

COMMISSIONER PROCEEDINGS
December 20, 2011

Minutes of the Board of Wilkin County Commissioners held at the Courthouse, Breckenridge, Minnesota, on Tuesday, December 20, 2011. All Commissioners were present. Chairman Folstad called the meeting to order at 8:05 A.M.

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

Motion by Miranowski, seconded by Blaufuss and carried, to approve the minutes of the December 8, 2011, Truth-in-Taxation meeting and the December 13, 2011, meeting.

Pursuant to notice given, the County Commission held a public hearing to amend County Ordinance No. 2010-24, Ordinance Adopting State Codes Related to Licensing of Food, Beverage, and Lodging Establishments and Imposing Administrative Penalties. After review of the proposed amending language, motion by Perry, seconded by Hovland and carried, to adopt the amendment to County Ordinance No. 2010-24. The amended Part I of Ordinance 2010-24 is as follows:

AMENDMENT TO ORDINANCE NO. 2010-24

AN ORDINANCE ADOPTING CERTAIN STATE CODES RELATED TO LICENSING OF FOOD, BEVERAGE AND LODGING ESTABLISHMENTS AND IMPOSING ADMINISTRATIVE PENALTIES FOR VIOLATION OF CERTAIN TYPES OF ORDINANCES.

THE BOARD OF COMMISSIONERS OF THE COUNTY OF WILKIN, MINNESOTA HEREBY ORDAINS AS FOLLOWS:

PART I.

ADOPTION OF FOOD, BEVERAGE, LODGING AND RELATED STATE CODES

That the following administrative regulations are hereby adopted by reference by the Wilkin County Board of Commissioners, as though set forth in full:

A. ADOPTION OF THE FOOD CODE

The Minnesota Food Code, promulgated by the Minnesota Department of Health, and set forth in the Minnesota Administrative Rules at Chapter 4626, currently sections 4626.0010 through 4626.2025, inclusive and Minnesota Statutes Chapter 157, as may be amended from time to time, are hereby adopted by reference, and shall have the same force and effect as though set forth herein in its entirety. Any new construction or structural remodeling at a licensed establishment requires the plans to be submitted to the licensing authority for approval prior to commencing any work.

B. ADOPTION OF LODGING ESTABLISHMENTS CODE

The Minnesota Lodging Establishment Code, promulgated by the Minnesota Department of Health, and set forth in the Minnesota Administrative Rules of Chapter 4625, currently sections 4625.0100 through 4625.2355, inclusive specifically excluding 4625.2300 and Minnesota Statutes Chapter 157 and Chapter 327, as may be amended from time to time, are hereby adopted by reference, and shall have the same force and effect as though set forth herein in its entirety. Any new construction or structural remodeling at a licensed establishment requires the plans to be submitted to the licensing authority prior to commencing any

work.

C. ADOPTION OF PUBLIC SWIMMING POOL CODE

The Minnesota Public Swimming Pool Code, promulgated by the Minnesota Department of Health, and set forth in the Minnesota Administrative Rules in Chapter 4717, currently at sections 4717.0150 through 4717.3975, inclusive and the Abigail Taylor Pool Safety Act currently found in Minnesota Statutes Section 144.1222, as may be amended from time to time, are hereby adopted by reference, and shall have the same force and effect as though set forth herein in its entirety. Furthermore, all-construction or remodeling plans must be submitted to the Minnesota Department of Health for approval prior to commencing any work.

D. ADOPTION OF MANUFACTURED HOME PARKS AND RECREATIONAL CAMPING AREA CODE

The Minnesota Mobile Home Parks and Recreational Camping Area Code, promulgated by the Minnesota Department of Health, and set forth in the Minnesota Administrative Rules in Chapter 4630, currently at sections 4630.0200 through 4630.2210, and Minnesota Statutes 327.14 through 327.29 inclusive, and as may be amended from time to time, are hereby adopted by reference, and shall have the same force an effect as though set forth herein in its entirety. Any new construction or structural remodeling at a licensed establishment requires the plans to be submitted to the licensing authority for approval prior to commencing any work.

