

Traverse County Commission
Regular Board Meeting
December 15, 2015

The meeting was called to order by Commission Chair Kevin Leininger. Other commissioners present included Dave Salberg, Tom Monson, and Mark Gail. The pledge was recited. The agenda was approved unanimously, with the additions of Roger Schmidt, Lynn Siegel, and Sara Gronfeld, upon a motion by Monson and second by Gail.

Larry Haukos/Highway Engineer- Haukos presented finalized information on SAP 078-615-613. The following resolution was approved unanimously, upon a motion by Salberg and second by Monson:

SAP 078-615-013: Aggregate base, bituminous surfacing, aggregate shouldering and striping on CSAH 15 north of the south county line. Joint project with Big Stone County engineered and administered by Big Stone County. The original contract price was \$101,544.39. Because of inadequate subgrade a change order for \$33,000.00 was executed for subgrade correction. The final contract cost is \$136,666.69.

CERTIFICATE OF PERFORMANCE: See attached final contract voucher for Big Stone County Engineer's certificate of performance.

BOARD RESOLUTION: WHEREAS: County project SAP 078-615-013 has in all things been completed and the County Board being fully advised in the premises, NOW THEN BE IT RESOLVED: That we do hereby accept said completed project for and in behalf of the County of Traverse and authorize final payment as specified in the final contract voucher.

Attested to by:

Rhonda Antrim/County Coordinator

Haukos discussed MNDOT program Safe Routes to School. It is a Federal Program. West Central Initiative will provide a study on safety, routes, and access. Once the plan is done, you can apply for grant funding to make the improvements. The Wheaton Schools and the City of Wheaton are submitting an application for a grant. The grant funds 100% of the study. They have requested county assistance in the program. The work is funded at 80%. Upon a motion by Monson, and second by Salberg, unanimous authorization was given to assist the City of Wheaton with the application for MN Safe Routes to School Planning Assistance Grant and to provide a Letter of support. Haukos discussed a request for assistance from R. Asfeld regarding the water elevation of a slough, contending that tiling to help one slough is impacting elevation levels in another slough. Salberg commented that if it isn't impacting the county, why are we considering it? Haukos explained that the claim is that the county is causing it. It was stated that it is a Watershed issue. Gail indicated our only concern is the road. Leininger asked about the \$50,000 for gravel for the 2016 budget. Haukos said you can easily pull the \$50,000.00. Leininger doesn't want to short us as the roads are finally getting to be where we want them. Haukos said they did a lot of graveling and had a lot crushed, so they're in good shape.

Emily Conroy/4-H Director- Conroy presented an overview of 4-H for 2015. They have 230 4-H members as well as 112 enrolled in other 4-H programs, representing 68.4% of Traverse youth. 4-H has added site based clubs and project-based clubs in addition to the traditional clubs. These allow youth to really learn and master skills. All of the clubs have adult volunteers as well. Throughout the school year they provide programs that are open to anyone, such as the Movie Maker camp. They're open to those who are not

technically enrolled into a 4-H program. All of the programs were under budget for 2015. In 2016 they will add 101 youth from Browns Valley when they add the nutrition program. Conroy also discussed a number of focus group sessions that were held. One question was around barriers. Transportation was the number one barrier. Other barriers included space, funding, families being too busy, poverty, equipment, as well as issues with Herman kids not being able to participate. Conroy also discussed the strengths of 4-H identified through the focus groups. Some included building a sense of belonging, it's free, there are many different interests and learning opportunities, and parents feel that their kids are safe while there. Becca Turnquist then discussed the MN 21 Century Grant. There are 79 students registered from Wheaton and 37 enrolled from Browns Valley. Average daily attendance has been 21. A program highlight was discussed called Tinkertown. The shop room was converted and kids can do a variety of activities such as Legos, Lego Robotics, 3D drawing/printing, circuit boards, and sketching.

Marv Bach/Senior Center- Bach reviewed the meals served in 2014 and 2015. The cost to make a meal is \$6.94. NSI reimburses \$5.70. They need \$8.05 per meal to break even. Bach indicated that T. Johnson called NSI and they would not increase it. They are having trouble paying their food bill. Bach's request is if the county would make up the difference of \$2.35 per meal. The average would be \$2,507.00 per month. Monson asked what the current policy is, which there isn't one. Leininger discussed the issue of subsidizing the diner when there are other businesses competing. It was also discussed that if the price to prepare and serve a meal is \$8.05, everyone that isn't a senior, should be paying that price. The request was tabled and Rhonda Antrim and possibly a commissioner will attend the next senior meeting for more details and options.

