

Traverse County Commission
Regular Board Meeting
April 17, 2018

The meeting was called to order at 9:30 a.m. by Commission Chair Kevin Leininger. Other commissioners present included Dave Salberg, Tom Monson, Mark Gail, and Todd Johnson. The Pledge of Allegiance was recited. Upon a motion by Salberg and second by Monson, the agenda was approved unanimously with the following additions: parking, waive permit fee for City of Wheaton, Public Health sign location, time change for regular Board meeting on May 15, updated on Traverse Care Center capital spending, and clarification for seasonal highway worker's wage.

Angela Knowles – Knowles came in front of the Board to discuss damage done to her shutoff valve in 2008 when a County plow hit the pipe and bent it. She contacted the City of Wheaton and was told that they would take care of it, and if they needed anything more they would contact her. She didn't hear anything until 2016 when they were digging up the valve in her yard and then she received a bill for it from the City. She tried calling the County multiple times but no one returned her call, and she has also gone before the Wheaton City Council. The bill is now on her tax statement. She doesn't feel she should have to pay for something that isn't her fault. A City employee said that the pipe was bent to the south; Salberg said that if it was bent to the south then we aren't the ones that hit it. Angela said it was bent to the north. Leininger said he doesn't think that our plows go up on the lawn and if we did hit it, the force would break it off. Leininger would like to discuss this with others to see if anyone remembers this situation. Leininger said we would have fixed it right away if it would have been us. Salberg wants to check with the City to see if the shut off is the responsibility of the homeowners since it was sticking out of the ground. Salberg doesn't think it is our responsibility, and it has been so long it might be hard to figure out whose fault it was. T. Johnson would like to ask more questions to find out more information, and suggested that perhaps the County could split the cost. The Board decided to look into it further and get back to her.

Kayla Maas, 4-H Program Coordinator – Maas gave the Board a Department update. There were 161 youth that attended Northwest Regional BLU event in February. This is the 2nd largest leadership event in the State. There were 19 youth that participated in a two day babysitting class that included basic first aid and CPR training. They had their breakfast feed this past weekend and served 257 people. Their goal for Traverse County 4-H is to increase the membership by 10%.

Trevor Wright, Sheriff – Jail Administrator Brenda Bartz presented the jail report. The average capacity usage for March was 72.87%. There were 5 females and 22 males. We have a few high maintenance inmates right now. We are looking at changing our dietary plan; currently we are giving fresh fruit to our inmates, but there has been a lot of waste. We do have to provide fruit so we are looking at providing canned fruit instead. We are also looking at changing the company we use for our commissary items. Family or friends can order things online and have it shipped to our facility. Our expense will go down because we won't have to have as much on

hand. Wright would like 2 commissioners to sit in on the contract talks with the City of Browns Valley. Monson said he would like to sit in again this year along with T. Johnson. A new patrol vehicle has been ordered, and we will receive it within 12 weeks.

Kit Johnson, Auditor/Treasurer- K. Johnson gave the Board a Department update. Mid-State Computer Collaborative Joint Powers Agreement (JPA) has been updated. This JPA is made up of 29 counties and they give the vendor direction on what we want for programming for our tax, financial, payroll, HR, Highway, and other systems. Upon a motion by Salberg and second by Monson, the updated JPA was approved unanimously. K. Johnson is also looking for approval of the 5 year support agreement to provide professional services between our JPA, Mid-State Computer Collaborative, and the vendor, Computer Professionals Unlimited, Inc. The agreement was approved unanimously upon a motion by Monson and second by Gail. There has been a request for abatement by Brian Kjesbo, who owns property in Grant County and Traverse County. There is a cross-country process when we share values, and when we took Grant County's values, Kjesbo's home was valued wrong. It is a simple clerical error and it needs to be fixed, which will decrease his taxes by \$782.00. This correction was approved unanimously upon a motion by T. Johnson and second by Monson. Filing dates for Federal, State, and County offices is from May 22 to June 5. Commissioners Monson, Gail, and T. Johnson are up, as are all other elected county officials. Anyone who re-files needs to fill out a new economic statement each time within 14 days of filing. The filing period for city, schools, and township elections is July 31 to August 14. The state primary election is August 14, and the state general election is November 6.

Richard Engan, Engan Associates – Engan addressed the Board regarding the courthouse planning assessment. The study done in 2014 is close to what we are looking at this time but a few things will need to be changed. The first change is having only one entrance to the courthouse for security purposes. We also talked about changing the front office to Motor Vehicle or Auditor/Treasurer office, so there is always a face when someone walks in. During the old study, there was talk about moving the extension office to the school, but there is no room at the school anymore. T. Johnson would like to look at moving them closer to the school, and Monson would like to keep them in the courthouse. Monson inquired about geothermal heating; Engan said he would need to talk to Ottertail Power, as it is more expensive to put it in but would save money overall, and there are rebates. Monson also said he would like the siding of a new courthouse to be the same as Social Services and Law Enforcement instead of going brick. Engan also talked about temporary housing while the courthouse is torn down. There are different options and this would be a study that we would need to set aside money to do. Engan will talk with staff to figure out what type of option would work the best. Engan will be able to get a report back by the beginning of June.

