

Traverse County Commission
Regular Board Meeting
July 18, 2023

The meeting was called to order at 10:00 a.m. by Commission Chair Kayla Schmidt. Other Commissioners present were Mark Gail, Dwight Nelson, Jerrel Olson and Chad Metz. The Pledge of Allegiance was recited. The agenda was approved unanimously with the following additions: close the meeting to discuss the proposal given to Minnewaska Community Health Services regarding the Traverse Care Center/Prairieview Place and Watershed Capture Basin at Dollymount, upon a motion by Metz and second by Olson. The July 5, 2023, Board meeting minutes were unanimously approved upon a motion by Nelson and second by Gail.

Highway Department

Chad Gillespie, Traverse County Highway Engineer, and Brian Koch County Highway Supervisor appeared before the Board with a department update. Gillespie went over the preliminary budget with the Board. Gillespie asked for approval to purchase the tandem truck this year for \$303,543.00 instead of waiting until 2024. We have until August 31 for the current Towmaster Price and need to order by September from Boyer Trucks to get an earlier build slot, we will order it now but we won't receive it until 2024. There was a motion by Nelson to purchase the tandem truck, second by Gail and approved unanimously. Gillespie gave a project update on CSAH 20, everything is going well with the project and the completion date is scheduled for August 11, 2023. Gillespie informed the Board that they will be renting a mastic trailer July 24 – 27 to do mastic on CSAH 4 from 3 to 5. Gillespie has reached out to other counties to start looking into Road Agreements regarding wind turbines. He also discussed the upcoming Township rate increase, he gave the Board some background and options to think about before setting the new rates.

University of Minnesota Extension

Cecilia Amadou, Extension Regional Director appeared before the Board. She discussed the current structure of the Extension Office. We have a 32 hour a week 4-H Educator Interim in place that is employed by the University of Minnesota and a 30 hour a week Extension Office Manager. The open 4-H Educator position has been open since September 2022 and they have been unable to find a permanent replacement. Amadou explained that the University of Minnesota Extension would like to restructure the office. She explained that the number of enrollees in our 4-H program are low. Their recommendation is to hire for a 40 hour a week 4-H Educator and eliminate the Office Manager position. During the summer months they will hire a summer intern, as they do each year, along with a summer support position to help out through the fair. They are hopeful that hiring for a 40 hour a week position will attract more applicants and once the Educator is in place they can start to grow the 4-H program. The Personnel Committee's recommendation is to accept the University of Minnesota Extension recommendation and restructure the office to include a 40 hour a week 4-H Educator and to eliminate the Extension Office Manager position effective September 1, 2023. There was a motion by Gail to restructure the Extension office as recommended, second by Nelson followed by discussion. The motion passed 4 – 1 with Schmidt opposed. Amadou discussed the 2024 budget proposal with the inclusion of a full-time 4-H Educator along with the added summer support position and the elimination of the Office Manager position. The proposed budget decrease from 2023 to 2024 is 25%.

AECOM

BJ Bonin, Hydrogeologist, appeared via zoom to answer questions on the Aquifer study that he completed along with grant opportunities for monitoring the water levels. Bonin informed the Board that this is a gray area in the State funding scheme. The DNR regulates water quantity, the MN Health Department and the Board of Water & Soil Resources (BWSR) regulates water quality. BWSR doesn't have grants for monitoring water levels. Through the Minnesota Department of Health there may be three grants that this project would be eligible for. The Source Water Protection Implementation Grant, they support monitoring projects, however since the County doesn't have a public water source it isn't eligible to apply, but the cities within Traverse County that have their own public water source would be eligible. This grant will open in the fall, there are two, one with matching funds and one without both with a cap of \$10,000. Ground Water Protection Initiative Accelerated Implementation Grant, this is available once a year in March. This grant has a cap of \$50,000 and monitoring does fall under the guidelines and this project would be well received. There are a couple other options but he hasn't had a chance to look into them but they do have bigger award amounts if we were eligible. There might be other money available for special projects through the DNR or legislation. Traverse County needs to have an approved water plan in place when applying for grants. Sara Gronfeld, Soil and Water District, said that if the county knew the scope and price of a potential project, this would open it up for discussion and see if there are any local funds available as well. Bonin said he could help us with the scope as this would be the first step before applying for grants. The question was brought up why the County wants to submit a grant application, Bonin said that water is a public resource and there are concerns regarding depleting that resource which is a public concern. This project will help the public know if the water is being used faster than it is being recharged. This would help the heavy users and the domestic users because they can identify if there is a problem before it gets to the point of a negative impact. Lisa Zahl, County Coordinator will be the point of contact for Bonin. Bonin will get us a plan and proposal to move forward with ground water monitoring.

