

Traverse County Commission
Regular Board Meeting
October 2, 2018

The meeting was called to order at 9:00 a.m. by Commission Vice-Chairman Dave Salberg. Other Commissioners present included 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 T. Johnson, with the addition of computer in extensions, revision to deed for one of our properties, enhanced ID and forfeited property. Salberg relinquished the meeting back to Commission Chairman Kevin Leininger.

Highway Department

Chad Gillespie, County Engineer, appeared before the Board and gave a department update. The auction is currently going on, it will close on October 4 at 8:00 p.m. Gillespie would like to thank all the Highway workers for answering all the questions regarding the items on the auction.

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 October 10 and 24 from 10 a.m. – 2 p.m. Gronfeld went over the agreement that was given by David Gustafson, she explained that it might take two to three visits for the RV park review. The agreement with Gustafson was unanimously approved upon a motion by Salberg and seconded by T. Johnson. The following permit fees for larger septic systems were approved unanimously upon a motion by Monson and seconded by T. Johnson, the initial permit fee of \$1,000 plus any additional charges above the initial permit fee which will be billed to the permit holder. Final payment should be made within 30 days of completion. There is still grant funding available to fix systems, there are a few permits pending but no plans have been received. Monson will work with Gronfeld to come up with some ideas on how to use the grant money in the future. A Variance Hearing is planned for October 10 at 8:30 a.m.

Law Enforcement Center

Brenda Bartz, Jail Administrator gave the jail update. Our usage for the month of September was at 60.63%. Sheriff Trevor Wright gave a department update. Browns Valley has agreed to the following police contract starting at \$120,000 for 6 years with a \$2,500 increase each year with the hours being cut back to 40 hours per week. On a motion by Monsson and seconded by T. Johnson this was approved unanimously. Upon a motion by Monson and seconded by Salberg the Board unanimously approved the advertising and hiring of a part-time Communications/Corrections officer.

County Coordinator

A motion was made by T. Johnson to approve the September 18, 2018, minutes, with a second by Salberg, and unanimous approval. Upon a motion by Salberg and second by Monson, the following bills were approved unanimously:

JOHN DEERE FINANCIAL	\$2,881.80
MANEY INTERNATIONAL OF ALEXANDRIA	\$3,060.54
MINNESOTA DEPARTMENT OF ADMINISTRATION	\$2,561.29
MORRIS ELECTRONICS	\$4,921.53
REGENTS OF THE UNIVERSITY OF MINNESOTA	\$20,318.40
SEACHANGE	\$5,405.29
TRUE NORTH STEEL	\$20,234.44
TYLER TECHNOLOGIES, INC.	\$3,313.73
VERTIV	\$3,616.00
ZUERCHER TECHNOLOGIES, LLC	\$38,078.52

Per M.S. 375.12, the number of claims totaling \$2,000 or less were 34, amounting to \$10,469.52.

The Association of Minnesota Counties annual conference runs through Tuesday, December 4, 2018. There was a motion by Salberg, second by Monson and unanimously approved to change the first Board meeting in December to Wednesday December 5, 2018.

The Board requested that K. Johnson go out for bids for LP gas again this year.

The Association of Minnesota Counties is hiring a full time coordinator for MNCITLA, a group for IT professionals. The County has never been a part of this group in the past but AMC is requesting that each County Board decide if they would like to join in 2019. The Board agreed that we do not need to be a part of this group since we outsource our IT to Morris Electronics.

ProWest did a GIS mini needs assessment and we received the results. There are many additional functions that each department would like to add in order to get the most use out of the GIS system that we have already invested in. Upon unanimous approval, there was a motion by Monson and seconded by Salberg to contract with ProWest and Associates 3 days a month for up to 6 months, for \$18,171.78.

Siegel brought information to the Board regarding the Payroll Web and Web e-Time module that is available through CPUi. This module works with the HR and payroll module that we currently use and will save staff time. It would allow employees to do their time cards on-line, it will also allow employees the flexibility to see their payroll and benefit information on a portal. The initial set up is \$2,400.00 along with a monthly fee of \$141.00. Upon a motion by Monson and seconded by T. Johnson the Payroll Web and Web e-Time module was approved unanimously.

Siegel put together an article for the paper to summarize the last three studies that were done on the courthouse and to explain the issues with the current courthouse. Upon a motion by Monson and seconded by T. Johnson the Board unanimously approved putting the article in the Gazette, Browns Valley News and the Northern Star.

The Board unanimously approved the purchase of a new computer for the Extension Office Manager for \$1,009.61 upon a motion by Salberg and seconded by Monson.

Kit Johnson, Traverse County Auditor/Treasurer informed the Board that with the new Real ID the State of Minnesota is providing, the application can take up to one hour to process. He recommends that we do not take applications for Real ID's after 3:00 p.m., the Board agreed.

There are two properties in the City of Wheaton that are up for forfeiture. K. Johnson contacted the City and asked them if they would like to purchase these properties. The City would like the County to tear down the houses. In the past we have used our forfeited tax fund, this money comes from other tax forfeited sales, to tear down houses but we currently do not have any money in this fund. The Board would like K. Johnson to tell the City that we don't have the money to tear them down.

County Attorney, Matt Franzese asked the Board to approve a quit claim deed for the property located at 15 10th St S in Wheaton, where the food shelf is located, to correctly establish the property line boundary. The deed should read "All of Lots Thirteen (13) and Fourteen (14) of Block Six (6) of the Original Plat of the City of Wheaton, excepting the north Fifty (50) feet thereof". Unanimous approval was made upon a motion by Monson and seconded by Salberg to do a quit claim deed for the above named property.

Siegel handed out to the Commissioners the Minnesota Counties Intergovernmental Trust 2017 Annual Report. Siegel also handed out information from Lynn Siegel, Emergency Manager, regarding legislatively what the Association of Minnesota Counties will be supporting this year.

Leininger adjourned the meeting at 9:57 a.m.

Lisa Siegel, County Coordinator

Kevin Leininger, Board Chairman