

Traverse County Commission
Regular Board Meeting
December 19, 2023

The meeting was called to order at 10:00 am. 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: Policy #381 Employee Recognition/Wellness updated; Western Probation updated JPA and original Bylaws; and lease agreement between Davis Groneberg and Traverse County, upon a motion by Metz and second by Olson. There was no conflict of interest expressed. The December 13, 2023, regular Board minutes and Truth in Taxation minutes were unanimously approved upon a motion by Gail and second by Olson.

Highway Department

Chad Gillespie, Traverse County Highway Engineer, and Brian Koch County Highway Supervisor appeared before the Board with a department update. Upon a motion by Metz and second by Nelson approval to advertise for bids for CSAH 4 project SAP 078-604-025 was unanimously approved. Gillespie gave the Board FEMA updates and a CSAH 15 project update.

Law Enforcement Center

Sheriff Trevor Wright appeared before the Board with a department update. Appearing with Wright was Big Stone County Sheriff Mark Brown. Wright provided the Board with the November jail report and he went over his budget along with the approximate cost if we housed only Traverse County inmates. Wright said that he will be increasing the daily rate to \$75.00 per day starting January 1, 2024. The Department of Corrections continues to pay \$55.00 per day after the first 13 days. Grant, Stevens, and Big Stone County's Sheriffs showed their support of Traverse County to continue to house inmates from outside counties. There was discussion regarding the Statewide issues of jails taking on the financial burden for other counties without jails. Wright will reach out to the District to discuss this and start the conversation.

Zoning Department

Ben Oleson, Zoning Administrator, appeared via Zoom to go over his 2023 Department update. He summarized the permit activity, the conditional use public hearing, ordinance amendments, and the large-scale wind/solar projects. Gail made a motion to approve the 2024 Planning and Zoning Services Contract with Hometown Planning, LLC, second by Olson, followed by a discussion. The contract for 2024 is an increase of 9.1% over 2023. The contract was approved 4-1 with Schmidt opposed.

County Attorney

County Attorney Matt Franzese appeared before the Board with a 15-year Lease Agreement between Davis Groneberg and Traverse County regarding the parking lot area at Halls Landing. Gail made a motion to approve the lease agreement with the ability for Franzese and Gillespie to make non-monetary modifications as needed, seconded by Nelson, and approved unanimously.

Olson left the meeting at 11:25 a.m.

Soil and Water Conservation District

Sara Gronfeld appeared before the Board with a department update. Gronfeld reported that the Septic System Program did receive two new permit applications. The 2024 MPCA Feedlot program Work Plan was approved 4-0 upon a motion by Metz and seconded by Nelson. Gronfeld gave updates on the One

Watershed One Plan and the Upper Minnesota River Planning Process. Gronfeld discussed the Soil and Water Conservation District updates. Upon a motion by Gail and seconded by Nelson the 2024 Joint Powers Agreement between the County of Traverse and Traverse County Soil and Water Conservation District was approved 4-0.

Emergency Management and Solid Waste

Lynn Siegel, Emergency Management/Solid Waste Manager, appeared before the Board. She gave the Board information on the Minnesota Weather Radar Gaps. The Emergency Operations Plan was approved 4-0 upon a motion by Metz and a second by Gail. The 2024 Recycling Contract was approved 4-0 upon a motion by Gail and seconded by Nelson.

Auditor/Treasurer

Auditor/Treasurer Kit Johnson appeared before the Board with a department update. The Bois de Sioux Watershed is working on the Lake Traverse Phase 3 Project and they are asking the County to participate in the Ag BMP Loan Program to help finance part of the project. The County would apply for a loan for \$534,750.00 from the Department of Agriculture. The money would be given to Bois de Sioux and the County would be paid back through an assessment of the landowners that the project affects. It wouldn't cost the County anything and we can charge between 0-3% interest for administrative costs. There was a motion by Nelson to apply for the loan and charge 1% interest and appoint Johnson to fill out the paperwork with the option to pay it off early if possible, seconded by Gail and approved 4-0. Johnson gave an update on the proposed levy to this point, right now we are at 10% increase over 2023 and our preliminary was set at a 9.6% increase over 2023. There was discussion regarding budgeting for three Deputies that are open positions right now and the probability that they will be filled right away. Nelson made a motion to reduce the Sheriff's wages and payroll taxes by \$59,200.00, with the ability of the Sheriff to hire all three positions when able, seconded by Metz and approved 4-0. Johnson explained that the 2024 County levy reflects a 9.14% increase over 2023, this includes taking \$600,000.00 out of the Social Services reserves. Gail moved to approve the 2024 levy increase of 9.14% over 2023; the levy of \$6,960,223.06; and the 2024 budget of \$18,336,679.91, seconded by Metz and approved 3-1 with Schmidt opposed.

