

Traverse County Commission
Regular Board Meeting
May 17, 2022

The meeting was called to order at 10:00 a.m. by Commission Chairman Todd Johnson. Other Commissioners present were Kayla Schmidt, Dave Salberg and Mark Gail. The Pledge of Allegiance was recited. With the addition of an update regarding Hall's Landing, a schedule change, Lynn Siegel presenting a Declaration of Storm that occurred on May 12, 2022, Board of Commissioners Meeting Procedures and Rules of Business, the County Commissioner Job Description and the HRA District 5 Delegate, the agenda was approved unanimously upon a motion by Schmidt and second by Gail. The minutes from the May 3, 2022 Board meeting were approved unanimously upon motion by Salberg and second by Gail. There were no public comments.

Highway Department

Chad Gillespie, County Engineer and Brian Koch, County Maintenance Supervisor appeared before the Board. The following resolution was approved unanimously upon a motion by Schmidt and second by Salberg:

**AGREEMENT AND RESOLUTION
Between the Traverse County Board and the Windsor Township Board
Traverse County Resolution 22-16**

WHEREAS, Minnesota Statute 163.11, Subdivision 1, provides among other things, for the establishment, alteration, or revocation of a county road by a County Board Resolution, and;

WHEREAS, the County Board feels obligated to accept Windsor Township Road T-149 Hall's Drive as a County Road to meet the access needs to Traverse Lake, and;

WHEREAS, the Windsor Township Board is willing to revoke Windsor Township Road T-149 Hall's Drive to the County, and;

WHEREAS, the road passes through the following described tracts of land in Traverse County, Minnesota owned by the named owners in **Attachment "A"**;

WHEREAS, said road has a dedicated 66-foot wide highway easement;

NOW, THEREFORE, BE IT RESOLVED AND AGREED AS FOLLOWS;

That this resolution and agreement shall only be enforced and effective if approved by both the Traverse County Board and Windsor Township Board.

BE IT RESOLVED AND AGREED; that the County of Traverse hereby establishes a County Road know as Hall's Drive and described as follows:

County Road Hall's Drive: Beginning at a point on road formally known as Windsor Township Road T-149, also known as Hall's Drive, where it intersects with State Hwy 27 located in the Northwest Quarter of Section 23, Township 126, Range 48 West, thence along the centerline of the public road described as follows:

From said point of beginning and running northerly along West line of the Northwest Quarter of Section 23 to the Northwest Corner of Section 23, Township 126, Range 48 West, thence continuing northerly along the West line of the Southwest Quarter of Section 14 to the West Quarter Corner of Section 14, Township 126, Range 48 West, and there terminating.

Length – 0.874 miles. Terminating point is also the where the MN DNR access begins.

BE IT FURTHER RESOLVED AND AGREED; that Windsor Township hereby revokes said Township Road once the resolution is passed;

BE IT FURTHER RESOLVED AND AGREED; that Traverse County will accept said revoked road and said road is hereby established as a County Road once the resolution is passed;

BE IT FURTHER RESOLVED AND AGREED; that Traverse County will take over all maintenance responsibilities of the road starting immediately after the resolution is passed;

This Resolution and Agreement is adopted and accepted by the Traverse County Board this _____ day of _____ by the following vote:

Traverse County Board	Motion By:	Motion Seconded:	Vote:
Todd Johnson – D1			
Kayla Schmidt – D2			
Mark Gail – D3			
Dave Salberg – D4			
Mark Thomas Monson, Jr. – D5			

Passed _____

Failed _____

I hereby certify that the foregoing resolution and agreement is true and correct copy of a resolution and agreement presented to and adopted by Traverse County at a duly authorized meeting thereof, on the _____ day of _____, as shown by the minutes in my possession.

Certified _____
 Lisa Zahl, Traverse County Coordinator

This Resolution and Agreement is adopted and accepted by the Windsor Township Board this _____ day of _____ by the following vote:

Windsor Township Board	Motion By:	Motion Seconded:	Vote:
Brandon Smith – Supervisor 1			
Robert Schmitz – Supervisor 2			
Joe Reinart – Supervisor 3			
Ann Harter – Treasurer			
Roger A. Schwagel – Clerk			

Passed _____

Failed _____

I hereby certify that the foregoing resolution and agreement is true and correct copy of a resolution and agreement presented to and adopted by Windsor Township at a duly authorized meeting thereof, on the _____ day of _____, as shown by the minutes in my possession.