Auditor/Treasurer

Kit Johnson appeared before the Board with a department update. He shared the Disclosure Report for other Post-Employment Benefits Under GASB Statement 75. By law we have to hire an Actuary to calculate our liability that we need to put on our financial statements each year for our Other Post-Employment Benefits. Johnson went over the report with the Commissioners in more detail.

Building Maintenance

Chad Klindworth, Building Maintenance Supervisor appeared before the Board to discuss quotes for updates. Social Services would like to paint the Annex building, they are responsible for their offices and the County is in charge of the Public Health Offices, Staff Lounge, Commissioners Room, bathrooms and the hallway. We received a bid from Darin Hanson for \$6,275.00. Klindworth also received a quote from Ellingsons to replace all the toilets and sinks in both the Annex building and the Courthouse. The Annex building quote is \$10,103.00 and the Courthouse quote is \$7,144.00. He also received a quote for a new generator for the Courthouse. This generator is not running correctly right now and it is the one that powers the Courthouse, our servers for the County and the Sheriff's Office 911 system. A power outage a week ago caused problems with our computer servers and the 911 system was down. He explained that he has contacted the company that services the generator for Social Services and they won't return his calls, he also spoke with the company for the Sheriff's Office and that company doesn't

want to service the other two generators. The other companies he has spoken with wants all three generators or they won't do any. We received a quote from Jerrel Olson Electric LLC for \$8,300.00 he has also agreed to service the two generators. There was discussion about the bathroom fixtures. Gail is against doing anything at the Courthouse until we figure out a new Courthouse. Olson asked Klindworth to get them a list of what needs to be replaced vs. what they want replaced and bring to the next meeting. Nelson made a motion to approve the generator quote from Jerrel Olson Electric and the painting bid from Darin Hanson but hold off on the plumbing bid. County Attorney Matt Franzese explained that there needs to be a resolution by the Board and an affidavit from Jerrel Olson because he is an elected official. This discussion has been tabled until the end of the meeting.

County Coordinator

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

Contech Engineered Solutions, LLC	\$11,040.00
Environmental Scientific	\$6,500.00
Houston Engineering, Inc.	\$14,949.75
Schmitz, Todd	\$9,847.50
Tri County Coop Oil Assoc	\$28,204.06
Wallwork Truck Center	\$5,935.84
Ziegler, Inc.	\$37,872.50
Advanced Correctional Healthcare, Inc.	\$5,081.58
Counties Providing Technology	\$5,235.36
Elan Financial Services	\$3,256.48
Gazette Publishing Co	\$3,377.75
Horizon Public Health	\$6,827.25
Hormann, Mark	\$2,000.00
Morris Electronics	\$5,839.80
Regents of the University of Minnesota	\$15,736.20
Wex Bank	\$2,041.63

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less was 55 in the amount of \$21,906.74.

Upon a motion by Metz and second by Nelson the Professional Services Agreement and Hosting Agreement with Counties Providing Technology (CPT) were approved unanimously.

Zahl reported that the Personnel Committee met and discussed wages and incentives for Deputy Sheriff's. Zahl reached out to our surrounding counties, one county is doing incentives for their Deputies and our wages are in line with three out of the four counties. Grant did a wage study in 2022, Wilkin and Big Stone just finished a wage study in 2023 and Stevens has gotten approval to begin a wage study. The last time Traverse County did a full Classification and Compensation study was in 2014 and we did a market study in 2020. Since 2020 the inflation rate has gone up and the Personnel Committee recommends, in order to stay fair and competitive, we should do a full-service package with job descriptions written with DDA Human Resources, Inc. for \$24,475.00 along with the ongoing maintenance for \$8,000.00 per year. The ongoing maintenance is designed to eliminate the need for large classification and compensation studies every 4 to 6 years. BakerTilly was also contacted for a quote but they never responded. Upon a motion by Olson and second by Gail the Personnel Committee's recommendation was approved upon a 4-1 vote with Schmidt opposed.

