

**COMMISSIONER PROCEEDINGS**  
**August 11, 2015**

Minutes of the Wilkin County Board of Commissioners held at the Courthouse, Breckenridge, Minnesota, on Tuesday, August 11, 2015. All Commissioners were present. Chairman Perry called the meeting to order at 8:00 A.M.

Motion by Hovland, seconded by Blaufuss and carried, to approve the agenda with additions.

Motion by Folstad, seconded by Miranowski and carried, to approve the minutes of the July 21, 2015 meeting.

Don Bajumpaa and Jared Nordick presented the Wilkin County Soil and Water Conservation District budget for 2016. They are asking for a \$15,000 increase from 2015 due to the hiring of a new employee for the increased workload from Minnesota's Water Quality Buffer Initiative and the Soil Erosion Act.

Commissioner Hovland offered the following resolution and moved for its adoption. The motion was seconded by Commissioner Folstad and carried.

**RESOLUTION 32-15**

WHEREAS, the Wilkin County Planning Commission conducted a public hearing on August 5, 2015 for a conditional use permit request for;  
**Brian Glynn** (owner)

WHEREAS, the planning commission has notified all landowners required to be notified pursuant to the ordinance, and

WHEREAS, The Wilkin County Planning Commission is recommending the conditional use permit request for this property based on the following of findings,

1. The proposed use protects the health, safety, morals and general welfare of occupants of surrounding lands, existing and anticipated land uses, traffic conditions including parking facilities on adjacent streets and land, and the effect on agricultural usage and values of property and scenic views in the surrounding areas.
2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair the property values within the immediate vicinity.
3. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for the uses predominant in the area.
4. Adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance.
6. Adequate measures have been or will be taken to prevent soil erosion or other possible pollution of the public water, both during and after construction.

BE IT RESOLVED, that the Wilkin County Board of Commissioners approve the conditional use permit to allow the establishment of a 3<sup>rd</sup> non-farm single family dwelling per quarter section on property as described based on the above findings and with the following conditions;

1. The property must be able to support the siting of 2 septic systems for future development.
2. Building setback from County Road 32 must be at least 175' from the road centerline.

Adopted this 11<sup>th</sup> day of August, 2015.

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Robert Perry – Chairman

Attest: \_\_\_\_\_  
Janelle Krump – Auditor-Treasurer

Motion by Hovland, seconded by Folstad and carried, to approve transferring \$5,000.00 from the Environmental Fund to the Electronics Rebate Checking Account by Commissioner Warrant.

Motion by Hovland, seconded by Folstad and carried, to allow the Highway Department to get quotes from the State bid for motor grader by August 31, 2015, for delivery and payment in 2016.

Commissioner Blaufuss offered the following resolution and moved for its adoption. The motion was seconded by Commissioner Hovland and carried.

#### RESOLUTION 33-15

BE IT RESOLVED, by Wilkin County that the County enter into a Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the County's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service, educational institutions, and other community organizations for the purpose of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veteran service office, as specified in Minnesota Laws 2013, Chapter 142, Article 4. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, by County of Wilkin that Ron Verhaagen, the County Veterans Service Officer, be authorized to execute the Grant Contract for the above mentioned program on behalf of the County.

Adopted this 11<sup>th</sup> day of August, 2015.

Robert Louis Perry  
Chairman

Attest: Janelle Krump  
County Auditor-Treasurer  
(Seal)

Rick Teberg, Jail Administrator, provided a monthly jail update.

Rick Teberg and Rick Fielder were given permission to participate on the NG911 Committee Board.

Motion by Miranowski, seconded by Folstad and carried, to approve a three (3) year agreement with the University of Minnesota for providing local Extension programs.

Motion by Blaufuss, seconded by Hovland and carried, to approve a credit card request for a Wilkin County Public Health Department Employee.

Commissioner Hovland offered the following resolution and moved for its adoption. The motion was seconded by Commissioner Blaufuss and carried.