Sara Gronfeld/Soil and Water/Planning and Zoning- Gronfeld discussed the conditional use permit application submitted by Big Dog Land Development/Daniel Binsfeld with the purpose of proposed expansion to Rosebud RV Park. Upon a motion by Salberg and second by Monson, it was unanimously approved to extend the 60 day decision period of the permit application. Binsfeld agreed upon a 12 month extension to make a decision due to his request to cancel the public hearing that was initially scheduled in November 2015. Binsfeld is working on resolution of some problems with restrictive covenants placed upon the lots he is planning to develop. Binsfeld does not want to withdraw his application at this time. Monson asked about the buffer strip legislation and Gronfeld indicated they are still waiting for specific direction from state agencies. Current legislation indicates the Watershed District should be responsible for enforcement of buffer compliance along public ditches. SWCD staff will assist in determining compliance and educating landowners about their options to enroll buffer strips into CRP or other conservation programs. The County Shoreland Ordinance would be responsible for enforcement of the buffers along the designated DNR Protected Waters. The decision on how to enforce rests with the county. There are many unknowns. Monson also asked if Pictometry will assist with compliance determinations. Gronfeld predicted that they should be able to do the majority of the initial work from the office with aerial photography and digital elevation tools.

Lynn Siegel/Emergency Manager- Siegel presented the 2015 Emergency Operation Plan. Upon a motion by Salberg and second by Monson, the plan was approved unanimously.

Roger Schmidt- Schmidt continued with his presentation from the Truth In Taxation meeting. Schmidt reviewed statistics and budget of the Sheriff's department. He clarified with no increase in hours to Browns Valley, a lesser contribution, do we really need a new deputy. He reviewed overtime costs and the history of when a Chief Deputy position was created. Monson discussed the contract would be only for the eight hours per day. Previously, they were putting in extra hours without compensation. Monson said Plautz indicated he made a mistake by not replacing himself. Schmidt reminded the Board that the request for the deputy hinged on increased hours in Browns Valley. Without those increased hours and compensation, the deputy shouldn't be needed. He also indicated that budget needs to be tightened. More government is not the answer. Schmidt discussed the commissioner salaries and Monson said they are the lowest paid commissioners in the state. He indicated all of the time spent at home is not factored in. Schmidt reminded them they're higher than the other Boards in the county. Monson discussed state mandates of the Department Of Corrections, and if you don't follow them, they'll close you down. Schmidt said that is a good idea. Salberg discussed mandates and the legislature not providing the funding. Schmidt asked what would happen if you eliminated the state and federal funding and ran your own ship, where would we be. Schmidt also recommended if they're going to add a deputy, they better think about reducing the over time in the budget to a hard number.

Kit Johnson/Auditor/Treasurer- Johnson discussed the resignation of Melanie Lupkes and the need to rehire. The personnel committee authorized advertising. He requested the Board appoint the 2016 Board Chair. Upon a motion by Salberg and second by Monson, Leininger was re-elected as the Board Chair. Gail nominated to keep Salberg as Vice-Chair and Monson seconded it. It passed unanimously. Johnson discussed payroll and taxes. He distributed a resolution regarding procurement. The county would have until the end of 2016 to create a policy for procurement. Upon a motion by Monson and second by Salberg, the following resolution was adopted unanimously:

WHEREAS, Uniform Administrative Requirements for federal programs were put into effect for federal grants in 2015 which require non-federal entities to use its own documented procurement procedures which reflect applicable state and local laws and conform to applicable federal law and procurement requirements identified in 2 CFR part 200.

WHEREAS, non-federal entities must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts.

WHEREAS, a grace period for implantation of the procurement requirements is available for up to a two year period covering years 2015 and 2016.

NOW THEREFORE BE IT RESOLVED that the Traverse County Board of Commissioners has decided to not implement the new procurement procedures as identified by the Uniform Administrative Requirements at this time but rather continue to follow the existing draft accounting policy and procedures manual policy of conforming with the state statute and federal regulations in place prior to the new requirements for procurement of property and services.

