

REGULAR MEETING OF THE KOOCHICING COUNTY BOARD OF COMMISSIONERS
Held on Tuesday, June 23, 2020 5:00 p.m.
Historic Courtroom – 3rd Floor

MEMBERS PRESENT IN HISTORIC COURTROOM: Commissioners Pavleck, Sjoblom, Skoe, McBride, Adee

MEMBERS ABSENT: None

OTHERS IN ATTENDANCE: Dean Tveit, Tim Gerlach, Weidenborner family, Kathy LaFrance, Jaci Nagle, Dave Reimer, Matt Gouin, KCCTV Reporter Darcy Sullivan.

2020/06-30 Motion by Sjoblom, seconded by McBride to approve the agenda with additions and deletions. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-31 Motion by Skoe, seconded by Sjoblom to approve the minutes from the June 16, 2020 regular meeting. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-32 Motion by Sjoblom, seconded by McBride to approve payment of Courthouse claims in the amount of \$52,491.17, approve Highway claims in the amount of \$31,576.86 and approve Public Health and Human Services claims as presented. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-33 Motion by McBride, seconded by Pavleck to approve the second half of the 2020 Budget appropriations in the amount of \$279,519.50. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-34 Motion by Pavleck, seconded by McBride to approve amendment #01 to the State of Minnesota Airport Maintenance and Operation Grant Contract #1033581. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-35 Motion by McBride, seconded by Pavleck to adopt the following resolution establishing accounting procedures for Airport capital improvement projects and operations:

RESOLUTION ESTABLISHING PROCEDURES AND JOINT AIRPORT FUNDS FOR CAPITAL AND OPERATIONS

WHEREAS the County of Koochiching (the “County”) and the City of International Falls (the “City”) have entered into an Airport Agreement (the “Agreement”) for the purpose of a joint arrangement to furnish Airport service to the City and County; and

WHEREAS the Agreement creates the International Falls-Koochiching County Airport Commission which has the authority to operate the Airport and other navigation facilities with the powers granted to each of the municipalities by Minnesota Statute such rules and regulations that may apply; and

WHEREAS, the City has served as fiscal agent on behalf of the International Falls-Koochiching County Airport Commission; and

WHEREAS the Agreement calls for the creation of a Joint Airport Project Fund and Joint Airport Operating Fund; and

WHEREAS over the years many Airport improvement projects have been undertaken and the Airport is currently undergoing major rehabilitation including completion of reconstruction of a new Terminal Building (two phases) and major taxi-way and runway reconstruction (four phases) including land acquisition and relocating of weather balloon facilities; and

WHEREAS, each project has utilized numerous and separate revenue sources including federal and state grant funds, State Legislature authorized bonding monies, local County and City annual appropriations, and other sources; and

WHEREAS the City and County find it advantageous and desirable to manage project costs and cash flow and annual operations expenses in a more easily tracked and transparent manner; and

WHEREAS, the staff and City, as fiscal agent, outside auditor recommend the creation of three distinct funds to account for various financial transactions and activity at the Airport; and

WHEREAS authorization to create the three funds should be granted by separate approving action of the City Council, County Board, and Airport Commission.

NOW, THEREFORE, BE IT RESOLVED that the Koochiching County Board of Commissioners as joint partner, hereby approves the City to establish three distinct funds and procedures to properly account for Airport capital and operational revenues and expenditures and adopts the following standards:

1. Establish funds:

Fund 610 – Airport Operations Fund: Annual operations related revenues/expenditures

Fund 611 – Airport Annual Projects Fund: Capital projects undertaken on an annual basis with annually appropriated capital funds for maintenance that sometimes accumulate over multiple years.

Fund 612 – Airport Major Projects Fund: Capital projects that are typically large in scope and cost such as the Terminal and taxiway/runway reconstruction projects currently underway.

2. Procedures:

- Payments for capital improvements will be based on actual project expenditures beginning in July of 2020 and payable and equally split between the City and County.
- All Airport receipts will be equally split between the City and the County.

- The City and County shall each make equal contributions for annual operations expenses as budgeted to Fund 610 in January and July of each calendar year.

3. Reconciliation:

- The City will invoice the County for half the cash balance deficit existing on 12/31/2019 as reconciled to 2015.
- The City will invoice the County in July 2020 for half the cash balance deficit existing on 6/30/2020.
- The City shall not request reimbursement for lost interest earnings on fund balance deficits it has carried and existing since early 2018.

