

Traverse County Commission  
Regular Board Meeting  
January 2, 2024

The meeting was called to order at 9:00 a.m. by Commission Chair Kayla Schmidt. Other Commissioners present were Mark Gail, Dwight Nelson, Chad Metz, and Jerrel Olson. The Pledge of Allegiance was recited. The selection of Commission Chairperson and Vice Chairperson was selected by rotation resulting in Mark Gail as Chairperson and Jerrel Olson as Vice Chairperson. Olson moved to approve the appointments, seconded by Metz and passed unanimously. Upon a motion by Schmidt and second by Olson the agenda was unanimously approved with the addition of the Bois de Sioux Watershed appointment. The December 19, 2023, regular meeting and the December 21, 2023, emergency meeting minutes were unanimously approved upon a motion by Nelson and second by Schmidt.

**Highway Department**

County Engineer Chad Gillespie, and County Maintenance Supervisor Brian Koch appeared before the Board. Gillespie requested approval to auction off the Bombardier tank. This was used in the past for floods but now the Fire Department has a track vehicle that can be used. Upon a motion by Schmidt and second by Metz, it was unanimously approved to sell the Bombardier tank. Gillespie gave the monetary figures with Townships for the 2023 FEMA flood. An additional short-term lease for the gravel pit was discussed, expanding the area for gravel crushing.

**Law Enforcement Center**

Sheriff Trevor Wright appeared before the Board, the jail occupancy for December was at 58.37%. The 2024 Fee Schedule was discussed, including new details requested by auditors. Notable additions included inmate medical expenses and commissary-based fees. Olson made a motion to approve the 2024 Fee Schedule, seconded by Metz, the motion passed unanimously. Wright updated the Board on the recent purchase of a 2023 Tahoe for \$61,095.00 along with the quote for the build at \$7,402.06. There was discussion regarding changing our County Coroner to Midwest Medical Examiner's Office. The cost of the service is \$125.00 per month plus the cost of autopsies, if needed, which we currently pay. Responsibilities and benefits were outlined. There was a motion by Schmidt to appoint Midwest Medical Examiner's Office as Traverse County's Coroner and authorize Wright to sign the contract when it comes through subject to them accepting the appointment, seconded by Olson and approved unanimously. A 2024 Law Enforcement Contract with Browns Valley was presented, Wright has concerns with the proposed contract and does not recommend approval. A meeting was proposed with both teams to discuss the agreement in detail. Schmidt made a motion to table the contract, seconded by Olson and approved unanimously. Wright requested a reconsideration of the motion regarding the County Coroner; Midwest Medical Examiner's Office won't have everything in place until mid-February so he would like to propose that Dr. Gallagher, if willing, to be the interim County Coroner until the appointment with Midwest Medical Examiner's Office is finalized. Nelson made the motion of reconsideration with the above terms, second by Olson and approved unanimously.

**Soil and Water Conservation District**

District Manager Sara Gronfeld appeared before the Board with a department update. The county program updates were provided, with a focus on year-end reporting and activities in January. Mention was made of upcoming meetings related to watershed planning and the Minnesota River Work plan

development. Upon a motion by Metz and second by Schmidt, the Upper Minnesota River Watershed Joint Powers Collaboration was approved unanimously.

**County Coordinator**

Upon motion by Nelson and a second from Metz followed by discussion, the following bills were approved unanimously.

CITY OF WHEATON	\$2,000.00
COMPUTERSHARE TRUST COMPANY N.A.	\$291,938.75
FLEET SERVICES	\$2,920.03
HOMETOWN PLANNING	\$2,620.00
MCCC	\$23,428.14
NORTHLAND TRUST SERVICES	\$174,068.75
US BANK	\$106,785.00
WEST CENTRAL INITIATIVE	\$2,400.00
WEST CENTRAL REGIONAL JUVENILE CT	\$8,049.00
NORTH CENTRAL INTERNATIONAL, LLC	\$8,099.74

Per M.S. §375.12, there were 22 claims of less than \$2,000.00 totaling \$10,635.61.

