

Traverse County Board of Commission
Regular Board Meeting
May 5, 2015

The meeting was called to order by Commission Chair Kevin Leininger. Other Commissioners present included Dave Salberg, Tom Monson, Mark Gail, and Todd Johnson. The pledge was recited. The agenda was unanimously approved with the addition of general updates, upon a motion by Salberg and second by Monson.

Larry Haukos/Highway Engineer- Haukos presented a department update on the various construction projects. Dust control will go out the last week of May, first week of June, pending weather. They will be doing some backfilling of culverts when the road restrictions are off. Upon a motion by T. Johnson and second by Gail, contracts were approved unanimously for CP 15-01 and 15-02, with Travis Fridgen and Wm D Scepaniak, Inc. Haukos also discussed the 2015 gravel plan. Salberg clarified the FEMA projects and Haukos assured him they would be done this week.

Lynn Siegel/Emergency Manager- Siegel provided a department update. The Threats Hazard Response Analysis (THIRA) was completed and now the state has discontinued the county having to do it. It's similar to Hazard Mitigation, so it is duplicative to do both. The Hazard Mitigation plan is complete and awaiting state approval. May 19th, Siegel will be participating in Operation Pony Express, which is a local distribution plan for medication. She's been working with various departments regarding what their roles would be in Emergency Management. The plan would be to do a table top exercise so everyone can experience what they do. The eventual goal would be to go to Camp Ripley with all of the staff and Board, and practice a real emergency. She discussed Stevens County's trip there and what a great experience it was for all who attended.

Sara Gronfeld/Soil and Water/Planning and Zoning- Gronfeld discussed land use permits that were issued and Subsurface Sewage Treatment System Program permits. She discussed a variance hearing with David Metz regarding a proposed structure within a standard road setback. She discussed the poster contest with the schools and judging coming up Thursday. She reminded the Board that the SWCD staff is able to provide assistance to landowners with mowing and spraying for CRP or any size fields. They are making substantial progress with spring field work and planting. They began the season with over 20,000 trees to plant on 24 sites. Gronfeld discussed the Flood Plain Ordinance and her conversations with the Traverse County Attorney, Matt Franzese. A legal memo was provided from the County Attorney that explained the issue, provided law and legal analysis, and an opinion. The conclusion is that all structures require a permit. A suggestion was offered, that the Board can have the Land Use Ordinances amended so as to exclude fish houses and similar structures, temporary structures, and/or non-residential structures exempted from the requirements of needing a permit to be placed upon the property located within the General Flood Plain District and Shoreland District. Gronfeld discussed how a couple of other counties have amended their ordinances to allow recreational camping in structures less than 750 square feet in area. Salberg recommended the Board amend the ordinance. T. Johnson is supportive of excluding fish houses. We do not want to create a permitting nightmare. Franzese said in the ordinance they can define temporary and will attempt to close off any loop holes. Leininger asked how the structures will be taxed. Franzese said they will not be taxed. David Abraham

asked why the Corp of Engineers hasn't been involved yet. Gronfeld said there hasn't been a permit issued yet. David Lande asked about what happens when the temporary structure becomes inhabited. Monson agreed the ordinance should be amended but the structure isn't a fish house yet, so it should still be permitted. An option would be to require the structure be moved off of the lot until it's a fish house. Consensus was to amend the ordinance. Franzese will provide some recommendations for the next meeting.