BE IT FURTHER RESOLVED that the City and County staff shall submit proposed revisions to amend the Airport Agreement for consideration and adoption by each of the parties at a future date.

BE IT FURTHER RESOLVED that the Koochiching County Board action shall be effective on July 1, 2020, and subject to approval of both the City Council and the Airport Commission Board of Directors. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-36 Motion by McBride, seconded by Sjoblom to approve the payment to the City of International Falls for one half of the Airport fund balance deficit as of December 31, 2019 in the amount of \$931,454. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-37 Motion by Pavleck, seconded by Sjoblom to approve the purchase and installation of an HVAC system for the 3rd floor of the Courthouse in an amount not to exceed \$20,000 for the County share of the project with additional funding from Minnesota Power in the estimated amount of \$60,000. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-38 Motion by Pavleck, seconded by Skoe to approve the purchase and installation of a split pack AC unit for the IT server room not to exceed \$10,000. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-39 Motion by Pavleck, seconded by Sjoblom to approve the sale of the 2013 Ford Taurus Car Pool vehicle #115 by sealed bid. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

000 The County Board along with the County Extension recognized Andrew and LaVon (Jourdan) Weidenborner as the 2020 Koochiching County Farm Family. They currently have 100 cows and young stock on their 426 acre farm and rent an additional 200 acres on which they grow a variety of grains, beans and hay, rotating crops on given years. In 2016 they opened Mizpah's Local Roots Greenhouse and offer plants of all varieties and sell at farmers markets in addition to donating vegetable plants to school children to plant and grow over the summer in the school garden. During the winter months the greenhouse hosts over 50 local artisan vendors which provides a retail opportunity for vendors and holiday shoppers. The Board thanked the Weidenborner family for the significant contributions they have made to the Minnesota agriculture industry and the local community.

2020/06-40 Motion by Pavleck, seconded by McBride to approve the renewal the following Housing Support Agreements with no change in cost: Family Freedom, Good Samaritan Northwinds Assisted Living, Jack Pine Chateau, Lutheran Social Services, Northland Counseling, REM SLS, and Ridgeview Assisted Living LLC. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-41 Motion by McBride, seconded by Sjoblom to approve the renewal of REM SILS Purchase of Service Agreement with no change in cost. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-42 Motion by McBride, seconded by Sjoblom to approve the Delegation Agreement between AIK Community Health Board and Koochiching County. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-43 Motion by Sjoblom, seconded by Skoe to approve Burial Case #258062 payment in the amount of \$1,400 and Burial Case #225462 payment in the amount of \$180. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-44 Motion by Pavleck, seconded by Skoe to accept the low bid for the 2020-2021 propane contract to Rainy Lake Oil in the amount of .989 per gallon. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-45 Motion by Skoe, seconded by Pavleck to accept the low bid from Millsop Associates in in the amount of \$8,540.50 for soil sampling with reimbursement of 90% from the Petro Fund. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-46 Motion by Pavleck, seconded by Skoe to award the 2020 Striping Contract CP 2020-01 to low bidder Traffic Marking Services Inc, in the amount of \$37,743.26. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-47 Motion by Sjoblom, seconded by Pavleck to approve the capital outlay expenditure of \$24,855 for replacement of end user systems. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-48 Motion by Pavleck, seconded by Sjoblom to approve Contract A payment #20 in the amount of \$72,600.90 for the Island View Sewer project. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-49 Motion by Pavleck, seconded by Sjoblom to approve Contract A payment #21 in the amount of \$85,037.64 for the Island View Sewer project. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-50 Motion by Pavleck, seconded by Sjoblom to approve Contract B payment #24 in the amount of \$91,463.15 for the Island View Sewer project. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

2020/06-51 Motion by Pavleck, seconded by Sjoblom to approve the amendment to the agreement with Preferred Controls Inc. to provide additional services for the Island View Sewer Project in the amount of \$3,600. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.

000 The Environmental Services Director provided an update on the COVID-19 preparedness plan for the Transfer Station estimating they will be returning to normal hours in the next week or so.

000 The Board Chair called for public comment and there was none.

2020/06-52 Motion by McBride, seconded by Skoe to adjourn the meeting at 6:00 p.m. Voting yes: McBride, Sjoblom, Skoe, Adee, Pavleck. Motion carried.