There was discussion on the Land Use Permit Fees for 2024. Schmidt made a motion to change the permit fee for grain bins to \$100.00 per grain bin and to change the conditional use and interim use permits to 3% of the project cost or a minimum fee of \$500.00, whichever is higher, seconded by Olson and passed unanimously. There were no changes to the County Park Fees for 2024. There were a few changes to the Commissioners Committee assignments for 2024.

The following resolution was discussed and approved unanimously upon a motion by Olson and second by Schmidt:

24-01  
COUNTY OF TRAVERSE  
2024 ORGANIZATION RESOLUTION

CHAIRMAN: The Chairman for 2024 will be District 3 Commissioner, Mark Gail.

VICE CHAIRMAN: The Vice-Chairman for 2024 will be District 4 Commissioner, Jerrel Olson.

MEETINGS: Regular meetings of the Traverse County Board of Directors shall be held on the first and third Tuesday of every month. The first Tuesday at 9:00 a.m., the third Tuesday at 10:00 a.m. Any regular meeting that falls upon a holiday may be canceled or rescheduled. All meetings, including special and emergency meetings, shall be held at the Annex Room, in the Social Services building, unless the County Commissioners decide otherwise.

OFFICIAL NEWSPAPER: The official newspaper for the County of Traverse shall be the Traverse County Gazette News.

OFFICIAL COUNTY DEPOSITORIES: Kit Johnson, Traverse County Auditor/Treasurer was designated authority to make the depositories for the County funds.

COUNTY BILLS: Kit Johnson, Traverse County Auditor/Treasurer was authorized to pay the County bills.

ELECTRONIC PAYMENTS: Kit Johnson, Traverse County Auditor/Treasurer and his staff, Deputy Auditor/Treasurers I and II was designated authority to make electronic payment for the County funds.

ANNUAL BROKER CERTIFICATION: Kit Johnson, Traverse County Auditor/Treasurer is the designated authority to obtain annual broker certification as needed.

BONDING: Officers and employees that are required to be bonded shall be bonded through Minnesota Counties Intergovernmental Trust (MCIT).

CORONER: The official Traverse County Coroner shall be Midwest Medical Examiner's Office.

BOARD MEMBER LIAISONS: Board Members shall serve as liaisons to the following specific departments/organizations: (see attached list)

ASSOCIATION OF MINNESOTA COUNTIES COMMITTEE LIST:

Environment & Natural Resources Policy Committee:	Chad Metz
General Government Policy Committee:	Kayla Schmidt
Health & Human Services Policy Committee:	Dwight Nelson
Public Safety Policy Committee:	Jerrel Olson
Transportation & Infrastructure Policy Committee:	Mark Gail

2024 AMC Voting Delegate Appointments:

Chad Metz	Dwight Nelson
Mark Gail	Kayla Schmidt
Lisa Zahl	Jerrel Olson
Chad Gillespie	Kit Johnson

EXPENSE REIMBURSEMENTS:

Mileage will be the current 2024 IRS rate.  
Per diem rate for meetings for Commissioners \$75.00.

PERMIT FEE SCHEDULE, COUNTY PARK FEES:

Attached

HOUSING AND REDEVELOPMENT BOARD MEMBERS (HRA):

John Nerenz – Term expires 10/4/2024  
Matthew Smith – Term expires 10/4/2025  
Monica Wilson – Term expires 10/4/2027  
Jodi Hormann – Term expires 10/4/2028  
Kayla Schmidt – Term expires 10/4/2026 (unless someone else is appointed)

PLANNING COMMISSION/BOARD OF ADJUSTMENT BOARD MEMBERS: (3 year terms)