E. ADOPTION OF SAFE DRINKING WATER CODE

The Minnesota Pubic Water Supply Code, promulgated by the Minnesota Department of Health, and set forth in the Minnesota Administrative Rules in Chapter 4720, currently adopted at sections 4720.0010 through 4720.3970 as may be amended from time to time, is hereby adopted by reference, and shall have the same force and effect as though set forth herein in its entirety.

F. Any applications for variances as allowed by any of the preceding rules, shall be heard by the Wilkin County Public Health Variance Board, to be appointed by the Clay Wilkin Community Health Board.

G. PART I OF WILKIN COUNTY ORDINANCE NUMBER 2010-24 IS HEREBY IN ITS ENTIRETY AND WHOLLY REPLACED WITH THE FOREGOING. (Part II Wilkin County Ordinance 2010-24 shall remain unaffected by this ordinance) AND THIS ORDINANCE SHALL BE EFFECTIVE UPON ENACTMENT.

Adopted by the Wilkin County Board of Commissioners, December 20, 2011.

Neal Folstad
Chairman

Attest: Wayne Bezenek
County Auditor
(Seal)

The following claims were allowed and ordered paid on December 22, 2011, as provided by Chapter 673, Law of 1969, on motion by Blaufuss, seconded by Perry and carried.

WARRANTS FOR PUBLICATION
WARRANTS APPROVED ON 12/20/2011
FOR PAYMENT 12/22/2011

AMOUNT VENDOR NAME GENERAL REVENUE FUND AMOUNT VENDOR NAME

| | | | | |
|-----------|---------------------------------|----------|--------------|--------------------------------|
| 5,426.15 | A'VIANDS, LLC | | 180.00 | ACKERMAN LAND SURVEYING, INC. |
| 45.00 | AMBULANCE SERVICE, INC | | 1,829.90 | AMERICAN COMMUNICATIONS, INC. |
| 2,460.29 | AMERICAN SOLUTIONS FOR BUSINESS | | 499.74 | AMERIPRIDE SERVICES |
| 180.00 | RICK ASCANO, PHD | | 100.00 | ASSOC OF MN EMERGENCY MANAGERS |
| 2,125.00 | ASSOCIATION OF MN COUNTIES | | 93.50 | BARNESVILLE RECORD-REVIEW |
| 2,807.59 | BEAR GRAPHICS | | 148.17 | BIG WOODS ELECT MOTOR & SUPPLY |
| 273.06 | BOB BARKER COMPANY, INC | | 543.85 | BRECK TESORO |
| 75.00 | BRECKENRIDGE WAHPETON COLLISION | | 24.29 | BREMER BANK |
| 1,106.38 | CDW GOVERNMENT, INC. | | 817.80 | CODE 4 SERVICES LLC |
| 3,303.00 | COMPUTER PROFESSIONALS | | 191.92 | CW VALLEY CO-OP |
| 349.58 | DACOTAH PAPER COMPANY | | 1,181.64 | DAILY NEWS |
| 28,574.00 | DAKOTA HEATING & PLUMBING, IN | | 221.00 | DAKOTA SAFETY SERVICES |
