

WORK SESSION (COUNTY BOARD ROOM):

REVIEW DEVELOPMENT ORDINANCE UPDATES

REVIEW EMPLOYEE ENGAGEMENT SURVEY RESULTS

CALL MEETING TO ORDER

Board Vice Chair Oslin called the meeting to order at 9:02 a.m. with the following commissioners present: Commissioners Whitcomb, Oslin, Tellinghuisen, and Reynolds. Commissioner Peterson was absent.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVE THE AGENDA (ADDITIONS AND DELETIONS)

A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to approve the agenda as presented.

CONSENT AGENDA

Commissioner Whitcomb requested to remove agenda item 4.2 Consider Legal Fees. Commissioner Reynolds requested to remove agenda item 4.5 Consider Funding Granted for CSAH 2 Project FY 2028. Commissioner Oslin requested to remove agenda item 4.11 Consider IT Policy. A motion was made by Commissioner Reynolds, seconded by Commissioner Whitcomb, and unanimously carried to approve the Consent Agenda with these revisions.

CONSIDER LETTER OF SUPPORT REGARDING WOLF MANAGEMENT

CONSIDER LEGAL FEES

Discussion took place regarding the legal fees. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to approve payment in the amount of \$9,010.00 to Nolan, Thompson, Leighton, & Tataryn PLC (NTLT) for fees incurred from November 1, 2023 to December 1, 2023.

CONSIDER 2024 LAND USE ATTORNEY RETAINER AGREEMENT

CULVERT REPLACEMENT ON COUNTY DITCH #4

CONSIDER FUNDING GRANTED FOR CSAH 2 PROJECT FY 2028

A motion was made by Commissioner Reynolds, seconded by Commissioner Tellinghuisen, and unanimously carried to approve the agenda item.

TABLE PUBLIC HEARING TO CONSIDER RE-SCHEDULING

REVIEW OF CVS WARRANTS

CONSIDER LETTER OF INTENT FOR PUBLIC LAND SURVEY SYSTEM MONUMENT GRANT

CONSIDER RESOLUTION 02-20-24-01: APPROVAL OF CHARITABLE GAMBLING PERMIT

*Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 02-20-24-01
A RESOLUTION AUTHORIZING CHARITABLE GAMBLING*

BE IT RESOLVED, that the Mille Lacs County Board of Commissioners does hereby approve granting an Exempt Permit for Ducks Unlimited to hold a Raffle in Milo Township at Northern Lights Ballroom & Banquet Center on April 18, 2024.

REVIEW OF AUDITOR WARRANTS

CONSIDER IT POLICY

Commissioner Oslin asked Technology Services Manager Michael Virnig for an overview of the policy. Discussion took place regarding any changes incorporated in the new policy. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to approve the agenda item.

CONSIDER FEBRUARY 6, 2024 COUNTY BOARD MEETING MINUTES

REGULAR AGENDA

LAND SERVICES OFFICE

HOLD PUBLIC HEARING TO AMEND THE SUBDIVISION PLAT REVIEW ORDINANCE

Zoning Administrator Keenan Hayes reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to open the public hearing at 9:28 a.m. Board Vice Chair Oslin called for public input. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to close the public hearing at 9:29 a.m. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to adopt the amended Subdivision Plat Review Ordinance effective February 20, 2024.

CONSIDER RESOLUTION 02-20-24-02: RECEIVING PETITION AND DIRECTING HEARING ON COUNTY DITCH 5

County Administrator Dillon Hayes reviewed the agenda item. Discussion took place regarding the project and funding for the project. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to adopt Resolution 02-20-24-02: Receiving Petition and Directing Hearing on County Ditch 5.

***Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 02-20-24-02***

RESOLUTION ON PETITION PURSUANT TO STATUTES SECTION 163.17 RELATED TO MODIFICATION OF MILLE LACS COUNTY DITCH NO. 5 TO ACCOMMODATE SAFETY IMPROVEMENTS AND RECONSTRUCTION OF COUNTY STATE AID HIGHWAY 1

WHEREAS, Mille Lacs County Ditch No. 5 (“CD 5”) is a public drainage system lying in Mille Lacs County and running parallel to County State Aid Highway (CSAH) 1 in the Northeast Quarter of the Northeast Quarter and the Southeast Quarter of the Southeast Quarter of Section 10, Township 37, Range 26, Mille Lacs County, Minnesota; and,

WHEREAS, the Mille Lacs County Board of Commissioners is the Drainage Authority for CD 5; and,
WHEREAS, the County, as part of the reconstruction of CSAH 1, plans to make certain safety improvements deemed necessary for the roadway. The improvements will expand the physical right of way of CSAH 1; and,