Trevor Wright/Mary Theisen /Sheriff's Office- Theisen presented the jail report for Traverse County Jail. She explained where inmates have come from and billing issues with Department of Corrections (DOC). Gail and T. Johnson asked why we take inmates that we cannot bill for. Johnson said we're charging 1/5 of what it costs. So if we don't take the inmate, we're saving 80%. DOC requires county jails to house inmates without reimbursement for up to 12 days, depending on when the hearing is held. Wright will research what is behind this practice. T. Johnson emphasized that there needs to be a systemic change in how the state funds county jails. Wright provided follow-up for Salberg regarding Morris Electronics and their ability to work on the Cybertech software. They can do it but Cybertech is a very specialized software. It's a proprietary software that Shawn Larson, from Morris Electronics, doesn't want to touch. As Traverse County's consultant, they will review the contracts to make sure they're within industry standards on fees. Wright then discussed the Aquatic Invasive Species (AIS) grant and the proposed building. The State said there is no issue with using the funds in that capacity. He still needs to contact the State Auditor's to make sure it is ok with them. Monson asked about renting storage space from the Sportsman's if we need it, rather than building our own building. Leininger said it's a long way from the lake. T. Johnson discussed the open water hazard and overland flooding of the Mustinka. Historically it's jumped its banks. Wright said they've been working with the Corp of Engineers on that and that location has not been wet. The plan has been to build that building up. Monson asked if we would be receiving the same funding in future years. He would like to see how much money is left in the fund before we start investing the money that we don't have yet. Wright discussed a few other expenditures such as DNR training, but that will be free. They're also providing information to entrants in the fishing tourney that is coming up. Wright will put a spreadsheet together showing AIS revenues and expenditures. Wright discussed working with the SD Game and Fish as well. Wright said he'd rather see the Sportsman's Club rent space from the County, versus the county renting from them. Wright updated the Board that their Office saved \$130.00 dollars, equating to \$1,600.00 annually, by using the flex gas card. He also updated them that himself and Jim Minion are working to put together a triad of Sr citizens, city, and county to provide them with a taste of law enforcement and to help keep them in the loop on scams. This is just one outreach that they are trying, to provide some networking ability and keep them aware of what is going on. He updated them that Sanford Wellness Fair is coming up and his Office is trying to get some "files for life" distributed. Leininger asked about a \$1500.00 expense cover for his pickup. He explained the equipment that is located there and the need for more security.

Kit Johnson/Auditor/Treasurer- Johnson discussed the resolution for tax forfeited land sale. The Board needs to set the low bid so the sale can happen by June 17th. Upon a motion by Salberg and second by Monson, the following resolution was unanimously approved:

Whereas, The County Board of Commissioners of the County of Traverse, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for non-payment of taxes, and

Whereas, Said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

Now, Therefore, Be It Resolved; That the Traverse County Board of Commissioners hereby certifies that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01 subd. 8, 282.018 and other statutes that require the withholding of tax-forfeited lands from sale.

Be It Further Resolved That the Traverse County Board of Commissioners hereby certifies that the Soil and Water Conservation Manager of the district in where the land is located has reviewed the attached land sale list and identified any and all non-forested marginal land and wetland.

Be It Further Resolved, that the Traverse County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

Attested to by:

Kit Johnson/Auditor/Treasurer

K. Johnson discussed the jail bonds. Currently the bond interest is at 4% and if we refinance we can receive around 2%. Both Springsted and Northland were pretty close in the figures they presented. To see savings right away we need to keep the length of the term the same. K. Johnson discussed the uses of fees. Northland Securities is quite a bit less than Springsted. He spoke with them regarding what the services were, that were incorporated into it. To go forward we can save upwards of \$100,000.00 over the term of the loans. Leininger asked about how much we would save if we waited longer. If we waited until the call date and rates don't change, we'd save an additional \$37K. If rates go up, we could lose that or more. K. Johnson said he did receive an update recently and the rates went up .10. Monson recommends refinancing now. In the large scheme of things, \$37K doesn't amount to much. T. Johnson agreed that the volatility for it to go higher is greater than to go lower. He would like to see a reduction in principal by using reserves and that the only way he would be ok with not using the reserves is if the Board agrees to leave the levies where they're at going forward. K. Johnson provided a handout of where the fund balance is at and the trends. T. Johnson asked what the difference in fees are for, between the two companies. Springsted was \$58K and Northland was \$49.9K. Salberg recommended using Northland. Upon a motion by T. Johnson and second by Monson, it was unanimously approved to utilize Northland Securities for the refinancing and leaving the term length the same. K. Johnson explained the trigger resolution that would allow Board Chair and himself to make the call on the date. By consensus, the following resolutions were approved as follows:

**RESOLUTION APPROVING THE ISSUANCE OF
GENERAL OBLIGATION JAIL CROSSOVER REFUNDING BONDS, SERIES 2015A**

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said obligations; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

Attested to by

Kit Johnson/ Auditor/Treasurer

**RESOLUTION APPROVING THE ISSUANCE OF
GENERAL OBLIGATION JAIL CROSSOVER REFUNDING BONDS, SERIES 2015A**

BE IT RESOLVED by the County Board of Commissioners of Traverse County, State of Minnesota (herein, the "County"), as follows:

1. The County Board of Commissioners hereby finds and declares that it is necessary and expedient for the County to sell and issue its fully registered general obligation jail crossover refunding bonds in the total aggregate principal amount of not to exceed \$1,700,000 (herein, the "Bonds"). The proceeds of the Bonds will be used, together with any additional funds of the County which might be required for:
 - (i) a crossover refunding of all or a portion of the February 1, 2018 through 2027 maturities, aggregating up to \$1,540,000 in principal amount, of the County's General Obligation County Jail Bonds, Series 2006A, dated December 1, 2006 as date of original issue; and
 - (ii) to pay the costs associated with issuing the Series 2015A Bonds.
2. The County Board of Commissioners desires to proceed with the sale of the Bonds by direct negotiation with Northland Securities, Inc. ("NSI"). NSI will purchase the Bonds in an arm's-length commercial transaction with the County.
3. The Board Chair and the Auditor are hereby authorized to approve the sale of the Bonds in an aggregate principal amount of not to exceed \$1,700,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, to refund all or some of the issue listed in paragraph 1, and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the total net savings is at least 3% present value savings test as set forth in Minnesota Statutes 475.67, subdivision 12.
4. Upon approval of the sale of the Bonds by the Board Chair and the Auditor, the County Board of Commissioners will take action at its next regularly scheduled or special meeting thereafter to adopt the necessary approving resolutions as prepared by the County's bond counsel.
5. NSI is authorized to prepare an Official Statement related to the sale of the Bonds.
6. If the Board Chair and Auditor have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by December 31, 2015, this resolution shall expire.

Attested to by:

Kit Johnson/Auditor/Treasurer

Rhonda Antrim/County Coordinator- The minutes from April 21, 2015 were unanimously approved upon a motion by Monson and second by T. Johnson. Upon a motion by Monson and second by Gail, the following bills were approved unanimously:

GOVERNMENT MANAGEMENT GROUP	3,350.00
KRATOCHWILL & ANDERSON, P.A.	3,225.00
MN STATE AUDITOR	2,626.00
REGENTS OF THE UNIVERSITY OF MINNESOTA	8,506.20
SERVICEMASTER OF THE LAKES AREA	7,805.15
ZUERCHER TECHNOLOGIES LLC	10,516.00
AMERICAN ENGINEERING TESTING, INC.	6,350.00
FRONTIER PRECISION, INC.	2,701.50
M-R SIGN CO., INC.	5,732.50
TRI COUNTY COOP	2,614.00

Per M.S. 375.12, the number of claims totaling \$2000.00 or less were 42, amounting to \$20,955.86. Upon a motion by Monson and second by T. Johnson, unanimous approval was given to Social Services to hire another Social Worker to do MN Choice Assessments full-time. The personnel committee will review applications from the previous hiring in March, and decide if the position needs to be advertised again or not. Antrim discussed the PrimeWest Health employee insurance coverage project. The main concern at this point is prescription medication coverages. They state that there will be a list of preventative prescriptions that will be covered, so once that is developed, PrimeWest will come back and provide employee meetings, with an opportunity for group sessions and individual sessions. Upon a motion by T. Johnson and second by Monson and approved unanimously, May was proclaimed to be Mental Health Awareness Month. Antrim distributed the agenda for the June 5 AMC meeting in Wadena and suggested by next meeting we discuss who is attending and what the county update should be.