| 126.00 | DAKOTA VETERINARY HOSPITAL | 145.00 | | DIGITAL ALLY, INC. |
| 210.00 | DISCOVERY BENEFITS | 208.68 | | MIKE EKLIND |
| 309.04 | FARM CITY SUPPLY | | 312.53 | FARMERS UNION OIL OF SOUTHERN |
| 2,586.25 | FLEET SERVICES | | 1,583.42 | FLEET SERVIC-DEPT OF ADMIN |
| 152.50 | THE FORUM | | 408.01 | TIMOTHY FOX |
| 7.43 | G & R CONTROLS | | 492.00 | GRAND VIEW LODGE |
| 173.71 | GREAT AMERICA LEASING CORP. | 1,500.00 | | GREGORY M. SMITH |
| 227.78 | HUTCHINSON HILLYARD | | 14.72 | KURT HODGES |
| 66.60 | LYLE HOVLAND | | 88.80 | ROSE HULNE |
| 21.05 | JOHN DEERE FINANCIAL | | 174.00 | KBMW RADIO STATION |
| 269.96 | KEEPRS | | 17.76 | LINDA KLINDT |
| 49.41 | BREANNA KOVAL | | 250.00 | LAKE REGION HEALTHCARE CORP. |
| 349.56 | LIBERTY BUSINESS SYSTEMS | | 74.81 | LIBERTY BUSINESS SYSTEMS, INC. |
| 99.75 | LIBERTY FLAG & SPECIALTY CO. | | 3,314.21 | LLOYD'S 75 SERVICE |
| 1,469.00 | LOFFLER | | 29.45 | M-R SIGN COMPANY |
| 295.00 | MACO | | 175.00 | MERITCARE MEDICAL GROUP |
| 61.10 | STEPHANIE MIRANOWSKI | | 35.00 | MN ASSOCIATION OF COUNTY OFFIC |
| 325.00 | MN COUNTY ATTORNEYS ASSN | | 20.00 | MN DEPARTMENT OF LABOR & INDUS |
| 1,012.80 | MN OFFICE OF ENTERPRISE TECHN | | 64.84 | MOORE MEDICAL CORPORATION |
| 1,402.25 | MORRIS ELECTRONICS, INC. | | 751.86 | DAWN MUND |
| 629.72 | NETWORK CENTER COMMUNICATIONS | | 49.50 | RENAE NIEMI |
| 1,749.23 | NORMECH, INC. | | 107.82 | NORTHLAND CHEMICAL CORP |
| 1,290.39 | NORTHWEST IRON FIREMAN, INC | 185.54 | | ROBERT PERRY |
| 187.04 | THE PRINT SHOPPE, INC. | | 202.50 | PRO-WEST & ASSOCIATES, INC. |
| 764.17 | QUILL CORPORATION | 4,454.57 | | REARDON OFFICE EQUIPMENT |
| 12,168.75 | REGENTS OF THE U OF M | | 1,473.00 | SNYDER DRUG |
| 17.76 | SUE SOLBERG | | 965.73 | SUMMERVILLE ELECTRIC, INC |
| 191.51 | TECH DEPOT | | 59.20 | TIMEKEEPING SYSTEMS, INC. |
| 71.61 | U OF M, EXTENSION SERVICE | | 313.04 | RON VERHAAGEN |
| 150.00 | BRECKENRIDGE WAHPETON | | 42.00 | CHERYL WALL |
| 222.43 | WASTE MANAGEMENT OF ND | | 1,505.21 | WEST CENTRAL REGIONAL JUVENILE |
| 406.80 | WEST PAYMENT CENTER | | 358.00 | WILKIN COUNTY FAMILY SERVICE |
| 1,572.13 | WILKIN COUNTY FAMILY SERVICES | | 111.08 | WILKIN COUNTY HIGHWAY DEPT |
| 157.50 | WILKIN COUNTY PUBLIC HEALTH | | | |
| | GENERAL REVENUE FUND | | \$100,837.37 | * TOTAL |

