

Traverse County Commission
Truth in Taxation Meeting and Regular Board Meeting
December 13, 2023

The meeting was called to order at 6:00 pm by Commission Chair Kayla Schmidt. Other Commissioners present were Mark Gail, Dwight Nelson, Jerrel Olson, and Chad Metz. The pledge of allegiance was recited. Olson moved to approve the agenda with the addition of the Hometown Planning Contract, Metz seconded the motion and it was passed unanimously. No conflicts of interest were expressed. The November 21, 2023 Board minutes were approved unanimously upon a motion by Gail and second by Nelson.

Truth in Taxation

Auditor/Treasurer Kit Johnson appeared before the Board. Johnson handed out the proposed 2024 budget summary. Johnson explained that the Board set the preliminary levy at a 9.6% increase over 2023, as of today the levy increase is 9.33% over 2023. There were comments and questions from the public. There was discussion among the Commissioners. The levy must be set by December 28, 2023. Upon a motion by Olson and second by Metz the certification of the 2024 budget will be tabled until Tuesday, December 19, 2023 was unanimously approved.

Highway Department

County Engineer Chad Gillespie appeared before the Board with a department update. Upon a motion by Gail and seconded by Olson the Winter Seasonal Employee Roaster was approved unanimously. Upon a motion by Metz and seconded by Gail the updated Safety Policy was approved unanimously. There was an update on Halls Landing and an agreement is close. Upon a motion by Olson and seconded by Metz the following resolution was approved unanimously:

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

WHEREAS, Local Road Improvement Project (LRIP) funds are available for local agency projects meeting Routes of Regional Significance criteria; and

WHEREAS, Non-State aid cities and townships must have a county sponsor to apply for LRIP funding; and

WHEREAS, the City of Wheaton has requested that Traverse County sponsor its application for the improvements of 5th Avenue & 12th Street; and

WHEREAS, the City of Wheaton understands that it will be responsible for all costs not covered by LRIP funding including all engineering and right of way costs and any construction costs over the funding cap; and

WHEREAS, the City of Wheaton will maintain the road for the lifetime of improvements; and

WHEREAS, Traverse County will have the following responsibilities if the City of Wheaton is successful and awarded LRIP funds.

- Be the fiscal agent on behalf of the community and have funds flow from MnDOT to the county to the contractor
- Request SAP/SP number for the project
- Ensure the project meets milestones and dates

- Assist local agency in execution of a grant agreement
- Review and/or approve the plan. Plan development will be done by the consultant.
- Submit plan, engineers estimate, and proposal to the DSAE
- Advertise, let, and award the project
- Submit pay requests to State Aid
- Communicate progress and updates with the DSAEs and State Aid Programs Engineer
- Ensure that the project receives adequate supervision and inspection. Construction inspection will be done by the consultant.
- Assist with project close out

NOW, THEREFORE, BE IS RESOLVED, the County of Traverse hereby sponsors the application for LRIP funding for the improvements of 5th Avenue & 12th Street.

Adopted this 13th day of December 2023.

Kayla Schmidt, Board Chair

Attest:

Lisa Zahl, County Coordinator

County Coordinator

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

JOHN DEERE FINANCIAL	\$7,677.89
KRIS ENGINEERING, INC.	\$18,124.72
TWIN VALLEY TIRE WHEATON, INC.	\$2,169.40
ZIEGLER, INC.	\$8,547.79
4 TH STREET AUTO LLC	\$2,624.94
COUNTIES PROVIDING TECHNOLOGY	\$5,235.36
FLEET SERVICES	\$2,920.03
GALLS, LLC	\$4,186.04
HOMETOWN PLANNING	\$2,620.00
INFORMATION SYSTEMS CORP	\$2,631.00
REGENTS OF THE UNIVERSITY OF MINN	\$15,736.20
TRAVERSE COUNTY HIGHWAY DEPT	\$3,277.83
TRAVERSE COUNTY SOIL & WATER SERV	\$108,669.00
TRITECH SOFTWARE SYSTEMS (CENTRALSQUARE)	\$64,685.10
TYLER TECHNOLOGIES, INC.	\$3,704.43
WEST CENTRAL REGIONAL JUVENILE CT	\$8,049.00

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less were 71 totaling \$26,371.19.

Upon a motion by Nelson and second by Olson the Highway Memorandum of Agreement regarding Health Insurance deductible amount for cash-in-lieu was unanimously approved.

The 2024 Planning and Zoning Services contract with Hometown Planning, LLC was tabled until the December 19, 2023 meeting.

Public Comment Period

There were no public comments.

Committee Reports

Nelson attended the Horizon Public Health meeting and the Association of Minnesota Counties Annual Conference.

Schmidt attended the Viking Library, HRA, the Opioid Task Force, and the Horizon Public Health meetings.

The meeting was adjourned at 7:25 pm.

Attested to by:

Lisa Zahl, County Coordinator

Kayla Schmidt, Board Chair