

CALL MEETING TO ORDER

County Administrator Dillon Hayes called the meeting to order at 9:01 a.m. with the following commissioners present: Commissioners Oslin, Peterson, Reynolds, Tellinghuisen and Whitcomb.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE THE AGENDA (ADDITIONS AND DELETIONS)

ELECT 2024 CHAIRPERSON & VICE-CHAIRPERSON

County Administrator Dillon Hayes called for nominations for Board Chair. Commissioner Oslin nominated Commissioner Peterson. A motion was made by Commissioner Whitcomb and seconded by Commissioner Oslin to appoint Commissioner Peterson as the County Board Chair for 2024, with Commissioners Oslin, Peterson, Tellinghuisen, and Whitcomb voting in favor, and Commissioner Reynolds voting against. County Administrator Hayes turned the meeting over to Chair Peterson. Chair Peterson called for nominations for Vice-Chair. Commissioner Tellinghuisen nominated Commissioner Oslin; Commissioner Whitcomb nominated Commissioner Reynolds. A motion was made by Commissioner Tellinghuisen, seconded by Commissioner Oslin, and unanimously carried to appoint Commissioner Oslin as the Board Vice-Chair for 2024.

CONSENT AGENDA

A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to approve the Consent Agenda as presented.

REVIEW OF AUDITOR WARRANTS

CONSIDER COMMISSIONERS MILEAGE AND PER DIEMS - DECEMBER 2023

CONSIDER LAW LIBRARY FEE CHANGE

CONSIDER DECEMBER 27, 2023 MEETING MINUTES

REGULAR AGENDA

COUNTY SHERIFF'S OFFICE

CONSIDER ASSESSMENT OF DELINQUENT ANIMAL CONTROL FEES

County Sheriff Kyle Burton reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to approve the agenda item.

ADMINISTRATIVE SERVICES OFFICE

APPOINT 2024 ASSOCIATION OF MINNESOTA COUNTIES POLICY COMMITTEE & VOTING DELEGATES

County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Whitcomb, and unanimously carried to approve the agenda item as presented.

CONSIDER 2024 COMMITTEE APPOINTMENTS

County Administration Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Whitcomb, and unanimously carried to approve the agenda item with the following changes:

1. AMC voting delegate shall be updated from Commissioner Wilhelm to Commissioner Whitcomb;
2. ECRL appointment shall be updated to designate Commissioner Oslin as the primary and Commissioner Reynolds as the secondary;

3. East Central Regional Juvenile Center Board shall be updated to designate Commissioner Reynolds as the primary and Commissioner Tellinghuisen as the secondary; and
4. Snake River Watershed Policy Committee shall be eliminated.

SET 2024 COUNTY BOARD MEETING DATES

County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to approve the agenda item as presented with the exception of the 11/5/2024 meeting to be changed to 11/6/2024.

CONSIDER 2024 NEWSPAPER BIDS

County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to designate the Mille Lacs Messenger as the official paper for Mille Lacs County for 2024, the Union Times as the official publication site for the Mille Lacs County delinquent tax list for 2024, and the Mille Lacs County website for the publication of Public Works online bids.

CONSIDER RESOLUTION 01-02-24-01: COUNTY ADMINISTRATOR WARRANT APPROVAL

County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Reynolds, and unanimously carried to adopt Resolution 01-02-24-01: County Administrator Warrant Approval.

***Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-02-24-01
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 01-02-24-02: CHANGE FUND ESTABLISHMENT

County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to adopt resolution 01-02-24-02: Change Fund Establishment.

***Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-02-24-02
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 01-02-24-03: EFT AUTHORIZATION

County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Whitcomb, and unanimously carried to adopt Resolution 01-02-24-03: EFT Authorization.

***Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-02-24-03
AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE ELECTRONIC FUNDS
TRANSFERS IN 2024***

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 REVISED MENTAL HEALTH CO-RESPONDER POSITION DESCRIPTION

Personnel Director Karly Fethers reviewed the agenda item. A motion was made by Commissioner Oslin, seconded by Commissioner Reynolds, and unanimously carried to approve the agenda item.

CONSIDER PERSONNEL POLICY REVISIONS

Personnel Director Fethers reviewed the agenda item. A motion was made by Commissioner Reynolds, seconded by Commissioner Whitcomb, and unanimously carried to approve the agenda item.

COMMITTEE REPORTS

ADJOURN

A motion was made by Commissioner Whitcomb, seconded by Commissioner Oslin, and unanimously carried to adjourn the meeting at 9:35 a.m.

WORK SESSION (COUNTY BOARD ROOM):

ZONING VIOLATIONS DISCUSSION

REVIEW GOALS & STRATEGIC PLANNING

ATTEST:

Dillon Hayes
County Administrator

Phil Peterson
County Board Chairperson