

Traverse County Commission
Regular Board Meeting
September 4, 2018

The meeting was called to order at 9:00 a.m. by Commission Chairman Kevin Leininger. Other Commissioners present included Dave Salberg, Tom Monson, Mark Gail, and Todd Johnson. The Pledge of Allegiance was recited. The agenda was unanimously approved upon a motion by Monson and second by Salberg, with the addition of Senior Center update and Morris Electronics VEEAM quote.

Highway Department

Chad Gillespie, County Engineer, appeared before the Board and gave a department update. Gillespie gave an overview of the Minnesota Highway Users Tax Distribution Fund. Pamphlets are available at the Highway department if anyone is interested in learning more. Brian Koch gave a maintenance update, they are continuing to gravel, mow, and putting in culverts.

Planning & Zoning

Ben Oleson, Hometown Planning, appeared before the Board to discuss the 2019 contract with Hometown Planning. Instead of going through Soil and Water in 2019, the contract will be directly with the County. Oleson's office hours have been twice a month and he asked if there were any interest in increasing his number of days. The Board would like to see what 2019 brings and then decide if we would need to increase the days. Anything outside of the contract will be billed hourly. The Buffer enforcement will be separate from the contract, so this way the expenses can be tracked. If there are Ordinance updates that are more time consuming or outside the regular scope, they will be billed hourly.

The new office location will be in the Recorder's Office back office, historical zoning documents will need to be moved from the Soil and Water office and stored at the County: room will be provided. Permits can be picked up and dropped off at the Auditor/Treasurer office along with paying the fees. The permits can then be scanned and sent to Oleson.

Soil & Water

Sara Gronfeld appeared before the Board with a department update. Gronfeld handed out Oleson's zoning report, and said that his office hours will be on September 12 from 10 a.m. – 2 p.m., and another day toward the end of September that will be determined at a later date. There were 3 septic system permits and are still grant funds available to fix systems. A meeting will be held with the Highway Engineer to discuss a road project review for the Wetland conservation Act. A local Water Planning meeting will be held on September 6 at 8 a.m. to discuss project budgets for grant funding that expires at the end of the year. There were two Conservation Reserve Enhancement Program (CREP) applications submitted and funded.

21st Century Grant

Shelly Staebler, Grant Coordinator, appeared before the Board with a department update. Summer programming was completed last week with the addition of weightlifting this summer, which had great participation. There will be about \$10,000 carried over from this year to next year. Browns Valley's summer program was only 4 weeks this summer because of work on the school. With this extra money Staebler is considering putting some of it into the Community Garden this spring. Programming for fall starts next Monday, and will include escape rooms, chopped cooking class, exercise, and homework help. Staebler is researching a couple of programs for technology and engineering as well. The 4-H Coordinator will also be doing programming once a month in each school. The question was asked whether the grant will continue after July 2019. Staebler said that she doesn't believe anyone will be applying to extend the grant in Wheaton.

Law Enforcement Center

Brenda Bartz, Jail Administrator gave the jail update. Our usage for the month of August was at 78.29%. Sheriff Trevor Wright gave a department update. No news from Browns Valley negotiations yet. He would like to work with T. Johnson and Monson to negotiate the City of Wheaton lease with the police department.

Auditor/Treasurer

Kit Johnson, Auditor/Treasurer, appeared before the Board with a department update. The primary election went well, and he thanked his staff for the great work that they did. They are currently transitioning into the general election, with mail ballots going out around October 5.

Currently we are at a 7.10% levy increase over 2018. We have a fund balance as of December 2017 of \$3,808,222, which is 3.74 months of reserves. We are below what our fund balance policy says we strive to have in unrestricted funds by \$1,284,924. Leininger doesn't think there is a need for a work session before we set the preliminary levy at the next meeting.

The Care Center fund balance will need \$200,000. We are currently paying out more from the care center fund than we are taking in because of the retiree insurance. We will need to do a loan to that fund from the General Revenue fund or we will need to levy for it. Salberg would like to hold off and put it into the levy for 2019. Kit said there may be an audit finding if we don't do it this year. Monson made a motion to transfer the loan amount from the General Fund to the Care Center fund, seconded by Salberg, and approved unanimously.

Salberg would like to put \$400,000 into reserve for 2019 for things that come up and to save for building a new courthouse. We should think about increasing the preliminary budget for that amount, as we can always cut it in December. T. Johnson would like the volunteer donation that we cut to return, specifically noting that the County Fair we cut \$5,000, and the historical societies for both Wheaton and Browns Valley were cut \$5,000 each. Traverse County can't afford to lose those volunteers, and those groups deserve strong consideration at the next meeting.

County Coordinator

A motion was made by T. Johnson to approve the August 21, 2018, minutes, with a second by Monson, and unanimous approval. Upon a motion by Salberg and second by Monson, the following bills were approved unanimously:

ENGAN ASSOCIATES	\$5,100.98
INTEGRATED NETWORKING INC	\$2,482.95
MINNESOTA DEPARTMENT OF ADMINISTRATION	\$2,561.29
MORRIS ELECTRONICS	\$3,280.09
TRUE NORTH STEEL	\$6,163.60

Per M.S. 375.12, the number of claims totaling \$2,000 or less were 32, amounting to \$11,785.18.

Marv Bach stopped in to visit with Siegel regarding the Senior Center. He said that they are raising enough money and won't be coming to the Board at this time for any requests. They are very appreciative of the annual donation from the County that they just received.

The quote for the VEEAM update for the three computer servers came in under the anticipated amount, at \$2,295.97. We also need a new switch for the server rack because the old one was outdated and couldn't keep up to our newer server. The cost for this is \$1,443.03. The consensus of the Board was to go ahead with both purchases.

Monson is working with the Coordinator of Aging for Traverse County to find donations in order to continue the Senior Picnic.

Leininger adjourned the meeting at 10:00 a.m.

Lisa Siegel, County Coordinator

Kevin Leininger, Board Chairman