

Traverse County
Commissioner Board Meeting
October 2, 2012
Traverse County Annex

The meeting was called to order at 8:30AM by Board Chair Kevin Leininger.

Members present included Commissioners Kevin Leininger, Todd Johnson, Jerry Deal, Donald Appel, and David Salberg.

The Pledge was recited.

Agenda: The agenda was amended to include an update by Jerry Deal on Horizon Public Health, several updates by Rhonda Braaten-Antrim, County Coordinator, as well as the Drug Testing Policy for the Highway Department, Equipment Disposal Policy, Membership to NACO and NPELRA, and County Board books of official proceedings. Deal made a motion to accept the amended agenda and Appel seconded it and the motion carried unanimously.

Larry Haukos/ County Engineer: Haukos distributed his agenda and discussed the following updates:

- A. Haukos requested authorization to rent with option to purchase sheepsfoot compactor from Swanston Equipment, Fargo for \$4,500/ month to be used for placement of clay for FEMA repairs. A motion was made by Deal and seconded by Appel and carried unanimously to approve the request.
- B. Update on local road graveling truck rentals—54KLLC cost for weeks of 9 and 14 September--\$25,965. Total through 14 September--\$46,102.50. They only worked part of the following week
 - a. County Roads #62, 77, 95, 81, 89, 93 and portions of 85 and 82 were completed. Work was completed on 27 September 2012
- C. Change Order for Sibson Gravel for crushing at Wendell Pit. \$10,000--Mobilization and \$1.70 per yard. Estimating 15,000 yds.
- D. Request authorization to install new centerline culverts on CSAH #2—SE1/4 Sect 25. Arthur TWP (Davidson), cost of pipe approx.. \$13,000—SW1/4 Sect 26 Arthur Twp (Dickman), cost of pipe approx.. \$2,500. This work will require hiring a contractor with trackhoe. These costs will be in addition to pipe costs and could range up to \$,6,000. Upon consensus of the Board, Haukos was authorized to proceed.
- E. Request authorization to repair CR #81 where CD #27 has eroded shoulder of road. This area is north of the correction line in Taylor Twp. SW ¼ Sect. 34. The Townships of Taylor and Monson have asked our assistance in repairing the township east west road that was also damaged by CD #27. This will be a joint project with the townships and the Watershed. The Watershed will share one-half of the costs on the respective roads with the road authorities. Total project costs are approximately \$60,000 with the CR 81 cost of approximately \$30,000 of which the watershed will pay one-half.
- F. MnDOT construction on TH 55 & 75—see attached release from MnDOT--TH #75 has been scheduled for late October.
- G. 2013 Budget for review.

- H. Status of Construction Projects
 - a. SAP 078-611-010,009,008, work on CSAH #11—Construction Complete, preparing final contract vouchers and other documents to final project for final payment.
 - b. SAP 078-598-028, 029 & 616-006, Box Culverts—Construction complete, preparing final contract vouchers and other documents to final project for final payment.
 - c. SAP 078-030-003, Crack Filling and Seal Coating--Construction complete, preparing final contract vouchers and other documents to final project for final payment.
 - d. SAP 078-606-024 and 078-599-055—Duininck Inc. contracts complete, construction in 2013.
 - e. SAP 078-598-035 (Doberstein)—to be let on 16 October, construction in 2013.
 - f. Local CSAH Gravel Project, ½ complete—on hold Mark Sand and Gravel is crushing south of Odessa—have requested to only place first lift (500 yds per mile) on CSAH 8, 2 (east of TH 75) and 9 (south of CSAH 4) approximately 8,500 yds. The remaining gravel (approximately 9,500 yds.) would be added to 2013 work.
 - g. FEMA road rebuild with clay—will start next week. See request authorization to rent sheeps foot compactor. Currently working on gravel placement
- I. Engineering /Administration Activities
 - a. Observation and Administration of Construction Projects
 - b. Budget Planning/Available Funds
 - c. Developing 5 Year Road Plan—Public Hearing at second Board Meeting in November.
 - d. Design of next six Box Culverts on CR 84, CSAH 13, CR 62, CR 82, CR 76 and TWP RD 39 (Lake Valley).
 - e. Review of Drainage permits.
 - f. Design of other local work:
 - i. Repair of CR #81 and CD 27.
 - ii. Centerline Culverts on CSAH #2 Dickman and Davidson.
 - iii. Lowering water along CSAH #2 & #3.
 - iv. Review of 911 Signing
 - v. Review of drainage along CR #70
 - vi. Striping for 2012, work complete Payment will be at next Board Meeting
 - vii. Review and repair CSAH #3 and #4.
- J. Maintenance
 - a. Graveling see above update on graveling.
 - b. Mowing
 - c. Culvert Replacement and extensions
 - d. Sign Replacement
 - e. Opening of Wendell Pit—Pit is stripped, building access roads—crushing in October.