Lisa Siegel, County Coordinator- A motion was made by T. Johnson to approve the April 3, 2018, minutes, with a second by Monson and unanimous approval. Upon a motion by Gail and second by Monson, the following bills were approved unanimously:

GAZETTE PUBLISHING CO.	\$3,517.65
GUARDIAN FLEET SAFETY	\$4,084.91
NOVA FIRE PROTECTION, LLC	\$3,568.00
TRAVERSE COUNTY HIGHWAY DEPT.	\$5,637.22
VERTIV	\$3,339.20
ZIEGLER, INC.	\$3,385.24

Per M.S. 375.12, the number of claims totaling \$2000.00 or less were 69, amounting to \$25,9583.49. The Traverse Care Center van, which belongs to the County, doesn't run and the Care Center wanted the space so the highway guys towed it to the county farm. The consensus from the Board was to take it out to Hormann's, if we are legally able to do that.

Chad Gillespie will start as the new County Engineer on April 30, 2018. The offer was approved unanimously upon a motion by Salberg and seconded by Monson. The resolution will be approved at the next Board meeting. Jordan Roggenbuck, Highway Engineer Technician, gave his resignation. The Board advised to hold off advertising to replace him until Gillespie starts so he can decide what direction he would like to go. The estimate for fixing the Highway pickup was over \$6,000.00 and it has over 180,000 miles. Leininger doesn't believe it would be a good investment to fix it, and he would like to hold off on fixing it to ask Gillespie what type of vehicle he would be interested in, which the Board agreed.

Sara Gronfeld, Water and Soil Conservation District, contacted Siegel to ask the Board if they would agree to waive the \$250.00 permit fee for the expansion to water treatment plant submitted by the City of Wheaton. The Planning Commission Board was in favor of waiving application fees to local units of government, including the cities and townships. Upon a motion by Salberg and second by Monson, and the Board unanimously approved to waive the permit fees to local units of government.

The Board had approved the hanging of a Horizon Public Health sign in a specific location on the Social Services building. A tree has been planted in front of the original location, so the Board approved for it to be hung to the South of the original location.

There will not be a Social Services Board meeting on May 15, 2018, it was unanimously approved to move the regular Board meeting to 9:00 a.m. instead of 9:30 a.m. on that date upon a motion by Monson and second by Gail.

Kristina Guindon from Health Dimension Group emailed the capital spending for the Traverse Care Center for 2017. Between improvements to the building, furniture, and equipment they spent \$101,576.81, and so far in 2018 they have spent \$21,986.26. She will give an update when she meets with the Board quarterly.

Siegel asked for clarification for the Seasonal Highway Workers wage. Upon a motion by Monson and second by Gail, the Board unanimously approved for those with a CDL to stay at Grade 13 Step 1, and non-CDL holders will start at \$11.00/hour each year, and getting an increase of \$0.50 each year they return.

Gail was approached by a resident about employees parking in front of mailboxes and sidewalks. The Board agreed that Siegel should send out an email county-wide to ask employees to not park in front of resident mailboxes and sidewalks going into their house around county buildings.

Dean Frisch asked if he could ask the Board a few questions. He asked when they planned to have an estimate of what a new Courthouse would cost. The Board told him in June. He asked

what the balance of the building fund is, and was told it is currently at \$579,000.00. Frisch said that when he was a Commissioner, they set up that fund so that we could make improvements and keep up with the courthouse. Frisch asked the Board what the top three reasons are for a new courthouse. Monson said the foundation is shot, and we would save a lot of money in electrical and heating costs with a modern building. Salberg said that the health of the employees and customers. The employees now have to bring their own personal heaters to place underneath their desks, and there is a draft by the windows. Upstairs in court area one morning it was 32 degrees by the window. Frisch asked if the Board has ever considered spray foaming the crawl space to insulate it and fixing the windows. Gail said it wouldn't fix the foundation problem. Salberg said that during the last assessment the Engineer said it would cost more to fix the Courthouse than to replace it. T. Johnson said that the operating cost savings, heating, electricity, etc. would make up a significant part of the bond payment. That along with air quality for our employees and court security is why he would support it. Frisch also asked the Board if they have received any word back from BWSR yet on the Buffer ordinance that they sent in. Salberg said that County Attorney Matt Franzese is working on a revised ordinance.

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

Lisa Siegel, County Coordinator

Kevin Leininger, Board Chairman