County Coordinator

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

MARK SAND & GRAVEL CO	\$14,605.65
MCIT	\$2,211.00
TRAVERSE COUNTY AUDITOR/TREASURER	\$4,387.50
TRI COUNTY COOP OIL ASSOC	\$5,930.49
HORMANN/MARK	\$2,000.00
MN COUNTIES INTERGOVERNMENTAL TRUST	\$2,202.00
MN STATE AUDITOR	\$52,487.00
SIEGEL'S FLOOR COVERING	\$3,367.77
TRI COUNTY COOP OIL ASSOC	\$3,680.20
WEX BANK	\$2,165.14
SIEGEL'S FLOOR COVERING	\$15,722.23
TRAVERSE COUNTY A/T	\$2,500.00
MENDED	\$3,241.88
SCMC	\$2,311.80

TRAVERSE COUNTY COLLABORATIVE	\$7,904.00
PLACEMENTS AND FACILITIES	\$17,656.75

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less were 29 in the amount of \$15,744.86.

The 2024 Morris Electronics was approved 4-0 upon a motion by Metz and seconded by Nelson.

Lisa Zahl, County Coordinator was looking for Board approval for the following policies: Policy #304 Earned Sick and Safe Time (ESST) was approved, effective January 1, 2024, upon a motion by Metz and seconded by Nelson and passed 3-1 with Schmidt opposed. Policy #303 Benefits for Non-Union Employees was approved, effective January 1, 2024, upon a motion by Nelson and seconded by Gail and passed 3-1 with Schmidt opposed. Policy #503 Temporary Alternate Workplace Agreement was approved 4-0 upon a motion by Gail and seconded by Nelson. This does not affect Social Services as they have their own Remote Work Policy. Policy #381 Employee Recognition/Wellness Policy was approved 4-0 upon a motion by Metz, seconded by Nelson.

Zahl asked for approval of the 2024 salaries for elected and non-union employees at a 3% increase over 2023 and a step increase, if applicable, per attachment A, Gail moved to approve the 2024 salaries for elected and non-union employees, second by Nelson, and discussion followed. The motion passed 3-1 with Schmidt opposed. Per Diem rates for 2024 remain unchanged at \$75.00 upon a motion by Metz, second by Gail and approved 4-0.

Zahl explained that the Employee Recognition/Wellness Committee held a logo contest and the winner was Janessa Miller. Zahl asked for approval to use the logo as the official Traverse County logo, upon a motion by Nelson and seconded by Gail the motion passed 4-0.

The Western Probation Services Joint Powers Agreement was approved 4-0 upon a motion by Gail and seconded by Metz. The Western Probation Services Bylaws were approved 4-0 upon a motion by Gail and seconded by Metz.

Public Comment Period

There were no public comments.

Committee Reports

Metz attended the Soil and Water meeting.

Nelson attended the Soil and Water meeting and the Primewest Health meeting.

Schmidt attended the Primewest Health meeting.

Schmidt adjourned the meeting at 12:55 p.m.

