

Traverse County Commission  
Regular Board Meeting  
February 6, 2018

The meeting was called to order by Commission Chair Kevin Leininger. Other Commissioners present were Dave Salberg, Tom Monson, Mark Gail, and Todd Johnson. The Pledge of Allegiance was recited. Upon a motion by Monson and second by Salberg, the agenda was approved unanimously, with the following additions: approval for a per diem in order to attend a Local Government Round Table meeting; approval to advertise for County Engineer; and approval to amend the December 19, 2017, minutes.

**Mike Doll, Highway Department-** Upon a motion by Monson, second by T. Johnson, and unanimous approval, the December 19, 2017, minutes were amended with the following changes: the Resolution and Federal DCP Agency Agreement will be signed by the Auditor, K. Johnson.

**RESOLUTION FOR AGENCY AGREEMENT**

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Traverse to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairman and the Coordinator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030078", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

**CERTIFICATION**

STATE OF MINNESOTA  
COUNTY OF TRAVERSE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the County at a duly authorized meeting thereof held on the 19<sup>th</sup> day of December, 2017, as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Auditor

Notary Public  
My Commission expires \_\_\_\_\_

(SEAL)

Unanimous approval was received upon a motion by Salberg and second by Monson for the following resolution for final contract payment to Mark Sand and Gravel for \$24,972.61:

**BOARD RESOLUTION**

**WHEREAS:** County Project No. SAP 078-603-006 and SP 078-070-003 have in all things been completed, and the County Board being fully advised in the premises.

**NOW THEN BE IT RESOLVED:** That we do hereby accept said completed project for an don behalf of the County of Traverse and authorize final payment as specified herein.

**AUDITOR'S CERTIFICATION**

STATE OF MINNESOTA, COUNTY OF TRAVERSE

I Kit D. Johnson, County Auditor, within and for said County do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated at Wheaton, Minnesota. This 6<sup>th</sup> day of February, 2018.

\_\_\_\_\_  
County Auditor (Seal)

Doll received a new quote from Ziegler for the CAT Motor Grader for \$200,130.00. The first quote did not include the electric controls. A letter was received regarding the Biss Gravel Lease in Wendell, and their position is that they don't owe the County any money and in fact believe that the County owes them. However they do not intend to seek collection of the unpaid rent, reclamation costs, and royalty unless the county seeks to pursue getting paid for the gravel. Doll suggested having our County Attorney look it over. Leininger agreed, but said he's ready to finalize it even if it means we don't get paid. MnDot detour route will be on County roads 6 & 9. Doll had that bridge re-rated and was told that it will be fine. The detour will take approximately 2 months. There was a motion by Monson to approve the use of our County roads with the following resolution, seconded by T. Johnson, and approved unanimously.

**TRAVERSE COUNTY  
RESOLUTION**

IT IS RESOLVED that Traverse County enter into MnDOT Agreement No. 1030228 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 6 and County State Aid Highway No. 9 as detour routes during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 27 from the junction of County State Aid Highway No. 6 to 330 feet west of 16<sup>th</sup> Street in Wheaton and on Trunk Highway No. 75 from the junction of County Road No. 11 in Dumont to 50 feet south of 2<sup>nd</sup> Avenue South in Wheaton under State Project No. 7802-33 (T.H. 27=190).

IT IS FURTHER RESOLVED that the     Board Chairman     and the     Auditor-Treasurer     are authorized to execute the Agreement and any amendments to the Agreement.

**CERTIFICATION**

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Traverse County at an authorized meeting held on the 6<sup>th</sup> day of February, 2018, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to before me this _____ day of _____, 2018
Notary Public _____
My Commission Expires _____
<b>NOTARY STAMP</b>

\_\_\_\_\_  
(Signature)

Lisa Siegel  
(Type or Print Name)

County Coordinator  
(Title)

