

Traverse County Commissioner
Regular Board Meeting
November 5, 2013

The meeting was called to order by Commissioner Chair Kevin Leininger. Other commissioners present included Dave Salberg, Don Appel, Jerry Deal, and Todd Johnson. The pledge was recited. The agenda was approved unanimously with the additions of benefit decisions presented by the HR Professional, Dustin Kindelberger personnel update, and an update on the Springsted Study, upon a motion by Deal and second by Salberg.

Larry Haukos/Highway Engineer- Haukos presented a department update.

On October 27th and 28th Boehnke Waste Management hauled hog manure on CSAH #4 from the Township Road (740th Ave.) 4,500 feet east into south ½ of Sect. 9 Leonardsville Twp. using two four wheel drive tractors with manure tankers. This work was done under very wet conditions on the 28th and a large amount of mud was tracked onto CSAH #4. Neighbors used skid loaders to remove the worst of the mud scraping mud and gravel back into the fields. The Highway Department was notified the evening of the 29th that the road was in bad condition. On the 30th the road was inspected, the Sheriff and a Commissioner also inspected the road.

Repairs were started immediately: Mud was windrowed on side of road for removal later and the remainder of the road was shaped for placement of gravel. On the 31st the windrowed mud was removed and pushed back out into the field and on the 31st, November 1st and 4th gravel was hauled and placed. Approximately 690 yds of gravel were hauled and approximately 18 hours of equipment time were utilized. Approximate cost is about \$10,845.00. Upon a motion by Deal and second by T. Johnson, the Board unanimously approved a decision that Haukos should bill Boehnke Waste Management for the cost of repair.

Lynn Siegel/Emergency Manager-Siegel reported that the Emergency Management Performance Grant is complete. It will be sent to the state. A state representative came to the county and explained THIRA requirements. Traverse is progressing in working towards meeting those requirements.

Brion Plautz/Sheriff- Plautz presented a department update. He distributed a monthly jail report. Plautz also discussed a proposed meal contract with the Traverse Care Center. The recommendation is \$5.00 per meal, including breakfast. The current contract is \$10.00 per day.

Matt Franzese/County Attorney- Franzese appeared before the board to request a part-time legal secretary staff to assist with the workload. He explained the needs of the office. He proposed combining the position with the Human Resource Technician position due to compatibility of the skill set and confidential nature of the work. Rhonda Braaten-Antrim, County Coordinator, also shared the possibility of the legal secretary working with social services on probates and collections, as a possible revenue stream to supplement the cost of a part-time additional staff. A motion was made by Deal to recommend Franzese's proposal. Discussion included the current structure of the county's human resources as well as the possibility of combining the Human Resources with County Coordinator position

again. The motion died for lack of a second and the consensus of the Board was to gather more information regarding surrounding county human resources and legal secretary structures, evaluate the needs of both for Traverse County, and provide cost estimates. Further discussion and a possible decision could be made at the next Board meeting.

Sara Gronfeld/SWCD/PZ- Gronfeld presented a department update. There was one permit approved for land use. She explained a potential violation of the Wetland Conservation Act. She presented the 2014 Land management Program Administration Agreement as well as the Joint Powers Board agreement between Traverse County and the Water Conservation District. A motion by Deal and second by Salberg to approve both agreements was made. The motion passed unanimously. Gronfeld also presented her application for the Local Government Innovation award. Discussion was also had around pictometry and GIS, and that at some point the county may want to consider updating it, which will cost approximately \$75,000.00. K. Johnson agreed with Gronfeld that the digitization of parcel data would be a better investment than Pictometry at this time.

Melissa Persing/Extension Manager- Persing updated the Board on the 4-H Endowment Fund. Their goal is \$10,000.00 within two years and they're currently at \$6,200.00. She also discussed the Gifts of Grain project. In one week there will be a phone-a-thon conducted by 4-H members to encourage giving.