**RESOLUTION NO. 34-15  
RESOLUTION OF THE WILKIN COUNTY BOARD ESTABLISHING ENVIRONMENTAL  
HEALTH SERVICES PROGRAM FEES**

**WHEREAS**, the Wilkin County Board held a noticed public hearing and considered oral and written presentations regarding Environmental Health Program Services fees enforceable within the jurisdiction; and

**WHEREAS**, the Wilkin County Board hereby determines that the fees adopted herein shall apply to all applicable license applications and/or renewals to be effective on January 1<sup>st</sup>, 2015; and

**WHEREAS**, the Wilkin County Board hereby determines that the fees described herein are appropriate for the sustainability and required operations of the Environmental Health Services Program; and

**WHEREAS**, described fees apply to regulated services as defined in MN Statute 157.15 within the jurisdiction includes but not limited to food service operations and retail food establishments, beverage services, special event food stands, seasonal temporary food stands, seasonal permanent food stands, mobile food units, public swimming pools, public spas, special use pools, school food services and pools, recreational camping areas, special event camping areas, mobile home parks, lodging establishments, hotels/motels, resorts, youth camps, non-community water supplies, public on-site sewers, plan reviews, and applicable variance, late fees, and enforcement penalties; and

**WHEREAS**, one (1) base fee shall be applied and charged per license certificate issued as described in MN Chapter 157.16 subd.1; and

**WHEREAS**, if an approved establishment begins operation in the last quarter of a licensing year, the license fee due shall be prorated to one half of the annual license fee for that year; and

**WHEREAS**, if there is a change of ownership of a currently licensed establishment in good standing within the licensing year, the license fee due shall be prorated to one half of the annual license fee for that year; and

**WHEREAS**, the prorated rates described herein shall not be applicable to any outstanding or applied enforcement fees, administrative fees, plan review fees, or late fees assessed to the establishment; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Wilkin County Board, that the annual County Rate license fees for the following services be as stated:

**Food and Beverage Program**

<b>Program Element</b>	<b>Name of Fee</b>	<b>Annual State Rates</b>	<b>Annual County Rates</b>
FB-1	Base Fee	\$150	\$150
FB-2	Limited Food Menu	\$60	\$60
FB-3	Small Establishment	\$120	\$120
FB-4	Medium Establishment	\$310	\$310
FB-5	Large Establishment	\$540	\$540
FB-6	Special Event –No Base	\$50	\$50
FB-7	Small Menu B & B	\$120	\$120
FB-8	Small Menu Boarding	\$120	\$120
FB-9	Food Cart	\$60	\$60
FB-10	Mobile Food Unit	\$60	\$60

FB-11	Seasonal Permanent	\$60	\$60
FB-12	Seasonal Temporary	\$60	\$60
FB-13	Beer or Wine Table Service	\$60	\$60
FB-14	Alcohol Service from Bar	\$165	\$165
FB-15	Late Fee up to 30 days	\$120	\$120
FB-16	Late Fee > 30 days	\$360	\$360
FB-17	Mobile Food Unit Late Fee	\$60	\$60
FB-18	Individual Water or Sewer*	\$60	\$60
FB-19	Late Fee for Food Cart, Seasonal Temp Stand, Seasonal Perm. Stand, or Special Event	\$60	\$60
FB-20	Re-Inspection Fee	N/A	\$75

**\*only one individual water or individual sewer fee is applied per licensed establishment**

### **Schools**

<b>Program Element</b>	<b>Name of Fee</b>	<b>State Rates</b>	<b>County Rates</b>
SC-1	Base Fee	\$150	\$150
SC-2	Limited Food Menu	\$60	\$60
SC-3	Small Establishment	\$120	\$120
SC-4	Medium Establishment	\$310	\$310
SC-5	Large Establishment	\$540	\$540
SC-6	Additional Inspection Fee	\$360	\$360
SC-7	Late Fee up to 30 days	\$120	\$120
SC-8	Late Fee > 30 days	\$360	\$360
SC-9	Re-Inspection Fee	N/A	\$75

### **Mobile Home Parks**

<b>Program Element</b>	<b>Name of Fee</b>	<b>State Rates</b>	<b>County Rates</b>
MH-1	Base Fee	\$150	\$150
MH-2	Year Round	\$4 per site	\$4 per site
MH-3	Late Fee up to 30 days	\$120	\$120
MH-4	Late Fee > 30 days	\$360	\$360
MH-5	Individual Water or Sewer*	\$60	\$60
MH-6	Re-Inspection Fee	N/A	\$75