Jerome Deal – Term expires 03/31/2025  
Steven Schmidt – Term expires 03/31/2025  
Doug Frisch – Term expires 03/31/2025  
James Kruger – Term expires 03/31/2026  
Starla Tekrony – Term expires 03/31/2026

BOIS DE SIOUX WATERSHED DISTRICT BOARD MEMBERS:

Jerome Deal – Term expires 04/30/2025  
Allen Wold – Term expires 04/30/2026  
Steven Schmidt – Term expires 04/30/2024

UPPER MINNESOTA RIVER WATERSHED DISTRICT BOARD MEMBER:

Jon Bork – Term expires August 2025 (3 -year term)

COUNTY SHORELINE MANAGEMENT OFFICER: Ben Oleson

EXTENSION COMMITTEE MEMBERS:

Dwight Nelson, Mark Gail, Kit Johnson, Lisa Zahl, Gary Findlay, Sara Gronfeld, Shelly Staebler, Julie Smith

PASSED AND ADOPTED this 2<sup>nd</sup> day of January 2024

TRAVERSE COUNTY BOARD OF COMMISSIONERS

---

Mark Gail, Board Chair

ATTEST:

---

Lisa Zahl, County Coordinator

Upon a motion by Metz and second by Olson, the following resolution was approved unanimously:

**Resolution Authorizing the Traverse County Auditor-Treasurer to make  
Electronic Funds Transfers in 2024**

**Whereas**, Minnesota Statute 471.38 Subd.3 allows a local government to make an electronic funds transfer for the following:

- 1) For a claim for payment from an imprest payroll bank account or investment of excess money
- 2) For a payment of tax or aid anticipation certificates
- 3) For a payment of contributions to pension or retirement fund
- 4) For vendor payments
- 5) For payment of bond principal, bond interest, and fiscal agent service charge from the debt redemption fund

**Whereas**, Minnesota Statute 471.38 Subd. 3a. authorizes electronic funds transfer to only those local governments that have enacted policy controls.

**Now, Therefore, Be It Further Resolved**, that the Traverse County Auditor/Treasurer is authorized to make electronic funds transfer per Minnesota Statute 471.38 Subd. 3.

**Be It Further Resolved**, that the authority to make electronic funds transfer is further extended to include the Auditor/Treasurer office and payroll staff under the supervision of the Auditor/Treasurer as necessary to initiate and complete electronic funds transfers to pay expenditures of and for Traverse County.

**Be It Further Resolved**, that as part of the policy control procedures, a list of all claims paid which includes electronic funds transfer be presented to the board at monthly regular scheduled meetings.

Adopted this 2<sup>nd</sup> day of January 2024.

---

Board Chair

ATTEST:

---

County Coordinator

County Coordinator Lisa Zahl presented the Board with the list of employees who currently have a County credit card for 2024. After review, Schmidt moved to approve the employees listed, second by Olson, and approved unanimously.

Upon a motion by Nelson and second by Metz the Pro-West & Associates service agreement for 2024 was approved unanimously. Zahl reminded the Commissioners about the Statement of Interest requirements by Public Officials for the year 2023 that needs to be completed, they will be getting it in the mail shortly. The Board discussed the extension of the Wind/Solar Moratorium, which is set to expire on April 12, 2024, for an additional six months. The Public Hearing will be on February 6, 2024, to extend the moratorium. County Attorney Matt Franzese said that he will bring a draft extension to the next meeting. Zahl notified the Board that Steven Schmidt's appointment with the Bois de Sioux Watershed District will expire on April 30, 2024, and per state statute, we need to advertise for the appointment.

#### **Public Comment Period**

There were no public comments.

#### **Commissioner Committee Reports**

Schmidt attended the Emergency Services and the Bois de Sioux Watershed meetings. Nelson also attended the Bois de Sioux Watershed meeting.

Gail adjourned the meeting at 10:10 a.m.

---

Lisa Zahl, County Coordinator

---

Mark Gail, Chair