ROAD & BRIDGE FUND

| AMOUNT | VENDOR NAME | AMOUNT | VENDOR NAME |
|----------|-------------------------------|----------|--------------------------------|
| 168.14 | ALBERTSON'S PARTS CITY | 225.00 | AMERICAN COMMUNICATIONS, INC. |
| 160.95 | AMERIPRIDE SERVICES | 68.40 | AUTO CREATION SIGNS |
| 284.05 | AUTO VALUE WAHPETON | 2,605.00 | BARRY CONSTRUCTION INC. |
| 329.69 | BLAZER EXPRESS | 280.69 | BRECK TESORO |
| 1,152.15 | CLAY COUNTY TREASURER | 1,412.52 | COMMISSIONER OF TRANSPORTATION |
| 429.83 | COMPUTER PROFESSIONALS | 2,915.39 | CONZEMIUS OIL COMPANY |
| 274.01 | CW VALLEY CO-OP | 75.46 | DAKOTA CHRYSLER CENTER |
| 40.61 | FARM & HOME PUBLISHERS | 198.75 | FARM CITY SUPPLY |
| 2,748.23 | FARMERS UNION OIL OF SOUTHERN | 354.51 | FARNAM'S GENUINE PARTS, INC. |
| 200.31 | FASTENAL COMPANY | 365.51 | FRONTIER PRECISION, INC. |
| 47.19 | FUCHS SANITATION | 150.00 | GE CAPITAL |
| 300.00 | HARVEY GULLY | 138.94 | HANCOCK CONCRETE PRODUCTS |
| 67.36 | INTERSTATE BATTERIES | 2,670.47 | INTERSTATE TIRE INC |
| 80.00 | JAWASKI GLASS AND REPAIR, INC | 828.91 | JOHN DEERE FINANCIAL |
| 406.00 | MERLYN KRAUSE | 38.33 | LLOYD'S 75 SERVICE |
| 821.00 | M-R SIGN COMPANY | 195.75 | MAC'S INC. |
| 7,126.92 | MACHINE DESIGN, INC. | 3,176.45 | MARK & BRENDA CONSTRUCTION, IN |
| 80.00 | MN DEPT OF LABOR & INDUSTRY | 18.16 | MOBILE EFX, INC |
| 583.48 | MOBILE WASHER | 1,800.00 | MUDPUMPERS MUDJACKING |
| 274.78 | NELSON INTERNATIONAL | 1,140.00 | DIANE NORD |

| | | | | |
|----------|--------------------------------|----------|--------------|-------------------------------|
| 3,237.47 | OLSON OIL COMPANY, INC | | 133.68 | PRAXAIR DISTRIBUTION |
| 14.52 | PRO BUILD - WAHPETON | | 62.83 | REARDON OFFICE EQUIPMENT |
| 173.45 | ROTHSAY FARMERS CO-OP | | 250.81 | ROTHSAY STORE FRONT |
| 107.00 | ROTHSAY TRUCK STOP & CAFE, INC | | 1903.68 | ROYAL TIRE, INC. |
| 459.79 | SAFETY KLEEN CORP | 40.23 | | SERVICE TRUCKS INTERNATIONAL |
| 2.50 | SMITH MOTORS, INC | | 516.16 | STURDEVANT'S INC |
| 60.63 | SUMMERVILLE ELECTRIC, INC | | 706.59 | TITAN MACHINERY |
| 1,669.49 | TODD'S WELDING, INC | 1,238.50 | | DARREN TORGUSSON |
| 3,145.53 | TRUE NORTH STEEL | | 87.50 | VALLEY FAB & REPAIR, INC. |
| 2.94 | WAHPETON ACE HARDWARE | | 1,013.25 | WAHPETON FABRICATION INC. |
| 15.84 | WAHPETON GLASS & PAINT CO | | 135.43 | WASTE MANAGEMENT OF ND |
| 25.37 | WILKIN COUNTY HIGHWAY DEPT | | 48,388.16 | ZIEGLER FINANCIAL CORPORATION |
| 5,048.67 | ZIEGLER, INC | | | |
| | ROAD & BRIDGE FUND | | \$102,672.96 | * TOTAL |

| | | COMMUNITY HEALTH FUND | |
|-----------|--------------------------------|-----------------------|--------------------------------|
| AMOUNT | VENDOR NAME | AMOUNT | VENDOR NAME |
| 270.00 | AMERICAN COMMUNICATIONS, INC. | 209.03 | KARESSA ARBUCKLE |
| 172.20 | DIANE BJERKE | 32.19 | JOHN BLAUFUSS |
| 35.70 | PRESCILLA BROWN | 55.00 | CLAY COUNTY CONNECTION |
| 300.00 | CLAY COUNTY HEALTH DEPT | 50.00 | COMMISSIONER OF FINANCE, TREAS |
| 643.67 | DAILY NEWS | 276.39 | JEANNE DAVIDS |
| 132.77 | LINDA DIETZ | 8.88 | LYLE HOVLAND |
| 94.24 | INNOVATIVE OFFICE SOLUTIONS IN | 116.28 | DEBRA JACOBS |
| 60.64 | JUBILEE FOODS | 156.52 | LYNETTE KLEIN |
| 7.39 | MICHELLE LINDBERG-LOLL | 116.86 | LSS SENIOR COMPANION PROGRAM |
| 17,791.45 | MCCC, MI33 | 10.30 | MEDTOX LABORATORIES |
| 182.32 | LINDA MELKERT | 75.02 | HEATHER MILLER |
| 365.33 | MORRIS ELECTRONICS, INC. | 186.82 | CATHY NORDICK |
| 200.00 | MATA PACKARD | 108.15 | DELORES PETERSON |
| 727.88 | REARDON OFFICE EQUIPMENT | 27.98 | LORRAINE ROEDER |
| 12.00 | ROTHSAY REGIONAL REPORT | 164.12 | DEBRA SWENSON |
| 230.25 | ERMA WALLACE | 782.03 | WILKIN COUNTY FAMILY SERVICE |
| | COMMUNITY HEALTH FUND | \$23,601.41 | * TOTAL |

