 01-03-23-01*

***APPOINTMENT OF COUNTY ENGINEER***

***WHEREAS***, Minnesota Statute 163.07 provides authority to the Mille Lacs County Board of Commissioners to fill the office of County Engineer by appointment; and

***WHEREAS***, the law further requires the County Engineer to be a registered highway or civil engineer under the laws of the State of Minnesota; and

***WHEREAS***, the law further provides that initial appointments may be for a term of only one year; and

***WHEREAS***, on December 27, 2022, the Mille Lacs County Board of Commissioners executed an employment agreement with David Enblom to serve as the County Engineer; and

***WHEREAS***, to further conformance with Minnesota Statutes, the County Administrator has recommended that the County Board appoint David Enblom as the Mille Lacs County Engineer for a term beginning January 3, 2023 and ending January 3, 2024.

***NOW, THEREFORE, BE IT RESOLVED***, that the Mille Lacs County Board of Commissioners hereby appoints David Enblom as the County Engineer, effective January 3, 2023, for a term of one year.

CONSIDER RESOLUTION 01-03-23-02: COUNTY ADMINISTRATOR WARRANT APPROVAL

Administrator Hayes reviewed the Resolution. A motion was made by Commissioner Oslin, seconded by Commissioner Tellinghuisen, and unanimously carried to adopt Resolution 01-03-23-02.

*Board of County Commissioners  
Mille Lacs County, Minnesota*

*Resolution No.: 01-03-23-02*

***COUNTY ADMINISTRATOR 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 Administrator 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 Administrator 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:*
  1. *Contract payments,*
  2. *Equipment purchases over \$750,*
  3. *Capital project expenses, and*
  4. *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.

**CONSIDER RESOLUTION 01-03-23-03: CHANGE FUND ESTABLISHMENT**

Administrator Hayes reviewed the Resolution. A motion was made by Commissioner Tellinghuisen, seconded by Commissioner Whitcomb, and unanimously carried to adopt Resolution 01-03-23-03.

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

***Resolution No.: 01-03-23-03***

***ESTABLISHING CHANGE FUNDS***

***WHEREAS***, Minnesota Statute § 375.45 provides for the establishment of change funds; and

***WHEREAS***, the Mille Lacs County Administrator has reviewed departmental needs and requests for said funds.

***NOW, THEREFORE, BE IT RESOLVED***, that the Mille Lacs County Board of Commissioners hereby establishes or re-establishes the following change funds:

- *Auditor-Treasurer:*       \$500
- *Recorder:*                 \$100
- *Zoning:*                    \$100
- *CVS:*                        \$50
- *Sheriff's Office:*         \$250

***BE IT FURTHER RESOLVED*** that all previous approvals for change funds be repealed and replaced with the amounts noted herein.

**CONSIDER RESOLUTION 01-03-23-04: EFT AUTHORIZATION**

Administrator Hayes reviewed the Resolution. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to adopt Resolution 01-03-23-04.

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

***Resolution No.: 01-03-23-04***

***AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE ELECTRONIC FUNDS  
TRANSFERS IN 2023***

***WHEREAS***, Minnesota Statute 471.38 Subd. 3. allows a local government to 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 a fiscal agent service charge from the debt redemption fund.*

***WHEREAS***, Minnesota Statute 471.38 Subd. 3a. authorizes electronic funds transfer to only those local governments that have enacted policy controls.

***NOW, THEREFORE, BE IT RESOLVED***, that the Mille Lacs County Administrator, and/or the County Administrator's designee, is authorized to make electronic funds transfer per Minnesota Statute 471.38 Subd. 3.

***BE IT FURTHER RESOLVED***, that the authority to make electronic funds transfer is further extended to include the Administrative Financial Manager and staff under the supervision of the Administrative Financial Manager as necessary to initiate and complete electronic funds transfers to pay expenditures of and for Mille Lacs County.

***BE IT FURTHER RESOLVED***, that, in accordance with the Mille Lacs County Electronic Fund Transfer Policy, a list of all claims paid which includes electronic funds transfer be presented to the Board at its next regularly scheduled meeting.

**CONSIDER RESOLUTION 01-03-23-05: GIA TRAIL SPONSORSHIP**

Administrator Hayes reviewed the Resolution. A motion was made by Commissioner Tellinghuisen, seconded by Commissioner Whitcomb, and unanimously carried to adopt Resolution 01-03-23-05.

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

***Resolution No.: 01-03-23-05***

***APPROVING COUNTY SPONSORSHIP OF AREA SNOWMOBILE & ATV TRAILS***

***WHEREAS***, area snowmobile and ATV clubs and associations provide trails to meet Mille Lacs County's recreational needs; and

***WHEREAS***, the State of Minnesota offers funding of such trails through its Trails Assistance Program; and

***WHEREAS***, the Mille Lacs County Board of Commissioners acknowledges the sponsorship of this program as only a facilitator in providing State funds to local snowmobile and ATV associations and clubs.

***NOW, THEREFORE, BE IT RESOLVED***, that the Mille Lacs County Board of Commissioners hereby approves the applications and proposals of the local snowmobile and ATV clubs, and authorizes the

*County Administrator and/or Board Chair to sign all necessary forms and agreements to participate in the programs for 2023.*

CONSIDER APPROVAL OF PROPOSALS TO UPGRADE AND EXPAND DOOR CONTROL AND CAMERA SYSTEMS

Facility & Fleet Operations Manager Noelan Lange presented the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to accept the quote for Access Controls Credentials and Software from Electro Watchman, Inc. for the amount of \$1,137.60. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds and unanimously carried to accept the quote for CVS Existing Door Control System Hardware Conversion from Electro Watchman, Inc. for the amount of \$25,535.68. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to accept the quote for HCH Existing Door Control System Hardware Conversion from Electro Watchman, Inc. for the amount of \$24,802.79. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to accept the quote for Jail Additional Door Control System Expansion from Electro Watchman, Inc. for the amount of \$25,333.08. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to accept the quote for Sheriff's Office Additional Door Control System Expansion from Electro Watchman, Inc. for the amount of \$36,550.08. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to accept the quote for Justice Center Existing Door Control System Hardware Conversion from Electro Watchman, Inc. for the amount of \$80,138.83. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to accept the quote for Justice Center Additional Door Control System Expansion from Electro Watchman, Inc. for the amount of \$56,379.83. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to accept the quote for South Maintenance Facility Door Control System Expansion from Electro Watchman, Inc. for the amount of \$46,794.92. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to accept the quote for South Maintenance Facility Camera System from Electro Watchman, Inc. for the amount of \$60,028.57. A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to accept the quote for Multi-Site Existing Camera System Conversion from Electro Watchman, Inc. for the amount of \$99,245.22.

CONSIDER LEASE MANAGEMENT SOFTWARE

Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Tellinghuisen, and unanimously carried to approve purchase of the DebtBook software service and authorize execution of the order form, pending incorporation of changes recommended by the County Attorney's Office.

COMMITTEE REPORTS

There were no committee reports.

ADJOURN

A motion was made by Commissioner Reynolds, seconded by Commissioner Tellinghuisen, and unanimously carried to adjourn the meeting at 10:06 AM.

WORK SESSION (COUNTY BOARD ROOM):

REVIEW DITCH INSPECTION REPORTS

REVIEW LAND SERVICES OFFICE STAFFING

REVIEW APPLICATION FOR FEDERAL SOLID WASTE GRANT

ATTEST:

---

Dillon Hayes  
County Administrator

---

Phil Peterson  
County Board Chairperson