**\*only one individual water or individual sewer fee is applied per licensed establishment**

### **Recreational Campground**

<b>Program Element</b>	<b>Name of Fee</b>	<b>State Rates</b>	<b>County Rates</b>
RC-1	Base Fee 24 or Less Sites	\$50	\$50
RC-2	Base Fee 25-99 Sites	\$212	\$212
RC-3	Base Fee >99 Sites	\$300	\$300
RC-4	Seasonal (6 months or less)	\$4 per site	\$4 per site
RC-5	Late Fee up to 30 days	\$120	\$120
RC-6	Late Fee > 30 days	\$360	\$360
RC-7	Special Event Camp Base Fee	\$150	\$150
RC-8	Special Event Camp Site Fee	\$1 each site	\$1 each site
RC-9	Individual Water or Sewer*	\$60	\$60
RC-10	Late Fee Special Event Camping	\$360	\$360

RC-11	Re-Inspection Fee	N/A	\$75
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**\*only one individual water or individual sewer fee is applied per licensed establishment**

**Youth Camp**

Program Element	Name of Fee	State Rates	County Rates
YC-1	Up to 99 campers	\$325	\$325
YC-2	100-99 campers	\$550	\$550
YC-3	200 or more campers	\$750	\$750
YC-4	Individual Water or Sewer*	\$60	\$60
YC-5	Late Fee up to 30 days	\$120	\$120
YC-6	Late Fee > 30 days	\$360	\$360
YC-7	Re-Inspection Fee	N/A	\$75

**\*only one individual water or individual sewer fee is applied per licensed establishment**

**Lodging (Max \$1000)**

Program Element	Name of Fee	State Rates	County Rates
LG-1	Lodging Base Fee	\$150	\$150
LG-2	Number of Units x Rate	\$10/unit	\$10/unit
LG-3	Individual Water or Sewer*	\$60	\$60
LG-4	Late Fee up to 30 days	\$120	\$120
LG-5	Late Fee > 30 days	\$360	\$360
LG-6	Re-Inspection Fee	N/A	\$75

**\*only one individual water or individual sewer fee is applied per licensed establishment**

**Swimming Pools and Spas**

Program Element	Name of Fee	State Rates	County Rates
SP-1	Base Fee for standalone pools	\$150	\$150
SP-2	Public Swimming Pools	\$325	\$325
SP-3	Each Additional Pool	\$175	\$175
SP-4	Spa Pool	\$175	\$175
SP-5	Each Additional Spa	\$100	\$100
SP-6	Late Fee up to 30 days	\$120	\$120
SP-7	Late Fee > 30 days	\$360	\$360
SP-8	Individual Water or Sewer*	\$60	\$60
SP-9	Re-Inspection Fee	N/A	\$75

**NOW, THEREFORE, BE IT RESOLVED**, by the Wilkin County Board, that the County Rate plan review application fees for the following services be as stated:

**Plan Review Program – New Construction**

Program Element	Name of Fee	State Rates	County Rates
PR-1	Limited Food Menu	\$275	\$275
PR-2	Small Establishment	\$400	\$400
PR-3	Medium Establishment	\$450	\$450
PR-4	Large Establishment	\$500	\$500
PR-5	Additional Food Service	\$150/service	\$150/service
PR-6	Beer or Wine Table Service	\$150	\$150
PR-7	Alcohol Service from Bar	\$250	\$250
PR-8	Lodging < 25 Rooms	\$375	\$375
PR-9	Lodging 25 to 99 Rooms	\$400	\$400
PR-10	Lodging 100 Rooms or More	\$500	\$500
PR-11	Lodging 1 to 4 Cabins	\$350	\$350
PR-12	Lodging 5 to 9 Cabins	\$400	\$400
PR-13	Lodging 10 Cabins or More	\$450	\$450

	<b>MHP/RCA/SECA Plan Review</b>		
PR-14	Less than 25 sites	\$375	\$375
PR-15	25 to 99 sites	\$400	\$400
PR-16	100 sites or more	\$500	\$500

