

Traverse County Commission  
Regular Board Meeting  
July 21, 2020

The meeting was called to order at 9:32 a.m. by Commission Vice-Chairman Dave Salberg, other Commissioners present were Kevin Leininger, Tom Monson and Todd Johnson. The Pledge of Allegiance was recited. The agenda was unanimously approved with the following additions, County Attorney Matt Franzese to discuss a tax forfeited property in Wheaton; Rhonda Antrim Petersen's retirement letter; Association of Minnesota Counties Human Resources Technical Assistance Program continuation; and approval to change consultant for our Life, Disability, Dental and Vision insurance, upon a motion by Monson and second by Leininger.

**Highway Department**

Chad Gillespie, County Engineer, and Brian Koch, Maintenance Supervisor, appeared before Board with a Department update.

Upon a motion by Monson and second by T. Johnson, the quote to pave a 45 ft. x 70 ft. area of the recycling center from Riley Brothers Construction in the amount of \$13,850.00 was approved unanimously 4-0.

Salberg signed the CP 20-02 contract for the CSAH9 graveling project.

The Highway Department annual report was handed out to the Commissioners.

Gillespie gave the following project updates: CSAH 15, they are shouldering now and the sealcoat and striping are left. Browns Valley MCSAH 105, concrete work done, the milling currently planned for the end of July and paving to follow. CSAH 18 graveling started Monday, July 20, 2020.

**Assessor**

Dianne Reinart, County Assessor, appeared before the Board to ask for approval to hire for a 30 hour per week Deputy Assessor. Scott Biss retired and we now have eight jurisdictions that contract with us. In 2020 we took in roughly \$22,000 in assessment charges and in 2021 it will be around \$25,000. Monson made a motion to hire a 30 hour per week Deputy Assessor, seconded by T. Johnson and approved unanimously 4-0.

**Auditor/Treasurer**

Kit Johnson, Auditor/Treasurer, appeared before the Board and gave a department update. The election judge training will be held August 5, 2020, at the High School. The primary election is on August 11, 2020. The Courthouse will be open for absentee voting on Saturday, August 8, 2020 from 10:00 a.m. to 3:00 p.m. There was a court case where the decision resulted in a consent decree which allows registered and mail ballot voters, for this primary election, not to have a witness to sign their signature envelope for their ballot. Non-registered voters still require a witness. Another change is that we will have to accept ballots that are postmarked by Election Day and received the day before the close of business of our County

Canvass. County Canvass Board will meet on August 13, 2020, Monson said he would be available, T. Johnson appointed Lisa Zahl, County Coordinator to sit in for him.

CARES money for the election; the following resolution was approved on a motion by Monson second by Leininger and approved 4-0:

TRAVERSE COUNTY BOARD OF COMMISSIONERS

Date: July 21, 2020

Resolution # 20-10

Offered by Commissioner: Monson

WHEREAS, the COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the federal CARES Act; and

WHEREAS, grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and

WHEREAS, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and

WHEREAS, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, the county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation formula as determined by the Secretary and provided in Section E of the grant application; and

WHEREAS, the grant application is to be completed by the staff of the auditor and other staff responsible for the administration of elections in this county; and

WHEREAS, the grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed prior to the receipt of the funds to which the county is entitled pursuant to Sections E and F of the grant application; and

WHEREAS, Laws 2020, Chapter 77, section 4 requires a 20% match for the grant, with a 25% match for electronic roster purchases; and

WHEREAS, the grant agreement will reflect the grant application for each county; and

WHEREAS, additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated or these purposes by the Legislature; and

WHEREAS, there are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs; and

WHEREAS, time is of the essence;

THEREFORE, BE IT RESOLVED that the grant application in the form presented to this board and to be submitted to the Office of the Secretary of State is hereby approved; and

BE IT FURTHER RESOLVED, that the Board hereby appropriates the required match amount as indicted in the application for the purposes set forth in the grant application [ALTERNATIVE: BE IT FURTHER RESOLVED that the Board directs the spending of existing county funds in an amount equivalent to the required match indicated in the application on the purposes for which the grant is received]

BE IT FURTHER RESOLVED that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

BE IT FURTHER RESOLVED, that when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and

BE IT FINALLY RESOLVED, that the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020. .

