

**Traverse County Commissioner Board  
Regular Meeting June 18, 2013  
Traverse County Board Room**

The meeting was called to order by Commissioner Board Chair Kevin Leininger. Other members present included Dave Salberg, Don Appel, Jerry Deal, and Todd Johnson. The pledge was recited. The agenda was approved unanimously upon a motion by Deal and second by Appel, with the following additions: Watershed appointment, Deputy Auditor-Treasurer replacement, painting in court services, Contract with highway bargaining unit approval, stop sign issue, Rainbow Rider update, tobacco license approval, Lease with Department of Public Safety for motor vehicle testing.

**Matthew Franzese/County Attorney** : Franzese discussed an amendment to the Traverse Care Center lease as recommended by Dorsey and Whitney law firm. It included an amendment to the renewal term rent schedule and included an additional paragraph to this agreement regarding the cost of refinancing the bond and determining what the monthly lease payment is. The amendment was approved unanimously upon a motion by Appel and second by T. Johnson. The Board also discussed concerns about maintenance of the Care Center. Coordinator Antrim and Commissioner Appel will schedule a tour of the facility to address concerns.

**Kit Johnson/Auditor-Treasurer**: K. Johnson requested the replacement of a position upon the resignation of Ashley Meyer. Upon a motion by Salberg, second by T. Johnson and approved unanimously, advertising may begin for a 37.5 hour position. Approval to maintain a 30 hour position in that office was also granted in case the 37.5 hour position was filled internally. K. Johnson also discussed a lease between the State of Minnesota and Traverse County for use of our space for motor vehicle testing. The lease amounts to \$10.00 per day. By consensus, the Board authorized the discretion to resign, to K. Johnson. The Board also approved a tobacco license for Tri-County, upon a motion by Deal, second by Appel and carried unanimously. K. Johnson also distributed information on who is eligible to purchase tax forfeited property.

**Dustin Kindelberger/Veteran Service Officer-Solid Waste Director-Safety Director**: Kindelberger provided a department update for the Board. His office received 127 phone calls in June and he provided 69 home and office visits thus far but averages 110 visits per month. He also discussed updates with the other two programs. Kindelberger was approved unanimously, upon a motion by Salberg and second by T. Johnson to purchase locked file cabinets per Federal compliance standards for the Veteran's office.

**Larry Haukos/Highway Engineer**: Haukos presented a department update. He requested the authority to advance current employees to higher steps on the wage classification scale. Salberg interpreted the language on the appendix of the contract to mean at the time of hiring, the department head has the authority to start people higher based on experience, not after they've been employed. The consensus of the Board was that the Springsted study is meant to balance wages out and provide uniform, equitable compensation for all groups. Salberg made a motion to deny authorization to advance existing employees steps and Appel seconded it. The motion carried unanimously. Haukos also requested direction on allowing Otter Tail Power to place a new power pole at the Farm Lot. The consensus of the Board was to allow permission. Haukos also requested the Board set wages for existing temporary seasonal staff as well as one new hire. Upon a motion by Salberg, second by T. Johnson and carried unanimously, the temporary wages were set as follows: Jim Montoney/ \$.75 increase per hour, Barry Gaulrapp/ \$11.25 per hour, Ryan Schwagle/ \$10.75 per hour, and Logan

Doll/\$10.00 per hour. Haukos also updated the Board regarding the yellow house and that it will be disposed of in Sisseton due to positive asbestos testing. Salberg commended the Highway Department for their assistance with the Soil and Water department and expressed positive comments he heard at the Soil and Water District meeting. A concern was also raised regarding a request for a stop sign located at the intersection of 15<sup>th</sup> Street and 3<sup>rd</sup> Avenue, given the busy traffic of students and citizens, especially during baseball/softball season. T. Johnson was in favor of doing something. Haukos recommended he confer with local law enforcement and bring a recommendation a future meeting.

