Traverse County Commission
Regular Meeting
July 15, 2014

The meeting was called to order by Commissioner Chair Kevin Leininger. Other commissioners present included Dave Salberg, Jerry Deal, and Todd Johnson. Don Appel was absent. The pledge was recited. The agenda was approved unanimously upon a motion by Salberg and second by Deal, with the removal of one item regarding the Human Resource Structure.

Larry Haukos/Highway Engineer- Haukos provided a department update. Upon a motion by Salberg and second by Deal, SP 078-606-025 to M-K Bridge Construction Inc, in the amount of $527,769.30 was unanimously approved. Their Disadvantage Business Enterprise participation was approved by MNDOT and positive references were also received. Upon a motion by Deal and second by T. Johnson, authorization was unanimously approved to accept donations of $405.00 and pay expenses of $401.00 for the Toward Zero Deaths activities. Upon a motion by Salberg and second by Deal, it was unanimously approved to move the salt shed to Browns Valley. The total projected cost was $30,600.00 with an additional $10,000.00 for lot paving. Upon a motion by Salberg and second by T. Johnson, Haukos was authorized unanimously to work out an agreement with Reggie Hawes on some tax forfeited property.

Bill Klyve/Otter Tail Power- Klyve appeared before the Board to discuss cost-savings for energy programs for a projected new courthouse building. He went through the comparison analysis. Typically new buildings are made above the Minnesota Energy Code. That was used as the basis for projecting the energy costs of a new building. He would also be willing to re-do the analysis if, or when, blue prints would be drawn up. For buildings of this size,he advised that geo-thermal is probably the best choice for the long-term. He discussed a directional boring machine where you would only need to go down 15 feet. T. Johnson asked for clarification, we would save $37,000 per year on heating and cooling, which was accurate. There was also discussion regarding if these efficient models could be installed into the existing building with propane back up. Klyve is willing to assist in any way. He also informed the Board that there is going to be a conference call between the Weidt Group and the Architectural firm to further discuss energy savings. Leininger asked if he could project the cost of using geo-thermal. They run close to 400% energy efficiency. After rebates, pay-backs on the investment average between 3-7 years based on his past projects.

Sara Gronfeld/Soil and Water/Planning and Zoning(SWPZ)- Gronfeld provided a department update. Three building permits were processed in June. Grant awards were received for the Subsurface Sewage Treatment System program, GIS and low-income septic upgrades. Gronfeld distributed a budget for a Global Information System (GIS) project. Traverse County is currently the only county left in the state to not have this technology and it would be very beneficial to many departments. For 2015, the projected cost would be $44,750.00. This would be the highest year for costs. There may be areas to draw some dollars down from other grants and funding sources. K. Johnson also discussed the current lease for the phone system that will end mid-year 2015. He also speculated that the use for the general public would likely be great. The Assessor's Office would also see a great advantage in valuing farm land. Upon a motion by Salberg and second by T. Johnson, the Board unanimously approved moving forward with the GIS project. The SWPZ budget was distributed. The County share has not been increased since 2008 and will remain the same. Upon a motion by Deal and second by Salberg, Gronfeld was unanimously appointed to the Traverse County Extension Committee.