Upon a motion by Monson, second by Salberg, and unanimous approval, Riverview, LLP, received a permit application for a manure pipe crossing. They will be crossing the county ditches, and all crossings will be bored and be 5 feet below the ditch grade. The current cleaning service contract with James Goniwicha was dissolved last week. Cleaning includes the highway offices and bathrooms. Approval is sought for putting the cleaning contract out for bids. Salberg asked if employees could take turns cleaning it themselves. Doll asked if other departments had to do their own cleaning. Monson made the motion to advertise for the cleaning contract, seconded by Salberg, T. Johnson would like to have them do it themselves. It was approved by a vote of 4 – 1, with T. Johnson opposed. Leininger asked Doll if the generator was ever returned. Haukos had brought it somewhere to get it fixed and he would like it back so we can see it. Doll is going to check to see if he can find any information about the generator. There was unanimous approval of the agreement between Wilkin County and Traverse County for shared Highway Engineer Services for the length of 4 months, upon a motion by Salberg, second by Monson and unanimous approval. Doll would like authorization to sign off on the FEMA documents, which was unanimously approved upon a motion by T. Johnson and second by Gail.

**Trevor Wright, Sheriff** – The jail had an average utilization for January of 70.40%. Annual update was given, which Wright will present to the Browns Valley City Council on Monday. Calls in Browns Valley are down this year, which Wright believes is because of our presence there. Wright would like to move the Communication budget into his Sheriffs budget so there is only one budget for the two departments. Each department would still have their own account numbers so they could pull data out easily. Consensus from the board was to go ahead. Court security is planned to start Monday, with cameras being installed in and around all campuses. Logger, our phone and radio communications system, needs to be updated, can be paid for out of our E911 budget. Salberg made a motion to accept Northland Business Systems bid of \$14,420.00 to upgrade our phone and radio communications, which was seconded by Monson and approved unanimously.

**Sara Gronfeld, Soil and Water/Planning and Zoning**- Gronfeld gave her department update, a 2017 summary report of the 41 permits issued during the year. Also distributed was a report from Ben Oleson summarizing 3 permits filed in 2017 that were recently processed and 3 permit inquiries in January 2018. His office hours for February in Wheaton will be on Wednesday, February 14, from 10 a.m. – 2 p.m. Annual reports were submitted to state agencies for the following programs: Subsurface Sewage Treatment Systems, Wetland Conservation Act, and Feedlots. The Local Water Planning meeting was held on January 24, and grant budgets from multiple years were reviewed along with different projects. A Planning Commission/Board of Adjustment meeting was held on January 10 for a proposed hog feedlot operation and worker housing. The conditional use permit was approved with no conditions. A variance was approved with conditions for the setback to adjacent residence. SWCD has been awarded placement of a Conservation Corps Apprentice for this upcoming summer, with the deadline on March 2 to apply. SWCD staff worked with Traverse County Attorney Matt Franzese to update the Buffer Ordinance. One of the main changes was removal of criminal enforcement from the Buffer Ordinance language, but enforcement language remains in the Shoreland Ordinance. The other change was to the fine schedule. Franzese said he believed that state statute only allows a maximum fine of \$500, not monthly or daily fines of \$500 as suggested by the Board of Water and Soil Resources (BWSR). He said that he had checked with other area County Attorneys and the Stevens County and Big Stone County Attorneys shared his opinion. If the Board approves the revised Ordinance and we send it in, BWSR will most likely reject it because of the fine issue. But this is how the law is worded. In order to keep the process moving along there was a motion by Monson to send the Buffer Ordinance as amended by Franzese to BWSR, which was seconded by Salberg and approved 4 – 1, with T. Johnson opposed. Gronfeld reviewed the 2018 Septic Treatment Systems Upgrade grant, for which \$23,338 is available for projects. Gronfeld proposed dividing the allocation to allow for funding more applications at a lower level than 2017. She discussed the income eligibility criteria and funding availability on a first come, first served basis. There was a motion to approve the application criteria as proposed by Monson, second by Salberg, and unanimous approval. The first meeting of the One Watershed, One Plan Policy Committee was cancelled. There was a steering committee meeting a couple of weeks ago where there was some additional discussion about grant agreement needs. We have signed a Memorandum of Agreement to participate in the One Watershed, One Plan process, but the coordinator of the Policy Committee was

