

SWEARING-IN OF NEW COMMISSIONERS (COUNTY BOARD ROOM)

CALL MEETING TO ORDER

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

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.

ELECT 2025 CHAIRPERSON & VICE-CHAIRPERSON

County Administrator Hayes called for nominations for Board Chair. Commissioner Tellinghuisen nominated Commissioner Reynolds. County Administrator Hayes called for any other nominations three times; no other nominations were received. A motion was made by Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to elect Commissioner Reynolds as 2025 Board Chair.

Commissioner Reynolds called for nominations for Board Vice Chair. Commissioner Bjornson nominated Commissioner Tellinghuisen. Commissioner Reynolds called for any other nominations three times; no other nominations were received. A motion was made by Commissioner Whitcomb, seconded by Commissioner Munson, and unanimously carried to elect Commissioner Tellinghuisen as 2025 Board Vice Chair.

CONSENT AGENDA

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

CONSIDER SALE OF PERSONAL PROPERTY

CONSIDER EXECUTION OF QUIT CLAIM DEEDS

CONSIDER WORK ORDER CONTRACT FOR HCH CEILING PROJECT

CONSIDER MORTGAGE SATISFACTION FOR MARJORIE HOYT SCDP PAYOFF

CONSIDER CY2025 CONTRACT WITH CENTRAL MINNESOTA MENTAL HEALTH CENTER

CONSIDER RESOLUTION 01-07-25-01: APPROVAL OF GAMBLING FOR BRANDT'S ICE FISHING

**Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-07-25-01
A RESOLUTION AUTHORIZING GAMBLING**

BE IT RESOLVED that the Mille Lacs County Board of Commissioners does hereby approve granting a Permit for the Mille Lacs Drift Skippers to conduct gambling at Brandt's Ice Fishing in South Harbor Township.

REVIEW OF ADMINISTRATOR WARRANTS

CONSIDER COMMISSIONERS MILEAGE AND PER DIEMS - DECEMBER 2024

REVIEW OF CVS WARRANTS

CONSIDER DECEMBER 17, 2024 MEETING MINUTES

CONSIDER VACATION ACCRUAL MEMORANDUM OF AGREEMENT WITH LAW
ENFORCEMENT LABOR SERVICES, INC.

REGULAR AGENDA

ADMINISTRATIVE SERVICES OFFICE

APPOINT 2025 ASSOCIATION OF MINNESOTA COUNTIES POLICY COMMITTEE & VOTING
DELEGATES

Commissioner Reynolds reviewed the agenda item with input from County Administrator Hayes.

The following representation was assigned:

Environmental & Natural Resources Policy Committee: Commissioner Bjornson

General Government Policy Committee: Commissioner Reynolds

Health & Human Services Policy Committee: Community & Veterans Services Director Beth Crook

Public Safety Policy Committee: Commissioner Whitcomb

Transportation & Infrastructure Policy Committee: Commissioner Munson

Voting Delegates: County Administrator Hayes, Personnel Director Karly Feters, all commissioners,
and Community & Veterans Services Director Crook

A motion was made by Commissioner Whitcomb, seconded by Commissioner Bjornson, and
unanimously carried to approve the 2025 AMC appointments as outlined above.

CONSIDER 2025 COMMITTEE APPOINTMENTS

Commissioner Reynolds reviewed the agenda item. A motion was made by Commissioner Whitcomb,
seconded by Commissioner Tellinghuisen, and unanimously carried to approve the 2025 Committee
Appointments excluding the Personnel Board of Appeals assignments.

SET 2025 COUNTY BOARD MEETING DATES

County Administrator Hayes reviewed the agenda item, noting a correction to the agenda item with the
Truth in Taxation meeting set for December 2, 2025. A motion was made by Commissioner Whitcomb,
seconded by Commissioner Bjornson, and unanimously carried to approve the 2025 County Board
meeting schedule.

CONSIDER 2025 NEWSPAPER BIDS

County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner
Bjornson, seconded by Commissioner Munson, and unanimously carried to designate the Union Times
as the official newspaper for 2025, the Mille Lacs Messenger for publication of the delinquent tax list,
and the Mille Lacs County website www.millelacs.mn.gov for the publication of transportation projects
pursuant to Minnesota Statute 331A. 03 Subd. 3.(b).

CONSIDER RESOLUTION 01-07-25-02: COUNTY ADMINISTRATOR WARRANT

APPROVAL County Administrator Hayes reviewed the agenda item. A motion was made by
Commissioner Whitcomb, seconded by Commissioner Tellinghuisen, and unanimously carried to adopt
Resolution 01-07-25-02: County Administrator Warrant Approval.

**Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-07-25-02**

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, excluding issuance of an employee’s final paycheck off cycle.
- 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 Administrator.
- 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 Administrator.
- 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 01-07-25-03: CHANGE FUND ESTABLISHMENTCounty Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Munson, and unanimously carried to adopt Resolution 01-07-25-03: Change Fund Establishment.

**Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-07-25-03
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 01-07-25-04: EFT AUTHORIZATION County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Bjornson, seconded by Commissioner Munson, and unanimously carried to adopt Resolution 01-07-25-04: EFT Authorization.

**Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-07-25-04
AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE ELECTRONIC FUNDS
TRANSFERS IN 2025**

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.

REVIEW DECEMBER 2024 NEW HIRES AND LEAVES

Employee Relations Specialist Krystal Kapler reviewed the agenda item.

REVIEW OUTSTANDING SERVICE AWARDS FOR QUARTER FOUR

Krystal Kapler reviewed the agenda item, reading nomination information and presenting Outstanding Service Awards to the following employees in attendance:

Ashley Howland

Jessica Peterson

Kevin Lease

Alisha Fussy

Heidi Culbertson

Madison Johnston

Kris Klopp

Former Commissioner David Oslin was also recognized for his 12 years of service, and former Commissioner Phil Peterson was recognized for his 25 years of service.

CONSIDER PERSONNEL POLICY REVISIONS

Personnel Director Karly Feters reviewed the agenda item. A motion was made by Commissioner Munson, seconded by Commissioner Whitcomb, and unanimously carried to approve the Personnel Policy revisions as presented.

CONSIDER RESOLUTION 01-07-25-05: ACCEPTING DONATIONS & GIFTS FOR THE FOURTH QUARTER OF 2024County Administrator Hayes reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Bjornson, and unanimously carried to adopt Resolution 01-07-25-05: Accepting Donations & Gifts for the Fourth Quarter of 2024.

**Board of County Commissioners
Mille Lacs County, Minnesota
Resolution No.: 01-07-25-05**

RESOLUTION ACCEPTING DONATIONS & GIFTS FOR THE FOURTH QUARTER OF 2024

WHEREAS the Mille Lacs County Board of Commissioners has adopted an Acceptance of Donations and Gifts Policy that outlines the conditions under which donations and gifts may be accepted.

NOW, THEREFORE, BE IT RESOLVED by the Mille Lacs County Board of Commissioners that the following donations and gifts are hereby accepted:

Community & Veterans Services Office
Toys for Tots, Garrison

Toys/Gifts Valued < \$1,000.

Administrative Services Office
Noelan & Samantha Lange
Noelan & Samantha Lange
<\$100

\$100.00 to Wellness Fund
Admission vouchers valued

COMMUNITY AND VETERAN SERVICES OFFICE

CONSIDER BENTON TELECOMMUNICATION GRANT

Community & Veterans Services Director Beth Crook reviewed the agenda item. A motion was made by Commissioner Whitcomb, seconded by Commissioner Munson, and unanimously carried to accept the grant funding from Benton Telecommunications in the amount of \$2,000.00.

PUBLIC WORKS

CONSIDER EQUIPMENT PURCHASESHighway Maintenance Superintendent Ryan Newland reviewed the agenda item. A motion was made by Commissioner Tellinghuisen, seconded by Commissioner Munson, and unanimously carried to approve the following actions:

- Approve the purchase of JD 6M 125 in the amount of \$171,461.29 from Midwest Machinery Co. off State Contract #244289, including the trade-in value of \$8,337.50 for 2001 JD 6210 and \$11,216.25 for 1998 JD 6210.
- Approve the purchase of BUSH HOG 4110 Flex Wing Mower in the amount of \$22,470.00 from Baribeau Implement CO.
- Approve the purchase of ST-1085-2FWA off State Contract #230921 and accessories in the amount of \$74,478.28 from Midwest Lift Works.

COMMITTEE REPORTS

Commissioner Whitcomb attended the Mental Health Local Advisory Committee meeting on December 19, 2024. There were no other committee reports.

ADJOURN

A motion was made by Commissioner Bjornson, seconded by Commissioner Whitcomb, and unanimously carried to adjourn the meeting at 10:14 a.m.

WORK SESSION (COUNTY BOARD ROOM):

REVIEW GOALS & STRATEGIC PLAN

REVIEW CVS DIRECTOR STAFFING PLAN