**Brion Plautz/Sheriff:** Plautz presented a department update. He updated the Board that they should be ready to make an offer on the Correctional Officer position by the end of the week. He indicated a need for bullet proof vests that the County would need to supply. Upon a motion by Deal, second by T. Johnson and carried unanimously, the contract for the Sentence to Serve program was approved. Plautz also introduced his staff to the Commissioners.

**Rhonda Braaten-Antrim/County Coordinator:** Antrim advised the Board that Robert Toelle’s position on the Watershed Board was expiring August 9<sup>th</sup> and we needed to go through the process to appoint again. Upon a motion by T. Johnson, second by Deal and carried unanimously, Antrim was advised to publish the notice of the opening and follow already established processes in place for filling the position. Upon a motion by T. Johnson, second by Deal and carried unanimously, the minutes of June 4, 2013 were approved unanimously. Upon a motion by Salberg, second by Appel, the following bills were approved unanimously.

WHEATON-DUMONT ELEVATOR	2,132.00
BROWNS VALLEY HISTORICAL SOCIETY	2,500.00
TRAVERSE COUNTY HISTORICAL SOCIETY	2,500.00
LEUTHNER LAW OFFICE	3,333.34
BORDER STATES COOPERATIVE	3,403.90
COMPUTER PROFESSIONALS UNLIMITED	3,473.64
TRAVERSE ELECTRIC COOP INC	3,703.71
PRO-TAINER	3,725.00
ZIEGLER, INC.	4,523.57
CARDMEMBER SERVICE	4,622.92
KRATOCHWILL & ANDERSON, P.A.	4,740.00
STEVENS TRAVERSE GRANT PUBLIC HEALTH	5,315.33
HOUSTON ENGINEERING, INC.	6,512.75
TRI COUNTY COOP	21,140.78

Pursuant to M. S. 375.12, the number of claims less than \$2000.00 were 101, totaling \$42284.63. A bill to The Affair and Main Street Motors were not approved without some additional explanation requested from staff.

A request to contract painting of the Court Services area was approved upon a motion by T. Johnson and a second by Deal. Voting in favor of the motion was Salberg, T. Johnson, Deal, and Leininger. Opposing the motion was Appel. Discussion included Salberg asking what the other Commissioners wanted to do about the courthouse in general. He questioned if an architect would come and we could see what a

plan would cost, then have it on the ballot again. "If we don't raise taxes, would people vote for it? I think they would and this last vote was rushed." Other discussion included the option of tearing out the 1974 building and extending the social services building to the North. Consensus was that we need a black and white plan. T. Johnson also questioned why we need to tear down the current courthouse building and whether we could use that to help with our storage needs or something else functional. He said, "we need a building plan with a funding plan and have on the ballot next time." Appel believes people understand we need something but just not sure what. Deal advised that we need to know what we're doing, adding on to the social service annex vs. building a new building. "We need to study it and have all of the information transparent for the public."

Antrim updated the Board on the process with Springsted for the wage classification study. We are just waiting for the Highway Department to complete their assessment surveys. Springsted staff is scheduled to appear at the July 2 Board meeting to provide an update as well. Antrim updated the Board that the County won the arbitration with the law enforcement bargaining group. The award was 1% for 2012 wages, representing the same as what ASFCME had settled for. Antrim also updated the Board on Human Resources training she attended and the importance of legal, up to date, and complete policies. We also need job descriptions consistent with ADA compliant language and defined essential job duties. She informed the Board that she ordered a CD rom with Federally approved templates for policies, job descriptions, tracking software of employees for FMLA and Veteran's leave, as well as performance management resources. Antrim updated the Board on the regional AMC meeting she attended and provided some handouts regarding recent law changes and other resources. Don Appel also updated the Board that Rainbow Rider has routinely had a line of credit available to assist with cash flow issues. The Auditors have written them up for this and would prefer the entity have a reserve fund to cash flow 15% of the operating balance. This may lead to an increased allocation for each County in the future.

Attested to:

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Rhonda Braaten-Antrim/County Coordinator

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Kevin Leininger/Board Chair