| | | ENVIRONMENTAL FUND | |
|----------|-------------------------------|--------------------|------------------------|
| AMOUNT | VENDOR NAME | AMOUNT | VENDOR NAME |
| 65.96 | AMERIPRIDE SERVICES | 1,920.00 | BLUE MAXX RECYCLING |
| 48.09 | BOB'S PEST CONTROL SERVICES | 205.81 | BRECK TESORO |
| 44.28 | DACOTAH PAPER COMPANY | 22.00 | DAILY NEWS |
| 421.19 | FARMERS UNION OIL OF SOUTHERN | 1,350.00 | JIRAK TRUCKING, INC. |
| 2,924.26 | JOHN DEERE FINANCIAL | 105.50 | JUBILEE FOODS |
| 2,035.08 | LIBERTY TIRE RECYCLING, LLC | 627.10 | LLOYD'S 75 SERVICE |
| 454.50 | PAUL MERGENS | 50.00 | MN SWAA-PAUL HENRIKSEN |
| 347.34 | PROTECTION SYSTEMS, INC. | 623.80 | T.R.S INDUSTRIES, INC. |
| 310.14 | VALLEY FAB & REPAIR, INC. | 297.57 | WASTE MANAGEMENT OF ND |
| | ENVIRONMENTAL FUND | \$11,852.62 | * TOTAL |
| **** | FINAL TOTAL..... | \$238,964.36 | **** |

Motion by Hovland, seconded by Miranowski and carried, to approve the following per diems to-wit:

| | |
|----------------------|----------|
| John Blaufuss | \$250.00 |
| Neal Folstad | \$550.00 |
| Lyle Hovland | \$450.00 |
| Stephanie Miranowski | \$650.00 |
| Robert Louis Perry | \$550.00 |

Motion by Blaufuss, seconded by Perry and carried, to approve quarterly meal reimbursements in the amount of \$555.93, to be paid with December payroll.

After review, the quarterly mileage logs were approved on motion by Miranowski, seconded by

Blaufuss and carried.

After review and discussion, motion by Miranowski, seconded by Perry and carried, to adopt a Wilkin County Fund Balance Policy.

Motion by Perry, seconded by Blaufuss and carried, to approve a 5.5% salary increase for the County Attorney, effective January 1, 2012.

Commissioner Miranowski offered the following resolution and moved for it's adoption. The motion was seconded by Commissioner Hovland and carried.

RESOLUTION 43-11

WHEREAS, the County is required to set the annual salary for the County Commissioners prior to the new year.

THEREFORE, BE IT RESOLVED, that the annual salary of the Wilkin County Commissioners be set at \$15,137.97 for 2012.

BE IT FURTHER RESOLVED, that the Chairperson, for additional duties as the Chairperson, receive additional compensation in the amount of \$600.00 annually.

Adopted this 20th day of December, 2011.