In other Highway business, Leininger requested the blades be parked as he believes roads are getting bladed too often and they do not need it. He said the blading is making the dust worse. Deal asked about the Doberstein bridge. There is concern whether it will make it through another winter. Haukos is bid letting this month so it will be June 15th of 2013 before they will likely be able to start it. Deal

discussed Ditch #14 and they lost a suit for \$760K in charges against the project. There is question of who will pay for the law suits. Haukos reiterated that the County doesn't have anything to do with this. It is the Watershed's issue. Haukos requested approval to order a new one-way blade for one of the plows for \$7500.00. Salberg motioned to purchase it and Johnson seconded it and it carried unanimously.

Leininger also discussed the road issues and information he received at a transportation committee meeting. He said we are pretty fortunate with the roads we've been able to keep up and build. Haukos find's money when there is money available and it really helps that he has projects ready to go. Salberg agreed that he appears to be staying on top of it, which is a good thing.

Sara Gronfeld/ SWCD/P&Z: Gronfeld reviewed land permits. She updated the board that there were no new permit applications for Septic systems. A public hearing was also held on September 12, 2012 for the Dan Binsfeld, Big Dog Land Development and a Conditional use permit was approved. There is also a public hearing for Chad Bruns regarding a variance for setbacks and one for Matthew Hormann for setbacks.

Jerome Deal/Fair Board: J. Deal appeared before the Board to update them on the 2012 Fair outcome and the budget for 2013. J. Deal indicated that a number of out buildings have been repaired with a total improvement budget of \$33,281.57. J. Deal requested the County investigate whether MCIT would cover the Fair for insurance purposes as that would save them roughly \$6K. Deal indicated that the number of attendees is increasing every year and if not for the repairs, the Fair would make money. Even with the extensive budget for repairs, the total loss was only \$12,594.94. J. Deal requested \$10,000.00 County subsidy for 2013 operations. Appel made a motion to approve the subsidy of \$10,000.00 and Johnson seconded it and it carried unanimously.

Trevor Wright/ Chief Deputy: Wright provided a brief ARMER update. He just billed \$12K in invoices for fifty percent return. They've currently been reimbursed \$32K through their 50/50 grant. Wright expressed a differing of opinion between his Consultant and Brandon Communications. The Consultant wants to make the shelter R56 compliant for lightening protection but Brandon Communications believes it might not be necessary. Consultant indicated this is the same standard used to measure compliancy of other state towers but Traverse County's is not a state tower. There is some justification for it. Appel asked how long it would we be out of commission if we had a lightening strike. Wright couldn't speculate but did explain all of the redundant wiring they have. Leininger clarified that we would not be penalized with the 50/50 grant for not spending it all. Wright would prefer to spend it on something else if they see a need. Wright will provide a final summary of total costs of the ARMER project for the next meeting.

