

Traverse County Commission
Regular Board Meeting
February 7, 2023

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 agenda was approved unanimously upon a motion by Nelson and second by Olson. The January 17, 2023, meeting minutes were unanimously approved upon a motion by Gail and second by Metz.

Highway Department

Brian Kock, County Maintenance Supervisor appeared before the Board with a request to approve the final payment to Sir Lines-A-Lot, LLC in the amount of \$549.97 for striping project on CSAH 3, 4, 5, 11 and 15. Gail moved to approve the request, second by Nelson and approved unanimously. Koch updated the Board on Highway Department Bridge Inspection training, and the arrival of a maintenance vehicle that was budgeted and approved in 2021.

Wold Architects and Engineers

Jonathan Loose, Mechanical Engineer and, Allison Timmins, Architectural Intern appeared before the Board with updates on the information they have gathered in their studies of the Traverse County Courthouse and the potential of the Traverse Electric Building being updated to accommodate the courthouse departments. Wold Architects and Engineers have met with the Traverse County Building Committee 3 times since the beginning of this endeavor. Loose presented the Board with a Power Point Presentation outlining the process they follow in these studies, including but not limited to organizational lay out, square footage needs and efficiency.

LEC

Trevor Wright appeared before the Board with a department update. He presented the January jail report, the usage at the jail was 65.59% for the month. Wright reported that his department was asked if they could take custody of inmates from Beltrami County, which we had room for 3. Wright reported that he had met with the Personnel Committee to discuss the hiring of 1 full-time and 2 part-time Communication/Correction officers. There have been 3 part-time positions open for nearly 2 years and Wright asked the Board for permission to change one of these positions to full-time in effort to attract new applicants. Nelson moved to approve this change, second by Gail, the motion passed unanimously. Wright reported that his department has started advertising for the two vacant Deputy Sheriff positions. Wright and County Attorney Matt Franzese are working on revising a 1988 Mutual Aid Agreement between the Wheaton Police Department and the Traverse County Sheriff's Department, Wright asked the Board for permission to proceed with a Mutual Aid Agreement. Gail moved to approve the request, with a second by Olson, the motion passed unanimously.

Soil and Water Conservation District

Sara Gronfeld appeared before the Board with an update. Gronfeld informed the Board that year end reporting is completed and grant updates narrative reports have been submitted. She gave updates on the One Watershed One District and Upper Minnesota River Planning process. Gronfeld reported that a technician position has been filled and a seasonal summer employee has been retained. She presented the Board with Soil Health Practices meeting schedule for the month of February to educate farmers on applying for grants for cover crops, no-till or strip-till, and rotation.

Assessor

Diane Reinart appeared before the Board to set a County Board of Appeal Date. Reinart reminded the Board that the meeting needs to take place after the second Friday in June. The Board agreed to hold the meeting on June 14, 2023, at 6:30 pm in the Commissioners Room. Reinart provided Metz and Olson with training information for the County Board of Appeals.

Allen Wold

Wold appeared before the Board to provide an update on a recent Drainage Work Group Meeting he attended. Wold told the Board that the work group is proposing a registry portal for all ditch work requests.

County Coordinator

Upon a motion by Nelson and second by Olson, the following bills were approved unanimously:

DLT Solutions	5,323.06
Baker Tilly Municipal Advisors, LLC	2,100.00
Baker Tilly US, LLP	2,700.00
Bartz Collision & Glass	7,722.73
Gazette Publishing Co	6,132.00
Hometown Planning	2,620.00
Horizon Public Health	6,827.25
Minnesota Sheriff’s Association	2,572.14
MN Office of Enterprise Technologies	2,232.99
Morris Electronics	5,378.82
Northland Business Systems, INC	2,680.00
Penguin Management	3,168.00
Traverse County Soil and Water Service	15,000.00
Tri-County Coop Oil Association.	6,644.96
Wold Architects and Engineers	3,500.00

Per M.S. §375.12, the number of claims totaling \$2,000.00 or less were 69 totaling \$35,264.40.

Lisa Zahl, County Coordinator, informed the Board that after redistricting took place our delegate for District 2, Jodi Hormann, now lives in District 5. Since we have been unable to fill District 5 and Nelson has been temporarily appointed to fill that position until we are able to find a replacement, Zahl is asking the Board to appoint Jodi Hormann for District 5 and to advertise for District 2. While advertising for district 2 she is asking the Board to temporarily appoint Schmidt to fill that position until we are able to find a replacement. Discussion took place surrounding the options and advertising for the open position. Nelson moved to appoint Jodi Hormann as the representative of District 5, to appoint Schmidt as the temporary delegate for District 2 and to advertise for the position for HRA Board Delegate for District 2. Metz seconded the motion, and it was passed unanimously.

There are two delegates on the Planning Commission Board of Adjustment whose terms are expiring the end of April 2023. Zahl reported that she has received 4 inquiries into the Board assignments and asked the Board if they wished to advertise for the positions. Discussion took place including if there was a requirement to advertise and the associated costs. It was determined that advertising was not mandated and that the last time a board position was advertised it was in 2019 and the ad space was \$107.50 per week. Also in discussion was the concept of transparency as to advertise or not to

advertise. Nelson moved to advertise for one week, with a second from Metz, the motion passed by a 4-1 margin with Schmidt voting no.

Shelly Staebler and Crystal Peterson appeared before the Board with an update on the Traverse County Food Shelf. They requested approval to extend use of the current food shelf location for approximately 3 months while they get things in order. They asked if any of the Commissioners would be interested in volunteering to serve on the Food Shelf Board being assembled and Schmidt agreed to participate independent of commissioner responsibilities. The Board had a consensus for continued use of the current location for the Food Shelf for the time being.

Public Comment Period

There were no public comments.

Commissioner's Reports

Schmidt reported on meetings with the Viking Library System, Adult Mental Health, Emergency Service Board and the Building Committee. Schmidt reported she has been receiving calls from county residents with concerns surrounding the Traverse Care Center. Nelson reported on the Soil and Water, Bois de Sioux Water Shed, Western Prairie Social Services, and Prime West meetings he attended.

Schmidt adjourned the meeting at 10:43 a.m.

Lisa Zahl, County Coordinator

Kayla Schmidt, Chair