Certified _____
Roger Schwagel, Windsor Town Clerk

The following resolution was approved unanimously upon a motion by Salberg and second by Gail:

Resolution – Master Partnership Contract

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the County of Traverse enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Traverse County Board of Commissioners.
2. That the proper County officers are authorized to execute such contract, and any amendments thereto.
3. That the Traverse County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the Traverse County Engineer may execute such work order contracts on behalf of the County of Traverse without further approval by this Traverse County Board of Commissioners.

Approved this 17th, day of May, 2022.

Approved:

By: _____

Title: _____

Date: _____

Attest:

By: _____

Title: _____

Date: _____

Gillespie asked the Board to approve CP 22-03 County Road 99 graveling to Krause Brother’s Construction, Inc. in the amount of \$23,600.00. Gail made a motion to approve, and Schmidt seconded, the motion passed unanimously. Gillespie gave the Board a recap of information obtained from the MnDOT District 4 meeting he attended on May 5, 2022; HWY 75 from Dumont to Graceville will have work done this year, work on the Mustinka River Bridge to Railroad tracks north of HWY 75 is due in 2025 and HWY 27 from Wheaton to Herman is due in 2027. HWY 9 is not currently planned but there

will be maintenance activities. The Highway Department be beginning Striping Maintenance Projects for County Roads 3, 5, 11 and 15. Gillespie's department is continuing to follow up with the State Bid Maintenance Pickup. Gillespie and Koch met with CAT regarding a Motor Grader, the new state contract begins September 30, 2022. The Department is still finding random sites of damage that they will have 60 days from the disaster declaration to report.

Public Meeting

Lisa Zahl, County Coordinator, sent out notices to all the public officials in District 5 regarding Monson's resignation and notifying them of this Public Meeting. Zahl received 5 applications, but as the County Attorney, Matt Franzese, pointed out, only residents of the district are eligible. There were 3 applicants there were eligible and after one rescinded their application, Dwight Nelson and Jim Lupkes remained. Nelson was present for the meeting and was offered a few minutes to express his interest to the Board, conversation took place. Schmidt made motion to approve the appointment of Nelson to the Board, Gail second the motion and the Board unanimously approved. Dwight Nelson was sworn in by County Auditor/Treasurer Kit Johnson and took his place on the Board.

Engan and Associates

Richard Engen and Andy Engen appeared before the Board to discuss the Courthouse. Engen recalled that the first meeting between his firm and the Traverse County Commissioners was in 2013 and highlighted some of the changes and alterations that have been made since that time. Discussion took place regarding options and unpredictable costs. He went on to remind the Board that until a contractor is procured there will be no true costs and where negotiations and concessions could alter the cost. As part of a broader perspective Engan explained that the cost can be assessed in thirds, 1/3 being structure itself, 1/3 being all the items inside and 1/3 being mechanical and electrical.

Auditor/Treasurer

County Auditor/Treasurer Kit Johnson appeared before the Board with a department update. K. Johnson updated the Board on the associated tasks that come with redistricting. K. Johnson went on to discuss the Help America Vote Act election grant he received for Travers County. He told the Board that he would report back with recommendations for the funds. K. Johnson has recently completed the Cost Allocation Plan that will provide the county with about \$33,000 in recoveries in 2023. K. Johnson has also completed the Post Employment Benefit Valuation Report which reflects \$8,350,906 in liabilities. K. Johnson has been working with the Bois De Sioux and Upper MN boundary changes. The first half tax deadline statements were mailed this week and his office has been busy processing payments. K. Johnson concluded his update with a reminder that the filing period for Commissioners is May 17 - 31, 2022, the primary is August 8, 2022 and the filing period for township, city and school district offices is August 2 - 16, 2022. He is currently searching for a new vendor to send out tax statements, K. Johnson explained this is a more cost-effective solution than having in-house staff prepare the statements.