Lisa Zahl, County Coordinator

Kayla Schmidt, Chair

Traverse County 2024 Levy - Final 12/19/24

	2024 Gross Levy	From Reserves	Gross Less Reserves	County Program Aid	Disparity Aid	2024 Net Levy	2023 Net Levy	% Increase/ (Decrease)
Revenue Fund	4,244,683.93	-	4,244,683.93	392,343.87	11,467.01	3,840,873.05	3,672,524.73	4.58%
Road & Bridge Fund	2,349,156.00		2,349,156.00	217,136.77	6,346.24	2,125,672.99	1,788,402.61	18.86%
Family Services Fund	882,341.80	(600,000.00)	282,341.80	26,097.37	762.75	255,481.69	723,051.06	-64.67%
Jail/LEC Bond	194,000.63		194,000.63	-	-	194,000.63	193,213.13	0.41%
TCC/PVP	544,195.50		544,195.50	-	-	544,195.50	-	new
Totals	8,214,377.86	(600,000.00)	7,614,377.86	635,578.00	18,576.00	6,960,223.86	6,377,191.53	9.14%

Traverse County 2024 Summary Budget Data December 19, 2023

	2023 Budget	2024 Budget							
	All Funds	Revenue	Solid Waste	Road & Bridge	Family Services	TCC/PVP	JD 11 Bond Fund	LEC Bond	2024 Totals
Revenues:									
County Portion of Tax Levy	6,253,511.94	3,755,973.05		2,078,672.99	249,781.68	544,195.50		194,000.63	6,822,623.85
Other Property Taxes	34,700.00	25,778.00							25,778.00
State Aids used to reduce Levy	630,770.58	488,710.88		270,483.01	32,560.12				791,754.01
All other Taxes	3,490.00	4,366.00							4,366.00
Special Assessments	213,305.00		75,000.00				137,205.00		212,205.00
Licenses & Permits	9,287.50	8,087.50							8,087.50
Federal Grants	1,987,741.18	59,163.00		820,000.00	664,822.33				1,543,985.33
State Categorical Aid/Grants	3,394,945.20	386,572.00		5,429,891.00	398,414.15	200,500.00			6,415,377.15
Charges For Services	989,962.00	670,540.00		500,000.00	222,604.50				1,393,144.50
Fines and Forfeits	-	-							-
Interest on Investments	25,000.00	80,000.00							80,000.00
Miscellaneous Revenue	444,928.36	140,154.83		4,250.00	50,400.00	72,000.00	-		266,804.83
Transfers from Other Funds	220,000.00	94,570.62				-	-		94,570.62
Total Revenues /Financing Sources	\$ 14,207,641.76	5,713,915.88	\$ 75,000.00	\$ 9,103,297.00	\$ 1,618,582.78	\$ 816,695.50	\$ 137,205.00	\$ 194,000.63	\$ 17,658,696.79
Expenditures:									
General Government	2,195,784.47	2,442,411.37							2,442,411.37
Public Safety	2,253,694.45	2,551,118.41							2,551,118.41
Road & Bridge/Maintenance	3,577,449.00			3,878,254.00					3,878,254.00
Road & Bridge/Construction	1,882,635.00			4,440,000.00					4,440,000.00
Sanitation	147,385.69	182,956.62							182,956.62
Human Services	2,206,842.18				2,218,582.78				2,218,582.78
Public Health	37,800.00	38,500.00							38,500.00

Culture and Recreation	61,194.00	68,794.00							68,794.00
Conservation of Natural Resources	427,212.43	382,600.18							382,600.18
Economical Development	32,831.41	47,535.30							47,535.30
Miscellaneous Expenditures	418,320.00	-	330,000.00		505,746.75	-			835,746.75
Total Expenditures	\$ 13,241,148.63	5,713,915.88	\$ 8,648,254.00	\$ 2,218,582.78	\$ 505,746.75	\$ -	\$ -	\$ -	\$ 17,086,499.41
Debt Service									
Principal	530,000.00				270,000.00	110,000.00	165,000.00		545,000.00
Interest and Fiscal Charges	108,038.13				40,948.75	27,205.00	29,000.63		97,154.38
Total Capital Outlay	616,895.00		455,043.00						455,043.00
Transfers To Other Funds	220,000.00	-	94,570.62	.					94,570.62
Total Expenditures/Financing Uses	\$ 14,716,081.76	\$ 5,713,915.88	\$ 94,570.62	\$ 9,103,297.00	\$ 2,218,582.78	\$ 816,695.50	\$ 137,205.00	\$ 194,000.63	\$ 18,278,267.41
Increase (Decrease) In Fund Balance	\$ (508,440.00)	-	\$ (19,570.62)	\$ -	\$ (600,000.00)	\$ -	\$ -	\$ -	\$ (619,570.62)