WHEREAS, the County Engineer has petitioned the County Board and Minnesota Statutes § 163.17 provides authority for the County to make minor ditch alterations during the construction or maintenance of a highway under the jurisdiction of the County as it is both convenient and advantageous to the public for such alterations to be made in a public ditch system directly affecting the adjacent highway; and,

WHEREAS, the proposed alteration of CD 5 will not impair the functioning or efficiency of the drainage system; it will accommodate safety improvements related to the highway reconstruction; and,

WHEREAS, the County has acquired additional right of way to accommodate relocation of CD 5; and,
WHEREAS, a Layout of CD 5 and CSAH 1, was attached to the County Engineer’s petition, all of which is attached to this Resolution and incorporated herein.

NOW THEREFORE, BE IT RESOLVED that if upon public hearing it shall appear that the alteration in the public ditch system will not affect or impair the efficiency of the ditch system, the County shall make its order authorizing the ditch alteration as a cost of the road project.

BE IT FURTHER RESOLVED, that upon completion of the ditch alteration, the County Engineer shall cause to be filed with the County Auditor a map and profile drawn to scale showing the change or alteration made, and the ditch shall thereafter include the alteration or change as part thereof with the same force and effect as though it had been originally so constructed and established.

BE IT FINALLY RESOLVED, that a hearing is set for Tuesday, March 19, 2024 at 9:05 AM in the Board Room of the Historic Courthouse, 635 2nd Street SE, Milaca, MN. Notice shall be given by publication as that term is defined in the drainage code.

CONSIDER PLANNING COMMISSION RECOMMENDATIONS

Zoning Administrator Keenan Hayes reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to approve the request for a CUP for a Single-Family dwelling on parcel 01-036-0800. A motion was made by Commissioner Reynolds, seconded by Commissioner Whitcomb, and unanimously carried to approve the request to remove the Bed and Breakfast use from the C1 General Commercial Zoning District.

COUNTY SHERIFF'S OFFICE

CONSIDER PURCHASE OF SAPPHIRE ELECTRONIC MEDICAL RECORDS SOFTWARE

Detention Services Lieutenant Dustin Naumann reviewed the agenda item with input from Detention Services Captain Bradley Hunt. Commissioner Reynolds asked if this amount was budgeted; Detention Services Captain Hunt responded these funds are budgeted for one year of the three-year contract and future years will be included in the budget. Discussion took place regarding the services of the software. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to approve the purchase of Sapphire Electronic Medical Records Software in an amount not to exceed \$14,100.00.

COMMUNITY AND VETERAN SERVICES OFFICE

CONSIDER EMPLOYMENT SERVICES CONTRACT FOR MFIP AND DWP SERVICES

Community & Veterans Services Director Beth Crook reviewed the agenda item with input from Fiscal Services Supervisor Paul Prokosch and Financial Assistance Supervisor Beth Sumner. Discussion took place regarding the Request for Proposal process and results. A motion was made by Commissioner Reynolds, seconded by Commissioner Tellinghuisen, and unanimously carried to approve the agenda item. Commissioner Whitcomb abstained due to a conflict of interest.

PUBLIC WORKS

CONSIDER PROPOSAL FOR SOO LINE MASTER PLAN CONSULTING SERVICES

Public Works Director Kyle Lau reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to approve the agenda item.

CONSIDER RESOLUTION 02-20-24-03: MNDOT DETOUR AGREEMENT FOR SP 4811-80 Public Works Director Lau reviewed the agenda item. Discussion took place regarding the project start date. A motion was made by Commissioner Reynolds, seconded by Commissioner Whitcomb, and unanimously carried to adopt Resolution 02-20-24-03: MnDOT Detour Agreement for SP 4811-80.

Board of County Commissioners

Mille Lacs County, Minnesota

Resolution No.: 02-20-24-03

***RESOLUTION APPROVING AGREEMENT NO. 1055541 WITH THE STATE OF MINNESOTA
FOR SP 4811-80***

BE IT RESOLVED by the Mille Lacs County Board of Commissioners that Mille Lacs County enter into MNDOT Agreement No. 1055541 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 5 and County State Aid Highway No. 13 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 169 from 1500' south of Mille Lacs County State Aid Highway No. 8 to 1500' north of Mille Lacs County State Aid Highway No. 8 under State project No. 4811-80 (T.H. 169 = 018).

BE IT FURTHER RESOLVED, that the Board Vice-Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

CONSIDER RESOLUTION 02-20-24-04: MNDOT DETOUR AGREEMENT FOR SP 4811-76Public Works Director Lau reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to adopt Resolution 02-20-24-04: MnDOT Detour Agreement for SP 4811-76.

***Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 02-20-24-04***

***RESOLUTION APPROVING AGREEMENT NO. 1055540 WITH THE STATE OF MINNESOTA
FOR SP 4811-76***

BE IT RESOLVED by the Mille Lacs County Board of Commissioners that Mille Lacs County enter into MNDOT Agreement No. 1055540 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 5 and County State Aid Highway No. 13 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 169 from Long Siding to 2 miles north of Pease under State Project No. 4811-76 (T.H. 169 = 018).

BE IT FURTHER RESOLVED, that the Board Vice-Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

CONSIDER RESOLUTION 02-20-24-05: MNDOT DETOUR AGREEMENT FOR SP 4802-25Public Works Director Lau reviewed the agenda item. A motion was made by Commissioner Reynolds, seconded by Commissioner Tellinghuisen, and unanimously carried to adopt Resolution 02-20-24-05: MnDOT Detour Agreement for SP 4802-25.

***Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 02-20-24-05***

***RESOLUTION APPROVING AGREEMENT NO. 1055537 WITH THE STATE OF MINNESOTA
FOR SP 4802-25***

BE IT RESOLVED by the Mille Lacs County Board of Commissioners that Mille Lacs County enter into MNDOT Agreement No. 1055537 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 2, County State Aid Highway No. 1, and County State Aid Highway No. 24 as a detour route during the construction to be performed upon, along, and adjacent to Trunk Highway No. 23 from 250' East of County State Aid Highway No. 2, East of Milaca to the Ground House River Bridge East of Ogilvie under State Project No. 4802-25 (T.H. 23=023).

BE IT FURTHER RESOLVED, that the Board Vice-Chair and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

CONSIDER REPORT FOR COUNTY DITCH #2

Public Works Director Lau reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to approve the inspection report for County Ditch #2.

CONSIDER RESOLUTION 02-20-24-06: APPOINT COUNTY DITCH INSPECTOR

Public Works Director Lau reviewed the agenda item. A motion was made by Commissioner Reynolds, seconded by Commissioner Whitcomb, and unanimously carried to adopt Resolution 02-20-24-06: Appoint County Ditch Inspector.

***Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 02-20-24-06***

A RESOLUTION REGARDING APPOINTMENT OF A COUNTY DRAINAGE INSPECTOR

Whereas, the Mille Lacs County Board of Commissioners serves as the Drainage Authority for Mille Lacs County; and

Whereas, the Drainage Authority, pursuant to Minnesota Statute 103E.065, shall appoint a competent person to serve as the drainage inspector; and

WHEREAS, the previous Drainage Inspector, Kevin Schultz, has resigned his position with Mille Lacs County; and

Whereas, Kyle Lau was hired by Mille Lacs County on December 26, 2023 as the Public Works Director and thereupon assigned the duties of drainage inspector.

THEREFORE; BE IT RESOLVED by the Mille Lacs County Board of Commissioners that Kyle Lau is hereby appointed as the Mille Lacs County Drainage Inspector for a term that shall expire on December 31, 2026, with compensation to be provided in accordance with the Mille Lacs County Personnel Policy.

ADMINISTRATIVE SERVICES OFFICE

CONSIDER HMA SERVICE AGREEMENT TO INVESTIGATE AND PLAN STRUCTURAL REPAIRS TO THE HISTORIC COURTHOUSE

Facility and Fleet Operations Manager Noelan Lange reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to approve the HMA Service Agreement to investigate and plan structural repairs to the Historical Courthouse.

CONSIDER PURCHASE OF KNOWBE4 CYBERSECURITY PROGRAM

Technology Services Manager Michael Virnig reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Reynolds, and unanimously carried to approve the purchase of KnowBe4 three-year subscription for 270 users.

COMMITTEE REPORTS

Commissioner Whitcomb attended the County Fair Board meeting. Commissioner Reynolds attended the Childcare Committee meeting, where the committee set a date for a childcare provider resource fair to be held at the Gorecki Center. Commissioner Reynolds also attended the Extension Committee meeting to pick the farm family of the year. Commissioner Oslin attended the East Central Solid Waste Commission meeting as the alternate for Commissioner Peterson, where the committee discussed MAGIC fund investments and future options for waste hauling services. With this committee, the permitting process continues for opening the new cell, and the committee is in the process of drilling five new gas wells.

ADJOURN

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

WORK SESSION (COUNTY BOARD ROOM):

COUNTY ADMINISTRATOR REPORT

ATTEST:

Dillon Hayes
County Administrator

Phil Peterson
County Board Chairperson