**Plan Review Program – Remodel**

<b>Program Element</b>	<b>Name of Fee</b>	<b>State Rates</b>	<b>County Rates</b>
RR-1	Limited Food Menu	\$250	\$250
RR-2	Small Establishment	\$300	\$300
RR-3	Medium Establishment	\$350	\$350
RR-4	Large Establishment	\$400	\$400
RR-5	Additional Food Service	\$150/service	\$150/service
RR-6	Beer or Wine Table Service	\$150	\$150
RR-7	Alcohol Service from Bar	\$250	\$250
RR-8	Lodging < 25 Rooms	\$250	\$250
RR-9	Lodging 25 to 99 Rooms	\$300	\$300
RR-10	Lodging 100 Rooms or More	\$450	\$450
RR-11	Lodging 1 to 4 Cabins	\$250	\$250
RR-12	Lodging 5 to 9 Cabins	\$350	\$350
RR-13	Lodging 10 Cabins or More	\$400	\$400
	<b>MHP/RCA/SECA Plan Review</b>		
RR-14	Less than 25 sites	\$250	\$250
RR-15	25 to 99 sites	\$300	\$300
RR-16	100 sites or more	\$450	\$450

**NOW, THEREFORE, BE IT RESOLVED**, by the Wilkin County Board, that the County Rate variance application fee be as stated:

<b>Program Element</b>	<b>Name of Fee</b>	<b>State Rates</b>	<b>County Rates</b>
VF-1	Program Areas as allowed	N/A	\$150

**NOW, BE IT FURTHER RESOLVED**, that fees shall be submitted in full faith to the jurisdiction at the time of application submission; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Wilkin County Board find and determine that all formal actions relative to the passage of this resolution were taken in an open public meeting of this Board.

Adopted this 11th day of August, 2015

\_\_\_\_\_  
Robert Perry, Commissioner  
County Board Chair

\_\_\_\_\_  
Date

**CERTIFICATION**

I hereby certify that the above is true and correct copy of a Resolution duly passed, adopted and approved by the County Board of Wilkin County on August 11, 2015.

\_\_\_\_\_  
Janelle Krump  
County Auditor/Treasurer

\_\_\_\_\_  
Date

Commissioner Folstad offered the following resolution and moved for its adoption. The motion was seconded by Commissioner Miranowski and carried.

**RESOLUTION 35-15**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED, that the Commission of Wilkin County hereby declares that the position titled Deputy Sheriff, currently held by **PATRICK FAY**, meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under section 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state.
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED, that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

STATE OF MINNESOTA

COUNTY OF WILKIN

I, Janelle Krump, Auditor-Treasurer of Wilkin County, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 11<sup>th</sup> day of August 2015; the original of which is on file in this office. I further certify that 5 members voted in favor of this resolution and that 5 members were present and voting.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Commissioner Blaufuss offered the following resolution and moved for its adoption. The motion was seconded by Commissioner Hovland and carried.

**RESOLUTION 36-15**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED, that the Commission of Wilkin County hereby declares that the position titled Deputy Sheriff, currently held by **PRESTON BERG**, meets all of the following Police and Fire membership requirements:

6. Said position requires a license by the Minnesota peace officer standards and training board under section 626.84 to 626.863 and this employee is so licensed;
7. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state.
8. Said position charges this employee with the prevention and detection of crime;
9. Said position gives this employee the full power of arrest, and
10. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED, that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

STATE OF MINNESOTA

COUNTY OF WILKIN

I, Janelle Krump, Auditor-Treasurer of Wilkin County, do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 11<sup>th</sup> day of August 2015; the original of which is on file in this office. I further certify that 5 members voted in favor of this resolution and that 5 members were present and voting.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

Informational items were shared.

Motion by Hovland, seconded by Blaufuss and carried, to approve the purchase of a one year subscription for ePanic Button, LLC.

Rick Fiedler presented the Aviands contract for food service for the jail for signature. This is a three year contract that includes two one year extensions.

With no further business before the Commission at this regular meeting and the next meeting date set for August 18, 2015, in the Commissioners Room at 8:00 A.M., Chairman Perry adjourned the meeting at 10:01 A.M.

Robert Louis Perry  
Chairman

Attest: Janelle Krump  
County Auditor-Treasurer

(Seal)