Neal Folstad
Chairman

Attest: Wayne Bezenek
County Auditor
(Seal)

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

RESOLUTION 44-11

BE IT RESOLVED, That per diem payments to County Commissioners shall be \$50.00 per diem effective January 1, 2012, payable upon presentation of said claim at a regular meeting of the County Board and payable for those activities requiring the presence of the Commissioner assigned by committee appointment or by virtue of the office including but not limited to the following:

County Extension Committee
Classification of Lands/Appraisals Forfeited Tax
Welfare Board
Public Health Nursing Committee
AMC
Other Committees established in January, 2012.

BE IT FURTHER RESOLVED, That all proper and necessary expenses will be reimbursed to each individual Commissioner for the performance of their duties as provided by law.

BE IT FURTHER RESOLVED: That per diems of \$50.00 will extend to Wilkin County Citizens which have been appointed by the County Commissioners to serve on Wilkin County Committees.

Adopted this 20th day of December, 2011.

Neal Folstad

Chairman

Attest: Wayne Bezenek
County Auditor
(Seal)

Commissioner Miranowski offered the following resolution and moved for it's adoption. The motion was seconded by Commissioner Perry and carried.

RESOLUTION 45-11

WHEREAS, Wilkin County has established a compensation program with grade levels with step increases for all County employees, to include all Appointed Officials.

WHEREAS, Wilkin County is required by law to set the salary each year for the County Assessor.

BE IT RESOLVED, Wilkin County has set the salary of the County Assessor, for the year 2012, as indicated by the schedule on file for that position in the County Auditor's Office.

Adopted this 20th day of December, 2011.

Neal Folstad
Chairperson

Attest: Wayne Bezenek
County Auditor
(Seal)

Commissioner Blaufuss offered the following resolution and moved for it's adoption. The motion was seconded by Commissioner Miranowski and carried.

RESOLUTION 46-11
Lost or Destroyed Warrant - Sec. 471.415
Minnesota Statutes

WHEREAS, Darlene Reddy, Breckenridge, Minnesota has filed an affidavit stating that Warrants No. 37904, issued in her favor, in the amount of \$128.39 has been lost or destroyed in the following manner: lost through mailing; and,

WHEREAS, Sec. 471.415, Minnesota Statutes provides for issuing duplicate warrants for those lost or destroyed and without the filing of indemnifying bond to cover same upon the approval of the Governing Body of the County.

THEREFORE, BE IT RESOLVED, that the County Auditor be authorized to issue a duplicate of the above mentioned warrant without the filing of an indemnifying bond and after payment has been stopped on the original warrant issued, by the County Treasurer.

Adopted this 20th day of December, 2011.

Neal Folstad
Chairman

Attest: Wayne Bezenek
County Auditor
(Seal)

Motion by Blaufuss, seconded by Perry and carried, to accept and approve a donation of a used

Versatile swather to be used for parts, valued at \$2,000.00, from Richard Yaggie.

Motion by Perry, seconded by Hovland and carried, to approve as recommended by the County's evaluation consultant, Public Employment HR Consulting, a position grade change for the County Custodian position from grade 8 to grade 9 on the County's pay scale.

A discussion regarding refinancing the County's Jail Bond resulted in no action taken.

After discussion with Perry Miller, Richland County Commissioner, motion by Blaufuss, seconded by Perry and carried, to authorize Commissioners Miranowski and Hovland to represent Wilkin County at a meeting with Richland County Commissioners, to discuss joint action regarding an Upstream Coalition resolution request.

Ron Verhaagen, Veterans Service Officer, provided the Commission with an end of year activity update.

Several informational items were shared.

Motion by Perry, seconded by Blaufuss and carried, to approve the Welfare Report as presented by David Sayler, Director.

Motion by Miranowski, seconded by Perry and carried, to authorize the County Sheriff to enter into a lease agreement for a 2012 squad car, available on the State bid. This is a 2012 County Sheriff budgeted item.

Future meeting dates were discussed. The February Wilkin County Commissioner meetings shall be held on February 7, 2012, and February 21, 2012.

With no further business before the Commission and the next meeting date set for the Annual Organizational Meeting on January 3, 2012, in the Commissioners Room at 8:00 A.M.,
Chairman

Folstad adjourned the meeting at 9:50 A.M.

Neal Folstad
Chairman

Attest: Wayne Bezenek
County Auditor
(seal)