

Traverse County Board of Commissioners
Regular Meeting
March 4, 2014

The meeting was called to order by Commissioner Chair Kevin Leininger. Other commissioners present included Dave Salberg, Don Appel, and Jerry Deal. Todd Johnson was absent. The agenda was approved unanimously upon a motion by Deal and second by Appel, with the addition of Dianne Reinart and introduction of Jackie Arndt, as the new Extension Officer Manager.

Larry Haukos/Highway Engineer- Haukos presented a department update. Upon a motion by Salberg and second by Appel, the following resolution was passed unanimously:

WHEREAS: County Project No SAP 78-599-055 have in all things been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED: That we do hereby accept said completed project for and in behalf of the County of Traverse and authorize final payment as specified herein.

Haukos was authorized to purchase a Gilson Tapping Sieve Shaker SS-8R from Gilson for \$1,934.00 upon a motion by Deal and second by Salberg and approved unanimously. Haukos was authorized to purchase two blades, one for Dumont and one for Browns Valley, both 160M2 AWD's, for \$160,434.00 and \$142,715.00 respectively. The motion to approve the purchase was made by Deal and seconded by Appel, and included a transfer of \$303,149.00 from Social Services fund balance to Highway Fund Balance to pay for the equipment. The motion was approved unanimously. There was discussion and a subsequent approval to purchase the old Bushey property for the Highway Department. There are some special assessments associated with the property. Upon a motion by Deal, second by Appel, and approved unanimously, the Highway Department was authorized to purchase the property and the special assessment fees were waived.

Lynn Siegel/Emergency Manager- Siegel updated the Board that she continues to work on the Hazard Mitigation plan. She is also working on the Emergency Operations Plan. She is about ¾ done with the training needed to become a certified Emergency Manager. She also has been working on what is needed to move forward with the safe house. She provided CPR and AED training to county staff as well.

Brion Plautz/Sheriff- Plautz provided a department update. Plautz discussed the neighboring county's shooting of officers. He also discussed the jail budget and that things are about the same as last year at this time. It remains steady.

Dianne Reinart- Reinart presented an update on the proposed new licensing levels. The State Board sent a revised list to all Assessor's in December. Some of the changes were going to be effective in 2016 and some weren't until 2019. The Assessors were allowed to appeal. The result of the appeals is that the Board is not going forward with the changes for 2016. She distributed information on the proposed license levels for 2019.

Angela Serocki/ Human Resource Technician- Serocki presented policies for approval regarding 1) computer/email usage, 2) internet appropriate use policy, and 3) Business Travel expenses. After

discussion, a motion to pass all policies was made by Salberg, seconded by Appel, and approved unanimously.

Andrew Bjur/Engan Associates- The architect presented three possible schematics for a potential new courthouse building. He discussed the goals, design approaches, and building costs. There has been a 15% increase in every construction project they have done this year, with more increases expected next year. Salberg suggested \$125.00 per sq foot for a government building was what he was told by a contractor. Bjur said \$170.00 per sq foot is what a public building is averaging. He acknowledged that it might be able to be reduced another \$15.00 per sq foot and that this is just a start and there are ways to bring those costs down. Their firm recommended option C, because it would be less costly and allows more flexibility to build the building you want. Option C involves removing the existing building and building new. The proposed cost, without contingency is \$2,647,500.00. Appel asked about option C with the secure entrance and what that means. It includes a secure sally port type entrance with a camera so you know who is entering before they enter. It isn't something that would need to be installed right away and could be added later. Trevor Wright, Chief Deputy, discussed the need to have the jail population separate from the general public. Salberg discussed the heating and cooling challenges of the current courthouse, staff productivity, savings in energy. No decision was made on next steps.

Sharon Klumpp/Springsted Inc.- Klumpp appeared before the Board to discuss the final report of the county wage study. Two significant accomplishments were highlighted. The first one is that we have an overall framework for a salary structure that applies to everyone. It's not easy but we do have that in place now. The second thing is increasing the consistency in how positions are defined and they all have a pay grade. Compensation plans are not easy but having these two accomplishments is important. A question by Salberg was why Commissioners were not included in the study. Klumpp said usually they are not included. The best way to follow up would be to identify some data through Association of Minnesota Counties and compare that way. Salberg asked about why the job descriptions did not say education and/or experience. Klumpp said there are areas within the job descriptions that speak to experience in lieu of education. As we move forward, if we run into problems with hiring selection, they should be brought to Springsted's attention for re-evaluation. K. Johnson asked about the number of appeals that were granted and increases in the points. Klumpp responded that she really tried to be responsive to the issues at hand. Implementation issues will be discussed with the unions and Human Resource Professional, Justin Anderson, and then a recommendation will be brought back to the Board on those appeals.

Rhonda Antrim/County Coordinator- The minutes from February 18, 2014 were approved unanimously upon a motion by Deal and second by Appel. The following bills were approved unanimously upon a motion by Salberg and second by Appel.

LSS OF TRAVERSE, LLC	4,586.00
MN STATE AUDITOR	4,801.36
STEVENS TRAVERSE GRANT PUBLIC HEALTH	5,315.33
TRAVERSE ELECTRIC COOP INC	3,703.71

Per M.S. 375.12, the number of claims totaling \$2000.00 or less were 33, amounting to \$7,888.10.

Antrim updated the Board regarding the public hearing scheduled on the fertilizer plant for March 18th and also a zoning issue that will need to be addressed. Salberg distributed the legislative priorities that were approved by the Minnesota Rural Caucus Committee. Antrim distributed a letter from Rainbow Rider regarding the proposed shortfall in the budget for 2014 and Traverse County's estimated contribution would be \$6,204.18 based on 4% of the overall ridership. Antrim updated the Board that the Department Heads have agreed to participate in a study on Leadership and Trust and will receive free personality profiles from Sicora consulting for their effort.

Attested to by:

Rhonda Antrim/County Coordinator

Kevin Leininger/Board Chair