Tom Schmitz/ Emergency Management Director and Trevor Wright: An addendum to the contract with West Central Environmental Consultants was presented to the board, adding a provision that after the departure of Tom Schmitz employment with WCEC, the contract would be void. Deal approved the addendum to the contract and Appel seconded, and it carried unanimously. Schmitz distributed a

proposed temporary contract with the City of Browns Valley, to provide interim Emergency Management duties while the County pursues other options. Johnson motioned to approve the temporary contract. Appel seconded the motion and it carried unanimously. Schmitz discussed the duties of the position and the need for more time, to meet everything that should be done. Leininger asked for a recommendation regarding hours needed. Wright recommended speaking to neighboring counties on needs. Antrim distributed emails from Pope, Stevens, Wilkin and also updated the Board regarding what Big Stone provides. Wright explained that a lot of ARMER purchases came through Homeland Security and how closely related they can be. Johnson asked how much the initial training took to be certified. Schmitz said they have online classes plus classroom modules. He said the state permits you four years to become certified. Some people have achieved this in one year and others have taken ten years. The consensus of the Board was to appoint a committee including Wright, Schmitz, Antrim and perhaps another county EM manager or department head and possibly the regional Emergency Management Director, to evaluate options and bring a recommendation to the Board.

Melissa Persing/Traverse County Extension Program Administrator and Ben Anderson/Regional

Extension Director: Persing appeared with her regional Director based out of the Moorhead office. Anderson currently works with nine counties. Anderson discussed the budget and determined if the position was full-time at an initial step, their budget would come in under the former position which was .8 FTE. They would have an opportunity to partner with other departments that need support as well. The skill set they will be seeking are strong administrative support skills and office management skills. Leininger asked about Pope County having a 30 hour support position and how they get by with that being that they are a larger county. Persing explained that we really want to be aggressive getting out in the community and promoting and working with kids. This would allow this person to do the reporting components and office management and free up her time for direct work with the community. Leininger expressed a desire to start with less hours and work up to it if needed. Persing also discussed an option of requesting a .8 position for office management and use another 8 hours for programing and youth development. Johnson asked if the after-school programs are sometimes the only ones offered. Persing explained that both schools have excellent programs. They work well and are well cared for. Last year they worked with the Community Services position to work within the after-school program to provide some higher level activities in Science, within the Browns Valley program. Salberg asked what the Extension committee recommended. Appel, who sits on the committee, explained that the budget was revised and his request was to maintain a flat budget. Salberg made a motion to approve the recommendation of the Extension Committee. Appel seconded it. Johnson clarified that we do support flexibility to offer support to other departments as needed. There was discussion with regards to the needs of the County Attorney and/or Emergency Manager and the expectation that this position would accommodate future needs as they arise. The motion to approve a full-time staff carried unanimously.

Brian Plautz/Sheriff: Plautz presented his board report. He updated the board regarding the public nuisance cost that he had warned of last month and found out the cleanup was provided by the deceased's family so the County will not have any expectations for that. He also updated the Board that MCIT paid \$3500.00 toward the vehicle that had been damaged. The department has decided they will

repair it and the total cost will be \$1000.00-\$1500.00 above insurance costs. He also reported that they currently have several investigations that are wrapping up and being charged out.

Appel updated the board that he approved a new wall for the VSO office to allow privacy and the estimate was approximately \$700.00.

Rhonda Braaten-Antrim/ County Coordinator: Antrim discussed the current process for drug testing of the Highway Department per requirements of DOT. The County has an opportunity to contract with Alvstad's and Associates, who maintain all certifications required from DOT and come to the County to provide the screens. The total cost should be offset by the productivity and efficiency for the staff, by not having to leave work to drive to the clinic or to Breckenridge for testing. It would also alleviate the liability to the County should an employee ever test positive after driving a County vehicle. By consensus the Board approved Antrim pursue a contract for drug testing with Alvstad's.

Antrim discussed the equipment disposal policy and options we could pursue that might salvage equipment between departments. By consensus, the Board approved pursuing an online option for Government Surplus deals as well as a formal disposal and inventory policy.