County Recorder

Jody Hofer, County Recorder, appeared before the Board with her department update. Hofer reported that her department has recorded 989 documents, scanned 3807 documents, processed 75 birth certificates, 403 death certificates, 45 marriage certificates, 8 marriage licenses, 9 well certificates as well as performed notaries. Additionally, her department helps the Zoning and Planning Department and assists residents with genealogy research. Her department is also working on indexing and uploading older documents to the internet so the public can have access.

Emergency Management

Lynn Siegel, Emergency Management Director, asked the Board to approve a Declaration of State of Emergency regarding the storm on May 12, 2022. The storm took down power lines and this Declaration would allow Traverser Electric to receive compensation for a portion of their loss. Schmidt made a motion to approve the following Resolution, second by Salberg and passed unanimously:

RESOLUTION

Traverse County Board of Commissioners
Wheaton, MN 56296

Date: May 17, 2022

Resolution No. 22-17

Motioned By: _____

Seconded By: _____

Resolution Declaring a State of Emergency

WHEREAS the severe storm event impacted the population of Traverse County and its cities; and

WHEREAS the severe storm event has caused a significant amount of damage to the electrical coop; and

WHEREAS the Traverse County Department of Emergency Management requests the Traverse County Board of Commissioners to declare Traverse County in a STATE OF EMERGENCY for the severe storm event of 2022;

NOW, THEREFORE, BE IT RESOLVED, that the Traverse County Board of

Commissioners declares Traverse County in a State of Emergency for conditions resulting from the severe storm event of May 12, 2022.

Adopted by the Traverse County Board of Commissioners this 17th day of May, 2022, to be effective until 1st day of July, 2022 (45 days).

VOTING AYE:

Commissioners Schmidt ___ Gail ___ Salberg ___ Johnson ___ Nelson___

VOTING NAY:

Commissioners Schmidt ___ Gail ___ Salberg ___ Johnson ___ Nelson___

ABSTAINING

Commissioners Schmidt ___ Gail ___ Salberg ___ Johnson ___ Nelson___

ATTEST:

I, Lisa Zahl, County Administrator, hereby attest that the foregoing resolution was duly adopted by the Traverse County Board of Commissioners on the 17th day of May, 2022.

County Coordinator

County Coordinator

Upon motion by Schmidt and second by Gail the following bills were approved unanimously.

Cardmember Services	4,779.50
Counties Providing Technology	5,155.52
Government Management Group	3,350.00
Hometown Planning	2,520.00
Horizon Public Health	6,226.50
Mark Hormann	2,000.00
MEnd Correctional Care, PLLC	2,766.02
Morris Electronics	3,329.50
Tritech Software Systems	6,500.16
VERTIV Corporation	5,192.17
WEX Bank	2,247.46
Chamberlain Oil Company	2,057.30
H & R Construction	15,100.00
Serocki Excavating, Inc	4,034.60
Ziegler, Inc	2,148.68

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less were 67 totaling \$24,667.83.

The Board discussed the HRA delegate, former Commissioner, Tom Monson, was the district 5 delegate prior to his resignation. In lieu of advertising to fill the position the Board agreed to appoint Monson's replacement, Nelson, to the HRA Board and he can be in charge of finding someone to fill the spot.

Zahl asked for approval of the updated County Commissioner Job Description and a revised copy of the Board of Commissioners Meeting and Procedures and Rules of Business. Schmidt made a motion to approve the updated Job Description and the Rules of Business for the Commission Board. Nelson seconded the motion, and it was approved unanimously.

T. Johnson has been in conversation with the DNR, and they believe it would be a good idea to acquire Halls Landing as a County Access. He believes we could use the funds from the Aquatic Invasive Species account to acquire it. Discussion took place, no action was taken.

Commissioner Schmidt reported that she attended the Association of Minnesota Counties (AMC) legislative update and provided the Board with some information. Salberg attended a PrimeWest, Prairie Social Services and Minnesota Rural Caucus meetings and provided the Commissioner with updates from those meetings.

T. Johnson adjourned the meeting at 11:37 a.m.

Lisa Zahl, County Coordinator

Todd Johnson, Chairman