

Board of Commissioners'

January 2, 2024

The January 2, 2024 meeting for the Clearwater County Board of Commissioners commenced at 9:00 a.m. with Chairman Newland presiding and Commissioners Larson, Titera, Dukek, and Nelson present. The Board recited the Pledge of Allegiance.

Agenda- Motion by Commissioner Nelson, seconded by Commissioner Larson and carried, to approve the agenda.

Minutes- Motion by Commissioner Dukek, seconded by Commissioner Titera and carried, to approve the December 19th Board Minutes.

Election of Officers- Commissioner Titera nominated Mark Larson as Chairman. Motion by Commissioner Nelson, seconded by Commissioner Dukek and carried, to cease nominations by unanimous vote and appoint Mark Larson as the Chairman of the Clearwater County Board.

Commissioner Nelson nominated Stuart Dukek as Vice-Chairman. Motion by Commissioner Titera, seconded by Commissioner Nelson and carried, to cease nominations by unanimous vote and appoint Stuart Dukek as the Vice-Chairman of the Clearwater County Board.

Sheriff – Motion by Commissioner Titera, seconded by Commissioner Newland and carried to accept the DWI Traffic Safety Officer grant from the Office of Traffic Safety in the amount of \$101,968 and authorize the signing of the resolution authorizing execution of agreement.

Motion by Commissioner Dukek, seconded by Commissioner Newland and carried to authorize the Clearwater County Sheriff to advertise for the full-time deputy to be paid for from the DWI Traffic Safety Officer grant. This position is contingent on having funding through the Office of Traffic Safety.

Motion by Commissioner Newland, seconded by Commissioner Nelson and carried to approve the payment of the Minnesota County Attorney Association dues in the amount of \$2,264.00.

Environmental Services – Motion by Commissioner Titera, seconded by Commissioner Dukek and carried to rescind the motion dated 12/12/23 authorizing purchase of one 80" x 14' galvanized steel utility trailer from Remackel Trailers, Inc., Forest Lake, Mn, and approve purchase of one 72" x 14' galvanized steel utility trailer from King of the Road Trailers, Bemidji, Mn according to Estimate #1037 in the amount of \$5,480.00 including taxes and fees, to be paid from the solid waste collection account #394-6480, and to be used for solid waste collection site maintenance.

Auditor – Motion by Commissioner Newland, seconded by Commissioner Larson and carried to authorize the Auditor to pay submitted invoices of \$134,463.93 from the County Revenue Fund.

Open- Motion by Commissioner Nelson, seconded by Commissioner Titera and carried, to re-adopt the three-day notice requirement rule. No motion or resolution can be acted on by the

County Board unless all of the Board members have received the written motion or resolution of the subject matter at least three days prior to the Board meeting. The notice requirement can be waived by general consent by all Board members in the best interest of the County. If general consent is not obtained, the motion or Resolution shall be tabled until the next scheduled Board meeting.

Motion by Commissioner Dukek, seconded by Commissioner Newland and carried, to approve the following general Agenda for the first Board meeting of each month: Call to order/Pledge of Allegiance/ Minutes & Agenda Approval. Any Department Head may meet with the County Board at any scheduled monthly meeting by arranging an appointment time with the County Board Coordinator. All other citizens wishing to meet with the Board to discuss business shall contact the Commissioner of their district, obtain approval to meet with the Board, and then the Commissioner, with approval of the Chair, will contact the coordinator for an appointment time.

Motion by Commissioner Newland, seconded by Commissioner Titera and carried, to establish the following dates as regular Board meetings during 2024 to begin at 9:00 a.m. on the second Tuesday of the month, and 10:00 a.m. on the third Tuesday of each month to allow the Board additional time to conduct County Business unless otherwise noted below. Additional meetings are scheduled at 9:00 a.m. when the month contains five Tuesdays, as noted. January 2, 16 & 30; February 13 & 20; March 12 & 19; April 9, 16 & 31; May 14 & 21; June 11 & 18 at 5 p.m.; July 9, 16 & 30; August 13 & 20; September 10 & 17; October 8, 15 & 29; November 12 & 19; December 10 at 5 p.m., 17 & 31.

Motion by Commissioner Titera, seconded by Commissioner Nelson and carried, that the Clearwater County Board of Commissioners approved the following dates for the 2024 Department Head/Work Session Meetings. These meetings are held at 9:00 a.m. in the Commissioners Room on the 2nd Floor of the Clearwater County Courthouse. 3 or more Commissioners may be in attendance at any one of these meetings. January 5, 2024; February 9, 2024; March 8, 2024; April 5, 2024; May 10, 2024; June 7, 2024; July 5, 2024; August 9, 2024; September 6, 2024; October 4, 2024; November 8, 2024; December 6, 2024.

Motion by Commissioner Dukek, seconded by Commissioner Nelson and carried, to re-adopt Robert's Rules of Order as a guideline for facilitating County Board meetings.

Motion by Commissioner Newland, seconded by Commissioner Nelson and carried, to authorize the coordinator to publish a summary of County Board Minutes upon approval of the County Board. All Resolutions, policies, and Ordinances are available at the Auditor's Office for review.

Motion by Commissioner Titera, seconded by Commissioner Dukek and carried, to designate Farmer's Independent as the legal paper for 2024. The County Engineer is authorized to advertise for County Highway Projects on the County Website as stated in Minnesota Statutes 331a.12.

Motion by Commissioner Nelson, seconded by Commissioner Newland and carried, to authorize the County Auditor to pay routine bills prior to Board approval. These include utility bills, items which are payroll related, registration fees, Verizon bills, T & K Rolloffs of Bemidji bills, unemployment, Veterans Transportation volunteer mileage, Neow Post bills, Postage, University of North Dakota Medical Examiner Bills, meeting expense advances, grant pass through bills, or any bill with prior Board motion which states dollar amount. Auditor usually cuts these checks on Fridays. Audit list is prepared for bills paid which goes to the Board after payment for Board review. Board Chair signs approved list.

Motion by Commissioner Newland, seconded by Commissioner Titera and carried to approve the Boards and Committees Appointments for 2024; On file.

By general consent, the board waived the 3-day notice for the following motion:

Motion by Commissioner Nelson, seconded by Commissioner Larson and carried to advertise for the Extension Secretary position.

Adjourn – Motion by Commissioner Titera, seconded by Commissioner Nelson and carried to adjourn the meeting at 9:56 a.m.

Dated: January 16, 2024

Amanda Jordan, Board Coordinator

Mark Larson, Chairman