

Traverse County Commission  
Regular Board Meeting  
January 17, 2023

The meeting was called to order at 10:00 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. With the addition of the 2023 Hometown Planning contract and Courthouse computer server discussion, the agenda was approved unanimously upon motion by Gail and second by Nelson. The January 3, 2023 regular meeting minutes were unanimously approved upon motion by Nelson and second by Metz.

**Highway Department**

County Engineer Chad Gillespie and Maintenance Supervisor Brian Koch appeared before the Board. Gillespie asked the Board for permission to advertise for bids for CSAH 20 078-620-020 located from TH 75 to TH 9, this is part of the County's 5-year Roadway Plan. Nelson moved Gillespie to advertise for bids, second by Gail and approved unanimously. Gillespie provided the Board with a sample bridge inspection report and said that Traverse County has a total of 139 bridges that need to be inspected. Gillespie discussed his departments 186-page proposal for the CSAH 20 078-620-020 project, Gillespie pointed out the phases, procedures. and informational requirements necessary for the proposal. Gillespie informed the Board that he had met with County Attorney Matt Franzese to review Right of Way Documents for the 2024 CSAH 15 078-615-011 project.

**Veterans Service**

Veterans Service Officer Russ Foster appeared before the Board with a department update. Foster informed the Board that his department has reviewed 67 files since September and out of those he has filed 34 claims. His office is working on scanning all the files with the goal of becoming paperless. Foster reported that he has visited with approximately 117 County Veterans and that he will be in the Browns Valley office the third Thursday of every month. Foster reported that things have been going very well with sharing his services between Traverse and Wilkin County's.

**Angela Wold**

Angela Wold appeared before the Board to address potential zoning ordinances changes. Wold provided the Board with her areas of concern with the ordinance updates and encouraged the Board to allow ample time to review the changes before approving the updates.

**Zoning Administrator**

Ben Oleson appeared before the Board to present the ordinance changes and updates that he and the Planning Commission began in March of 2021, with a public hearing to follow in October of that year. Discussion took place. It was moved by Olson to table the decision to approve the updates and with a second by Nelson the motion was passed unanimously. Gail moved to approve the 2023 contract with Hometown Planning, LLC. , Nelson seconded the motion, with a vote of 4-1 the contract was approved with Schmidt opposed.

**Auditor/Treasurer**

Auditor-Treasurer Kit Johnson appeared before the Board with a department update. Johnson informed the Board that his department is completing Elections Annual List Maintenance, Johnson gave the particulars of checking for those voters who have gone inactive due to 4 years of no activity. Johnson

presented the Board with the list of tax forfeitures and discussion took place on the next steps. Johnson provided the annual Audit Engagement Letter which is standard protocol to begin the audit and asked the Board for permission to move forward with the audit process. Nelson moved to approve the annual Audit Engagement Letter, Metz seconded and the motion passed unanimously. Johnson gave an overview of the annual reporting his department completes each January.

**County Coordinator**

Upon motion by Nelson and second from Olson the following bills were approved unanimously.

A-Ox Welding Supply Company Inc	4,402.82
CHS	2,260.95
L & O Acres Transport, Inc	8,710.09
Larson Oil Inc.	23,040.40
Little Falls Machine, Inc.	7,458.21
Tri-County Coop Assoc.	5,088.02
Heartland Land Co. Of Wheaton LLC	4,130.00
Kris Engineering, Inc	10,808.25
Main Street Motors	3,033.95
MCIT	67,612.00
7 <sup>th</sup> Judicial District Court Administration	7,500.00
Association of Minnesota Counties	7,100.00
Bois De Sioux Watershed District	31,166.50
Cardmember Service	2,930.18
City Of Wheaton	2,000.00
Counties Providing Technology	5,235.36
Fleet Services	3,583.75
Mark Hormann	2000.00
MEnd Correctional Care, PLLC	2,821.34
Rasinski Total Door Service, LLC	3,230.25
SEMCA	3,000.00
Traverse County Auditor-Treasurer	18,331.55
US Bank	379,427.50
West Central Initiative	2,300.00
West Central Regional Juvenile Court	3,748.00
Wold Architects and Engineers	3,042.50
Ottetail Power Company	3,225.29

Per M.S. §375.12, there were 84 claims of less than \$2,000.00 totaling \$36,302.51.

County Coordinator Lisa Zahl asked the Board for approval to advertise to fill the Bois De Sioux Board Manager position. Gail moved to approve the request and Nelson seconded and the motion passed unanimously. Zahl provided the Board with the final Board Committee Assignments for their approval. There was one change noted that Gail will be sitting on the Collaborative Probation Board for Grant County. Gail moved to approve the committee assignments, Metz seconded, and the motion passed unanimously. Schmidt also asked that we take the Traverse County Food Shelf Board off the meeting list since Gail said he hasn't had a meeting in the 8 years he has been a Commissioner. Upon motion by Nelson and a second by Olson the Board unanimously agreed to change the July 4, 2023 meeting to Wednesday, July 5, 2023 at 9:00 a.m. in the Traverse County Commissioners Room. The Board discussed the food shelf. There were several constituents in attendance to take part in the discussion. The Board

asked Stacy Hennen to put together information on how other food shelves are funded and housed. They did inform the Board that in 2022 it cost \$3,444.75 in basic utilities to run the building. They asked Kit Johnson to look into the insurance and how much it cost to insure the building. Olson moved to table any action regarding the food shelf until the next meeting on February 7, 2023, Nelson seconded, and the motion was passed unanimously. Zahl reported that she was informed by Morris Electronics that the 2 computer servers are at the age where they aren't reliable and should be replaced, the servers are 5 and 12 years old. Each new server costs \$10,493.81, Kit Johnson said that election grant proceeds could be used for the purchase. Olson moved to approve the purchase, Metz seconded, and the motion passed unanimously. Zahl informed the Board that the Minnesota Counties Intergovernmental Trust Board has a vacancy and applications are due by January 27, 2023 if they are interested in serving on the Board.

#### **Public Comments**

There were no public comments at today's meeting.

#### **Committee Reports**

Schmidt reported on the Watershed Joint Comprehensive Committee, Horizon Public Health, and Social Services Preplacement meetings she attended. Nelson reported information on the PrimeWest, Prairie Western Services and Horizon Public Health. Metz reported on the Rainbow Rider and MRC meetings he attended.

Schmidt adjourned the meeting at 11:39 a.m.

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Lisa Zahl, County Coordinator

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Kayla Schmidt, Chair