unwilling to sign the \$285,000.00 grant agreement with BWSR. Each member was directed to approach their respective Boards for discussion about two options. One option is a specific entity could agree to be the assigned grantee and sign the grant agreement, but it comes with some risk. If something were to happen and the process wasn't completed successfully, then that single entity could be responsible to pay back all of the funds to BWSR. The other option would be to create a Joint Powers Board and have the new Board sign as grantee, which would spread the risk over all the entities who are participating. Salberg made a motion in favor of creating a Joint Powers Board unless another entity elects to be the grantee, which was seconded by T. Johnson and approved unanimously. Several Department Heads met with Jennifer Ward from ProWest GIS to discuss the Geographic Information system (GIS) needs of the County. The outcome of the meeting was a recommendation to have ProWest come onsite and perform a GIS requirement gathering and mini needs assessment with all the departments who work with GIS. This will give us an idea of our County needs and goals with the GIS system, and what type of agreement we should pursue with ProWest for a part-time contract. This assessment will not exceed the cost of \$5,560.33, which can be paid by the SWCD through grant match funding. Currently the County has no staff with the education or experience to develop and maintain the GIS system. Having a part-time contract with a specialized consultant would be cost effective. The first step is to determine specific needs and desired time frame preferred by our County. Upon a motion by Salberg and second by Monson, the GIS mini needs assessment/requirement gathering proposal was approved unanimously.

**Lisa Siegel, County Coordinator-** Upon a motion by Monson and second by Gail, the minutes from the January 16, 2018, and January 25, 2018, meetings were approved unanimously. Upon a motion by Salberg and second by Monson, the following bills were approved unanimously:

CITY OF ST. CLOUD	\$6,471.93
COMPUTER PROFESSIONALS UNLIMITED	\$4,096.78
MINNESOTA DEPARTMENT OF ADMINISTRATION	\$3,247.63
OTTERTAIL CO. SOLID WASTE	\$3,293.21
OTTER TAIL POWER CO	\$4,242.29
RAINBOW RIDER	\$14,700.00

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less were 62, amounting to \$26,197.57. Siegel checked with Department Heads on the 2012 Courthouse needs assessment, and for those who responded the consensus was that we would need a new space assessment because needs have changed. Particularly, there didn't look like there was a storage area, which is needed because there are a lot of records that we need to keep permanently. Another suggestion that was brought up was to get a building plan down before bringing the idea of building a new courthouse to the public. Monson would like a representative from Engen, the company that did our first assessment, to come talk to the Board about different options. Monson made a motion to rescind the motion made on November 7, 2017, to enter into a contract with the Browns Valley Ambulance Service for \$7,000, the Wheaton Ambulance Service for \$7,000, the Graceville Ambulance Service for \$2,000, and the Breckenridge Ambulance Service for \$2,000 for 2018, which was seconded by Salberg, discussion was had. Monson said that the city and townships will back out of their own contracts if we go forward with our contracts, and Leininger said he has received complaints

from tax payers that they feel they are being double taxed for the ambulance service. Siegel said Antrim is checking with the State Auditors about possible reimbursement. Currently Social Services is unable to get any reimbursement for Rainbow Rider, so there is a good chance they won't be able to get the reimbursement for the ambulance contracts. T. Johnson would like to table this discussion and he would like County Attorney Franzese to check with Big Stone County to see how they are supporting their ambulance services and see if there is a way we can help support our ambulance services. The motion to rescind the original motion was approved 4 – 1, with T. Johnson opposed. Upon a motion by Monson and second by T. Johnson, unanimous approval was sought to fill the Extension Office Manager for 30 hours a week. Antrim is currently the 2018 delegate for the Viking Library Board, with the meetings on the 3<sup>rd</sup> Tuesday of the month, but she is unable to attend any longer. Salberg has agreed to take over as delegate with T. Johnson as the alternate. The Board unanimously approved a letter to our Federal Legislators asking that action be made to combine the charitable reimbursement rate to the IRS rate for volunteer drivers upon a motion by Salberg, and second by T. Johnson. Siegel sought approval to advertise for the Highway Engineer position. There was a motion by Monson and a second by Gail, and discussion followed. Leininger thinks we need a full-time engineer; we tried part-time in the past and it didn't work. Gail feels that our Highway Engineer should know the people around here. Monson would still like us to send a letter to Grant County and Wilkin County to see if they would be interested in sharing 50/50. Unanimous approval was given to advertise for the Highway Engineer. Upon a motion by Salberg, second by T. Johnson unanimous approval was given to pay for per diem for the Local Government Roundtable meeting that will be attended by Monson and Leininger.

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Lisa Siegel, County Coordinator

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Kevin Leininger, Board Chairman