There was a general consensus of the Board that the windmill workgroup is voluntary and no per diems will be paid.

Upon a motion by Gail and second by Metz the donations that have been received for the Family Fun Night were approved unanimously.

Schmidt reported that yesterday at the Planning Commission meeting County Attorney Matt Franzese informed the group that Dollymount Dairy isn't in compliance with its original site plan for the Water Storage Basin so it was approved to send a letter to Riverview asking them to do one of two things to be done, either follow through with the Conditional Use Permit and start using the Basin or fill it in. There was public comment given on the subject.

Pursuant to Minnesota Statute 13D.05 subdivision 3 (c) (3) the meeting will now be closed, upon a motion by Nelson and second by Olson and approved unanimously, "To develop or consider offers or counteroffers for the purchase or sale of real or personal property." To discuss the proposal given to Minnewaska Community Health Services regarding the Traverse Care Center and Prairieview Place.

Upon a motion by Nelson and second by Metz the Board meeting was reopened. Schmidt reported that the Board has decided to continue negotiations with Minnewaska Community Health Services.

Public Comment Period

Craig Lichtsinn asked about a road that was washed out because they redid the ditch. The Board told him to talk with Chad Gillespie or Brian Koch at the Highway Department.

Committee Reports

Metz reported on Rainbow Rider and Soil and Water.

Nelson reported on Horizon Public Health, Planning Commission, Extension and Personnel Committees.

Schmidt attended the Social Services Pre-Placement meeting and Horizon Public Health.

Upon a motion by Nelson and second by Metz the quote from Jerrel Olson Electric LLC for \$8,300.00 for a generator and the following resolution was approved on a 4-1 vote, Olson abstained.

COUNTY OF TRAVERSE RESOLUTION 23-11

A RESOLUTION APPROVING THE HIRING OF COMMISSIONER JERREL OLSON TO PURCHASE AND INSTALL A GENERATOR FOR TRAVERSE COUNTY

WHEREAS, there was recently a power outage in the City of Wheaton which damaged certain computer systems owned by Traverse County;

WHEREAS, as a way of avoiding power outage-related damage in the future, Traverse County Maintenance Supervisor Chad Klindworth has determined that a generator should be purchased and installed;

WHEREAS, Supervisor Klindworth sought to obtain the services of a licensed professional electrician in order to purchase and install a generator;

WHEREAS, the only person that Supervisor Klindworth was able to find who was willing to purchase and install a generator was Traverse County Commissioner Jerrel Olson, who is a licensed professional electrician in the State of Minnesota;

WHEREAS, the estimated cost for the purchase of the generator and the services of Commissioner Olson to install it is approximately \$8300; and

WHEREAS, the Traverse County Board of Commissioners believes that the contract price for Commissioner Olson’s services and the generator are as low as or lower than the price at which the commodity or services could be obtained elsewhere.

NOW, THEREFORE, BE IT RESOLVED by the Traverse County Board of Commissioners that it hereby approves the hiring of Commissioner Jerrel Olson to purchase and install a generator for Traverse County. Adopted by the Traverse County Board of Commissioners this 18th day of July, 2023.

COMMISSIONERS

TRAVERSE COUNTY BOARD OF

Kayla Schmidt, Board Chairman

ATTEST:

Lisa Zahl, County Coordinator

Upon a motion by Olson and second by Nelson the bid from Darin Hanson to paint the Annex building minus the Commissioners Room was approved for \$5,375.00, the motion passed 4 – 1 with Gail opposed.

Schmidt adjourned the meeting at 12:08 p.m.

Lisa Zahl, County Coordinator

Kayla Schmidt, Chair