

Traverse County Commission
Regular Board Meeting
January 15, 2019

The meeting was called to order at 9:30 a.m. by Commission Chair Todd Johnson. Other commissioners present included Dave Salberg, Tom Monson, and Mark Gail. The Pledge of Allegiance was recited. Upon a motion by Gail and second by Monson, the agenda was approved 4 – 0 with the following additions: 911 quote from ProWest and reclassification of Jail Administrators job description.

Highway Department

Chad Gillespie, County Engineer, presented the department update. Gillespie discussed the seasonal help wages. He would like to increase the starting wage for a seasonal wingman, non-CDL to \$15.00 from \$12.50. There was a motion by Monson and second by Gail for the approval of the following seasonal help wage update which was approved 4 - 0:

Starting wage for seasonal wingman, non-CDL \$15.00 - \$16.50

Starting wage for summer help, non-CDL \$12.50 - \$16.50

Non-CDL holders will receive \$.50 each year they return to work for us.

CDL holders for both seasonal wingman and summer help will start at grade 13 step 1 and remain at that step each year.

Wage increases begin after winter season and before the start of the summer season, approximately mid-April.

The Board approved, 4 – 0, the purchase of 2 Motor Graders for \$380,010.00 upon a motion by Monson and second by Salberg. This is \$20,490.00 under what was budgeted for.

Highway would like to purchase a Skid-Steer Brush Cutter to cut trees. Gillespie showed the Board three options from \$6,100.00 to \$10,495.00. The Board would like to table this purchase.

Gillespie attended a meeting for Federal Funding; Traverse County is currently slotted for \$1,120,000 in additional funds for 2023. This will add another project and is a benefit to our CSAH system in the County.

Four employees from the Highway Department will be attending the Township Annual Meeting that will be held on February 8, 2019. They will have a packet for each township that includes decision items to help the County better serve the Townships.

Auditor/Treasurer

Kit Johnson, Auditor/Treasurer gave a department update. K. Johnson plans to order the new election equipment in 2019 and use the grant money we received to purchase it. Delinquent tax notices will be going out this week and will publish first year delinquent taxes in March. K. Johnson is currently working on W2's and 1094/1095 for 2018. The final budgets will be available at the February meeting.

County Coordinator

A motion was made by Salberg to approve the January 2, 2019 Board minutes, seconded by Gail, the minutes were approved by a vote of 4 – 0. Upon a motion by Gail and second by Monson, the following bills were approved 4 – 0:

ASSOCIATION OF MINNESOTA COUNTIES	\$2,235.00
BUILDERS FIRSTSOURCE	\$3,071.22
CITY OF WHEATON	\$2,010.29
GAZETTE PUBLISHING CO.	\$5,460.06
INTEGRATED NETWORKING INC	\$2,289.98
INTERSTATE ENGINEERING	\$2,169.60
LAKE SUPERIOR COLLEGE	\$2,150.00
MACQUEEN EQUIPMENT INC	\$2,506.80
MCIT	\$80,452.00
MEND CORRECTIONAL CARE, PLLC	\$2,701.85
MINNESOTA SHERIFFS' ASSOCIATION	\$2,454.37
MN COUNTIES INTERGOVERNMENTAL TR	\$73,220.00
SEMCA	\$3,000.00
SEROCKI EXCAVATING, INC.	\$2,577.75
TWIN VALLEY TIRE WHEATON, INC.	\$10,964.44

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less were 72, amounting to \$28,850.99.

Upon a motion by Monson and seconded by Gail the Hazard Mitigation Assistance Agreement was approved 4 – 0.

The following resolution to change the commercial permit fee along with the Traverse County Land Use Permit Fee schedule for 2019 were approved 4 – 0 upon a motion by Salberg and seconded by Gail:

COUNTY OF TRAVERSE RESOLUTION 19-01

A RESOLUTION SETTING FEES AND CHARGES FOR 2019 IN THE COUNTY OF TRAVERSE, MINNESOTA

WHEREAS, Traverse County sets fees and charges on a periodic basis through a resolution its Board of Commissioners;

WHEREAS, the Board of Commissioners reviews the County's rates for fees and charges on an annual basis;

WHEREAS, a review of these rates has been completed; and

WHEREAS, a resolution is needed to set fees and charges for the year 2019.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the County of Traverse, Minnesota, that the annual fee and charge schedule for the following categories in 2019 shall be set as follows:

1. All fees and charges previously in effect as of the date of the adoption of this resolution, as noted on attached Exhibit A, shall remain in effect unless otherwise specifically modified by the provisions of this resolution.
2. The fee for the construction of a commercial building is hereby modified to be capped at \$1000, unless the Traverse County Planning and Zoning Administrator determines that unforeseen circumstances demands more work be performed to ensure that the project is in compliance with all relevant building and environmental laws and ordinances.

Adopted by the County Board of the County of Traverse on January 15, 2019.

TRAVERSE COUNTY BOARD OF COMMISSIONERS

Todd Johnson, Board Chairman

ATTEST:

Lisa Zahl, County Coordinator

Zahl presented the Board with Ben Oleson, Planning and Zoning Administrator, report. There were two permits approved in December with no permits pending.

Zahl presented a letter of interest from Matthew Smith to sit on the Housing and Redevelopment Authority Board (HRA) under District 4. He would replace Dave Salberg who was filling the seat until the Board made another appointment. Salberg made a motion to appoint Matthew Smith to the HRA Board under District 4, seconded by Gail and approved 4 – 0.

Zahl gave the Board an update on the County's current computer operating system; most of the computers are running Windows 7. Microsoft will stop doing security updates as of January 14, 2020 and we will need to update all our computers that are running Windows 7 to Windows 10 before that date. We will begin to update to Microsoft Office 2019 as the computers are being upgraded to Microsoft 10, currently most offices are using Microsoft Office 2010 or older. Morris Electronics suggests replacing the County's computers every 5 years for a light user, 4 years for a heavy user and 3 years for computers that are used 24/7.

A letter has been sent by County Attorney Matt Franzese to the old EZ Loader building owner to see if they would be willing to sell the building to the County.

Zahl went over general updates; the Commissioners received an informational letter from the Minnesota Board of Water and Soil Resources. If any other Commissioners would please sign up to do the online training for the Board of Appeal and Equalization, Dianne Reinart, County Assessor, will help as it is hard to navigate the website.

Traverse County received a grant for \$22,525 for help covering the expenses of the NG-911 clean up. We received a quote from ProWest in the amount of \$22,326 for the NG-911 Data Clean-up and Readiness, this contract was approved 4-0 upon a motion by Monson with a second by Salberg.

Upon recommendation from the Personnel Committee the Board, 4 – 0, approved the reclassification of the Jail Administrators job description changing it from a grade 18 to 19, upon a motion by Salberg and seconded by Gail.

T. Johnson adjourned the meeting at 10:20 a.m.

Lisa Zahl, County Coordinator

Todd Johnson, Board Chairman