Adopted by the Traverse County Board of Commissioners this 21st day of July, 2020.

They have been busy testing election equipment and there is also a public test on August 4, 2020.

K. Johnson and Darren from Morris Electronics had a meeting with the IT person from the Minnesota Secretary of State regarding the security for the election. He suggested a few things for Traverse County; phishing training from NCCC, this will be good for all county employee not just election employees. He also suggested a free for a year, anti-virus protection called Crowd Strike, K. Johnson and Darren will look into these suggestions closer.

Please forward any budget information to K. Johnson if you hear of any changes.

### **County Coordinator**

A motion was made by Leininger to approve the July 7, 2020, Board minutes, second by Monson and approved 4-0. Upon a motion by Leininger and second by Monson, the following bills were approved 4-0:

BOIS DE SIOUX WATERSHED DISTRICT	\$131,580.17
BROWNS VALLEY HISTORICAL SOCIETY	\$5,000.00
CARDMEMBER SERVICE	\$4,952.03
COUNTIES PROVIDING TECHNOLOGY	\$4,857.37
ELLINGSON PLUMBING, HTG & AC	\$2,609.38
GAZETTE PUBLISHING CO.	\$2,498.67
HORMANN/MARK	\$2,000.00
MEND CORRECTIONAL CARE, PLLC	\$2,582.64
MORRIS ELECTRONICS	\$15,731.19
QUADIENT FINANCE USE, INC.	\$3,000.00
VIKING LIBRARY SYSTEM	\$35,497.00
JOHN DEERE FINANCIAL	\$3,419.68
KELLEN/RYAN – 54K LLC	\$3,225.00
LARSON OIL, INC	\$15,119.15
SCHMITZ/TODD	\$2,950.00
TRI COUNTY COOP OIL ASSOC	\$2,681.76
ZIEGLER, INC.	\$6,914.02

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less were 62, amounting to \$22,946.99.

County Attorney, Matt Franzese, appeared before the Board to discuss a tax forfeited property in Wheaton. The City Council discussed at their last meeting the property at 904 3<sup>rd</sup> Ave N in Wheaton which is tax forfeited. This property is in violation of the City ordinance for substandard buildings, the garage is unstable, missing windows, and it is a safety hazard. The City of Wheaton would be interested in doing a joint venture with the County to tear down the buildings on this property. Salberg and K. Johnson explained that in the past when we have done this we had funds available in our tax forfeited fund to use to help with the expense. We don't have any funds available in that fund now.

K. Johnson asked the Board if they would like him to send out the fair allocation for 2020, he wanted to double check since the fair won't be held this year. There was a general consensus to send out the allocation as the Fair still has bills that need to be paid.

Rhonda Antrim Petersen's retirement letter was presented to the Board. Upon a motion by T. Johnson and seconded by Monson her retirement letter was accepted 4-0.

Lisa Zahl, County Coordinator, informed the Board that the Human Resources Technical Assistance Program grant offered through the Association of Minnesota Counties will be done at the end of 2020. In order for the program to continue 30 counties will need to approve continuation at the cost of \$4,900 per year. Zahl said it is a great resource and would like to continue this service, it consists of a Human Resource hotline staffed by an attorney and online resources including checklists, policies and procedures. Upon a motion by Monson and seconded by T. Johnson the request was approved 4-0.

Upon a motion by Monson and seconded by T. Johnson approval by 4-0 vote was given to switch consultation companies for the County's Life, Disability, Dental and Vision insurance from Ochs, Inc. to Integrity.

Monson was approached about the outside maintenance at Prairieview Place. Since this is their responsibility and not the County's Zahl will contact Dylan Hanson, Executive Director, to follow up.

Zahl gave the Board some general updates. The census takers will begin knocking on people's doors, which have not answered the census, beginning August 11, 2020. People can fill out the census by going online to [www.my2020census.gov](http://www.my2020census.gov) or by calling 844.330.2020. The Big Stone County Board of Commissioners is hosting a special meeting on Wednesday, July 29, 2020 at 7:00 in Beardsley to discuss the DNR and US Fish & Wildlife permitting processes and other related policies, they have invited the Traverse County Board of Commissioners to attend.

Salberg adjourned the meeting at 10:15 a.m.

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Lisa Zahl, County Coordinator

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Dave SalbergMark Gail, Board Chairman