Kit Johnson/Auditor/Treasurer- K. Johnson discussed a grant application for PRISM, which asks for property tax data. The department of Revenue asked for counties to submit property tax data in a uniform manner to help streamline their data collection process. Currently there are three major vendors and a handful of larger counties trying to do this on their own. There is a grant available to help cover the county's cost to comply with the new requirements. Upon a motion by Deal and second by Salberg, it was unanimous to approve the grant application for PRISM. Johnson also provided a Delinquent Tax Update. They started with 28 parcels entering the final state of forfeiture - Expiration of Redemption. There are five parcels remaining to be redeemed. He also discussed a State Auditor finding regarding the email server security and the recommendation for buy a cage for it. Given the potential of courthouse renovation or building, the issue was tabled. There were other audit findings Johnson will present at a later date. Johnson updated the Board that truth in taxation notices will be going out and Browns Valley had a 114% levy increase which may generate some additional phone calls to their department. Johnson updated the Board regarding a shredding service that will be providing services in Traverse County. Johnson also discussed the budget and provided a fund balance analysis.

Upon a motion by T. Johnson and second by Salberg, the Board unanimously approved to close the meeting to discuss a personnel issue with the recycling department.

Upon a motion by T. Johnson and second by Deal, the Board unanimously approved to re-open the meeting.

Rhonda Braaten-Antrim/County Coordinator- The Board minutes from October 15, 2013 were approved unanimously upon a motion by T. Johnson and second by Appel. The following bills were approved unanimously upon a motion by Appel and second by Deal:

COMPUTER PROFESSIONALS UNLIMITED	3,473.89
INDEPENDENT EMERGENCY SERVICES	2,969.26
KRATOCHWILL & ANDERSON, P.A.	2,310.00
LEUTHNER LAW OFFICE	2,624.25
LSS OF TRAVERSE, LLC	5,755.00
MN STATE AUDITOR	13,908.87
TRAVERSE COUNTY AGRICULTURAL ASSN	10,000.00
TRAVERSE ELECTRIC COOP INC	3,703.71
MN STATE AUDITOR	3,321.50
NELSON AUTO CENTER	3,549.08
TRAVERSE COUNTY HRA TRUST ACCOUNT	2,200.00

Per MN Statutes 375.12, 48 invoices were \$2,000.00 or less, for a total of \$21,140.87. Antrim reviewed information provided by the Human Resource Professional regarding decisions with the county's HRA plan and HSA considerations for 2014. Upon a motion by Deal and second by T. Johnson, a unanimous decision was made to accept a Memorandum of Understanding which would modify the existing labor agreement contracts so employees may all carry over 250 hours of vacation at the end of 2013. This would be a one year agreement due to the fact that the county ended HRA contributions for 2014 but cannot meet the requirements necessary for a HSA plan. Upon a motion by Salberg and second by Deal, the following agreements were also approved unanimously: 1) Traverse County will agree to pay the administrative fee for each employee's HRA account through 2014, 2) Subject to final union approval, the employer contributions for single and family insurance and those made in lieu of insurance will be administered through a Section 125 Cafeteria Plan and the county will enter into an agreement that subsequently eliminates the County requirement to establish a HSA, and 3) all non-union employees will be eligible for single or family insurance benefits effective January 1, 2014, or upon qualification, may elect to take cash in lieu of insurance. Upon a motion by Deal and second by Appel, the Board unanimously approved that the county will pay the entire premium for retirees electing a single group insurance plan. Antrim updated the Board on the AMC delegation list and request for a door prize at the annual conference. Consensus was to decline providing a door prize. Antrim distributed the agenda for the MCIT annual meeting which will be held in conjunction with the AMC conference in December. A Traverse Care Center quarterly update was provided and the lease was agreed to by consensus, seeing no changes from the time it was approved previously. Occupancy has been consistent, leading to stable finances. Antrim updated the Board that the Springsted agency returned all job descriptions and requested employees evaluate and make appropriate changes. Antrim provided an update on the Wellness committee and the various events scheduled for 2014. Upon a motion by Appel and second by Salberg, the recycling contract with Hormann Recycling was approved unanimously through December 2016.

Attested to by:

Rhonda Braaten-Antrim/County Coordinator

Kevin Leininger/Board Chair