Kit Johnson/Auditor/Treasurer- Johnson provided a department update. There was a clarification to previously published minutes, which should have stated that K. Johnson set up three ballot boards. Upon a motion by Deal and second by T. Johnson, the three ballot boards of UOCAVA, Mail, and Absentee were unanimously approved. He also presented an option for Positive Payroll. There would be one hour of hold-back pay per payroll, for non-exempt employees. He recommend employees be allowed to utilize sick or vacation pay to make up for it. Salberg suggested only vacation. Justin Anderson, Human Resource Professional, discussed allowing vacation or comp time. Johnson recommended a one week hold back and at the end, the county would be on a bi-weekly payroll system. This process will need to be approved by the unions and bargaining groups, for a 2015 implementation. The aquatic invasive species allocation was discussed. A plan needs to be developed by the end of the year. Who might be responsible for putting this together was discussed. T. Johnson discussed a possible need for signage. Antrim will follow up with Soil and Water, the Bois de Sioux, and the Agricultural Inspector for ideas. The 2013 and 2014 budget to actuals were provided. Department Heads were provided their specific budgets. Delinquent taxes were discussed. There were 46 parcels to begin with. K. Johnson is also spending a large portion of his time on the financial statement. K. Johnson also brought up the question of how exempt employees will track their sick and vacation. He discussed the differences between how some employees utilize their sick and vacation to complete a 40 hour week. There are currently no guidelines in place for this. He recommended some guidelines or a policy that he could reference, should the State Auditors raise questions. Justin Anderson, the Human Resource Professional, explained the exempt employee definition and situations. T. Johnson discussed guidelines versus policy and guidelines are more reasonable than a policy. Anderson also discussed the option to make employees non-exempt. There was no resolution of the issue.

Rhonda Antrim/County Coordinator- Upon a motion by T. Johnson and second by Deal, the July 1, 2014 minutes were approved unanimously. Upon a motion by T. Johnson and second by Salberg, the following bills were approved unanimously:

BORDER STATES COOPERATIVE	3,216.85
LARSON OIL, INC	24,229.40
MARK SAND & GRAVEL DAKOTA CO	11,461.81
RON'S DIESEL & AUTO REPAIR	2,687.77
TOWMASTER	18,676.00
TRI- CITY PAVING, INC.	27,784.44
TRUE NORTH STEEL	21,824.04
ZIEGLER, INC.	26,495.05
COMPUTER PROFESSIONALS UNLIMITED INC.	3,728.81
OTTER TAIL POWER CO	2,700.94
SeaChange	2,749.62
STEVENS TRAVERSE GRANT PUBLIC HEALTH	5,315.33

The Sand Creek Group, Ltd.	2,410.59
US BANK	38,575.00

Per M.S. 375.12, the number of claims totaling $2000.00 or less were 73, amounting to $27,794.16. The Horizon update was distributed. Upon a motion by T. Johnson and second by Deal, the Clean Air Policy and Texting and Driving Policy were approved unanimously. Antrim updated the Board that she heard PrimeWest would be offering reinvestment grants to counties in the future. An update of the PrimeWest County Insurance project was provided. Upon a motion by Salberg and second by T. Johnson, a decision to commence litigation against Lubben Construction for a debt obligation was approved unanimously. The courthouse ballot question was reviewed. There were two possibilities provided, one for bonding for a new building and one for bonding for extensive renovations. Deal suggested there should be three questions including one about whether to do nothing but general maintenance. If you read the two questions, it appears to read one or the other. If we really want to know what the people want, it will depend on the numbers. Salberg recommended using $750K from the building fund and $1M from Social Service fund balance. T. Johnson said the cost of repairing would exceed building new with Otter Tail Power's projected analysis, in addition to some other options. It was decided to review the information at the next Board meeting and before then we need to tighten up the quote to include temporary housing of employees, electrical, a number from Engan, a number from K. Johnson on fund balance, a number from Springsted on annual debt service bonds over 10, 20, and 30 years, and a tax impact analysis. T.Johnson, suggested an option of just paying it off using fund balance and back-fill the fund balance with the savings per year. There would be no impact on taxes that way. They directed K. Johnson to look at an option of paying around $1.7 million versus paying it off. T. Johnson reiterated there would be a projected operating savings of $50K per year, plus intangible benefits regarding health environment and insurance claims. The comfort level of employees equals higher productivity. There would be more flexibility for office lay out. It would be more efficient with one central copier. There would be more flexibility for security. Fire protection alone is worth it as you would lose Social Services and the Jail, plus all of the records. Local contractors would also have some opportunities. Antrim then referenced a hand out that was in the Board packet regarding Open Meeting Law and reiterated that if there are questions on practices, they can have the County Attorney provide additional training or we could seek an outside entity to come in and provide it.

Attested to by:

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Rhonda Antrim/County Coordinator Kevin Leininger/Board Chair