Johnson discussed the enforcement of due dates for taxes. Gail discussed the process of post marks. If people wait until the last minute to pay their taxes, it's their problem. Different counties give a variety of days after the post mark per a county survey Johnson collected. The state law says the county has to enforce the date or he is responsible for the late fees. Leininger discussed the fact that it's easier to collect this way then back taxes. With taxes continuing to rise, it adds up. Johnson just wants to be consistent. Consensus was to keep the policy the same. Salberg informed the Board that Stevens

Traverse Grant Public Health would be sending back a final payment of \$6420.55, as they close out that entity. In terms of the budget, Leininger reached out to Wright to request his final budget. Johnson took out the \$50,000.00 from highway for gravel. He reduced the bond fund levy by \$25,000.00 which is a one-time reduction. That brings the levy to 4.39%. Monson asked about paying down the 2016 jail nursing budget out of this year's money but he hasn't seen it come off the 2016 budget. Johnson said Wright did reduce the jail board by \$15,000.00 but then he later added around \$13,000.00, so the net result was about zero. Wright indicated his requested budget is fair and what is needed to provide a safe county. Gail suggested waiting to approve the new deputy until the budget is clear. Monson asked for clarification of where the levy would be if the new deputy were removed. Johnson indicated without salary and benefits, the levy would be 2.95%, a reduction of \$66,000.00. Without that, the Sheriff's increase is just under 14%. Leininger commented that we have more deputies than Big Stone County and they have a lot more little towns, a lot of lake traffic, etc. Leininger recommended a half-time deputy and Monson suggested utilizing part-time help. Gail reiterated that we should hold off until more revenue is coming in. The Board called Wright and told him they'd prefer to hire a part-time deputy versus a full-time deputy. Wright said they negotiated with Browns Valley in good faith and he needs to get back to the capacity where they were in 2011. They need to return to full staffing levels to protect the citizens of Traverse County. Wright also questioned the good faith contract with Browns Valley that we'd hire a full-time deputy if we secured a contract. Monson said it has nothing to do with the contract with Browns Valley. The Board can change its mind. Wright agreed to take it under advisement and proceed with what he needs to do. He believes his budget is fair and is what is needed to protect the citizens. He's presented it to the Board with transparency and the public. Wright asked the Board what qualifies the Board to cut his budget. He questioned \$20,000.00 in the scheme of the larger budget. He's gone from a request for 1.5 FTE's to .5 FTE. Wright said T. Johnson was in favor of increasing staffing to where it was historically. Wright said if the Board had concrete figures of what can be cut, he'd like it. Leininger stated that when he said if the Board gave him a number and he could find it, it calls his budget into question. A tentative special meeting will be scheduled to finalize the budget and certify the 2016 levy, for Wednesday at 9:00 AM, so that T. Johnson can be present as well as Sheriff Wright.

Rhonda Antrim/County Coordinator- The Board minutes from 11/30/2015, 12/01/2015, and 12/10/2015 were approved unanimously, upon a motion by Monson and second by Gail. The following bills were approved unanimously, upon a motion by Salberg and second by Monson:

ACCURATE CONTROLS, INC.	12,330.40
COMPUTER PROFESSIONALS UNLIMITED INC.	3,608.85
GAZETTE PUBLISHING CO.	2,435.13
LSS OF TRAVERSE, LLC	5,873.00
MEnd Correctional Care, PLLC	29,800.00
OFFICE PEEPS, INC.	15,933.10
ZUERCHER TECHNOLOGIES LLC	12,094.00
FORCE AMERICA	2,419.73
INTERSTATE ENGINEERING	7,512.00
TRI COUNTY COOP	10,658.94
WALLWORK TRUCK CENTER	4,799.43

Per M.S. 375.12, the number of claims totaling \$2000.00 or less were 86, amounting to \$34,482.26. Antrim discussed Broadband and a tentative meeting with providers and citizens scheduled for February 2, 2016, at 11:00 AM. By consensus, the Board agreed to go forward with the meeting. Antrim informed the Board she applied for funding consideration from DEED by completing their letter of interest, and requested \$5M.

Attested to by

Rhonda Antrim/County Coordinator

Kevin Leininger/Board Chair