Antrim discussed annual membership dues to NACO and NPELRA and the benefits of belonging to each organization. Through informal survey of staff, there were no benefits identified. By motion of Appel and second by Johnson, the Board unanimously approved discontinuing membership to those organizations.

Antrim discussed the storage of our current Board books and the need to preserve them in a better way. By consensus, the Board approved Antrim to investigate electronic data management of the books and the benefits and costs for search functions. Antrim discussed there may be needs in the Assessor's office as well as the Recorder's office, so it is feasible we could pursue a joint project.

Antrim presented the minutes of the Commissioner Board meeting of September 18, 2012. Upon a motion by Deal and second by Salberg, the minutes were approved unanimously.

The notes from the Public meeting that was held on September 19, 2012 were discussed. Antrim requested clarification on how the Board wanted to pursue follow up to that meeting, if at all. The Board agreed that the turnout was a disappointment, for what it cost to host the meeting. They are not interested in expending further money on the project until after the election and they know how voters want to proceed. The notes are available upon request but need not be published. They will not be pursuing a Blue Print at this time either. The general belief expressed was that the assessment provided an estimate based on conservative requirements and they would not be building anything extravagant. T. Johnson also recommended that we manage our existing bonding debt by eliminating it through using our existing fund balances and getting rid of debt in a responsible way, thus replacing expensive bonding debt with a cheaper bonding debt.

Kit Johnson, Auditor, also followed up with tax information based on a question that was asked at the meeting. He indicated that the Traverse rate is at about .45 and the other counties are at about .57 (Big Stone), .49 (Stevens), and .55 (Grant). He also said that a ten percent change in rate (.45 Traverse to .55 Grant) would result in about \$50 less in taxes on a 76,000 house or \$240 (homestead)/\$480 (non-homestead) on a quarter of farmland. These are rough estimates. He also said that he spoke to the Assessor, Dianne Reinart, and she indicated that the counties around us have similar land values. If they get to be substantially different, the state would step in and adjust. She also said that the values on homes in the cities could be significantly different, depending on sales ratios (If houses are selling higher, then that county will have a higher value on a similar home).

Antrim also updated the Board on the following topics: the Life Insurance RFP is on track. A review of the MCIT training she and Salberg attended and a review of the AMC meeting she and Salberg attended was provided. The outcome of the needs assessment conducted with the various department heads was shared. There were no recommendations by department heads for restructuring to accommodate the Emergency Manager position or other duties within the County. A copy of the letter terminating the contract with Grant County for a shared Veteran Service Officer was provided. A copy of letters to applicants resolving the Human Resources positions were also provided. Salberg recommended future letters be approved by the Human Resources contracted professional, Justin Anderson. The December meeting of 12/4 is cancelled and does not need to be re-scheduled, therefore one meeting in addition to Truth In Taxation is all that is needed in December. A Thank You note from Janet Raguse for her gift and party was shared. The three unions were scheduled to meet October 4, 2012 to collaborate on a unified proposal. The Technology Audit is scheduled for October 8, 2012. Some benefits related to Wellness that are available through our 2013 Health Care Provider were shared. Some miscellaneous hand-outs concerning upcoming meetings were shared.

Jerry Deal/Commissioner: Deal provided an update on Horizon Public Health. October 1, 2012, they took formal action to name the five county organization Horizon Public Health, should they continue to formalize the arrangement. The governing board will consist of two commissioners from each county, with the exception of Douglas that will have three. There will also be two at-large members. They anticipate bringing this to the counties in 2013. Salberg commented that some folks had questions while he was campaigning and he referred them to Deal.

By consensus of the Board, it was also approved that Appel and Deal may attend the public meeting about the power line, facilitated by Henry Ford, on October 15, 2012. Both Commissioners may receive a per diem for the meeting.

The meeting was adjourned at 11:15 AM.