Justin Anderson, Labor Attorney/Sharon Klumpp, Springsted, Inc- Anderson discussed with the Board the direction of developing a job description for the County Coordinator position. Klumpp developed the job description and presented a draft to the personnel committee. Klumpp presented a hiring proposal developed by Springsted. She explained that Waters and Company was purchased by Springsted so they are in the process of merging their resources and executive search process. Klumpp provided an overview of the search process. She discussed other expectations that will be important to the position and whether there will be a good fit. She would start with one on one meeting's with each commissioner to discuss their expectations. She discussed recruitment and the intensive work in outreach. They would be reaching out to people individually and encouraging their applications. At the same time as advertising, they have a management style assessment tool, that they encourage Board and others to use, to understand the competencies and behaviors that are important to the organization. It allows the Board to get a hierarchy of what is important. It will allow them to see consistent values and experience and where there are gaps. She also discussed the option of the video interview process. It helps to see how people express themselves in an oral manner, and how they think on their feet. It helps narrow options prior to the interview. Then they will work with the Board to identify who they want to interview, they do reference checks and assist with the interview, and also do

back ground reports. After the explanation by Springsted on the process was explained, Monson asked Antrim if she would be willing to stay on as Coordinator. She agreed but only if it is the will of the Board. Monson discussed the costs associated with the hiring. Monson said since he's been on the Board he's had no issues working with Rhonda. Gail agreed. Monson clarified whether Springsted's proposal for hiring was \$21,000.00. Klumpp said even if it was scaled back, it would be \$16-\$17K. Monson figured it would be \$120K for a new Coordinator. He spoke out with a vote of confidence for Rhonda to stay on. T. Johnson discussed the bigger picture of the extension office needs and the possibility of them moving to the school or somewhere closer to the children. He said that space would create a much needed legal space for Matthew Franzese and Angela Serocki, as County Attorney and Secretary. He said having them in separate locations is not logistically efficient for the work. If allowed more time, they could allow Franzese the room he needs. T. Johnson has been serving on the Board one term, and is in his 5th year working with Antrim and has heard no concerns about the job she's done. He discussed the costs to transition to something other than what we have and he doesn't believe we need to spend that kind of money. He acknowledged that improvements are needed to the County Attorney/Human Resource environment but we could create an efficiency by working with what we have. Salberg questioned the email he received from Antrim and his understanding that she was too busy to stay on. Leininger acknowledged receipt of an email as well. Monson and Gail had never received an email and Monson clarified that an official resignation was never presented to the Board. Antrim clarified to Leininger that she did not send him an email, she only sent it to the Personnel Committee. To date, Salberg had never spoken to her about the position, or stepping down from it, despite his role on the Personnel Committee. Monson also clarified that as a Board, they agreed to continue with the process of filling a Coordinator/HR position, but part of that process was finding out the true costs and evaluating it. He wanted to see the entire cause and effect. The payroll he can't understand. He realizes for quality people you need to pay them. Monson reviewed it and asked Antrim if she's willing to stay on. T. Johnson said there are areas that can be strengthened internally. Antrim clarified that Grant County is back on track with the Child Protection contract and the hiring of Emily Conroy in Extension has been a huge asset in the MN 21st Century Grant roll out. Extension will be working very closely with Allison Frisch and many projects are already popping up around town. Antrim said again, she would stay on if it's the will of the Board and if they will end the question of structure once and for all. The question of structure has led to a difficult work environment, and she does not want that to continue. Monson made a motion to leave the current structure in place and T. Johnson seconded it. T. Johnson believes the HR is working but he sees Franzese and Serocki as needing a shared office location and Franzese, Serocki, and Justin Anderson working closely together. Leininger commented that he doesn't like the cost of the new proposed position of Coordinator. In a 4-1 vote, with Salberg opposing, Antrim was approved to stay on in the Coordinator position and the structure to remain the same.

Attested to by:

Rhonda Antrim/County Coordinator

Kevin Leininger/Board Chair