

Traverse County Commission
Regular Board Meeting
December 18, 2018

The meeting was called to order at 9:30 a.m. by Commission Chair Kevin Leininger. Other commissioners present included Dave Salberg, Tom Monson, Mark Gail, and Todd Johnson. The Pledge of Allegiance was recited. Upon a motion by Salberg and second by Monson, the agenda was approved unanimously with the following additions: approval for training for Lynn Siegel, the Law Enforcement contract between Traverse County and The City of Browns Valley, the Morris Electronics 2019 contract, and the Traverse County Courthouse.

Highway Department

Chad Gillespie, County Engineer, presented the department update. Gillespie asked for approval to make final payment of \$5,025.02 to Wagner Company for CP 18-01 State Aid graveling project on CSAH 13. The following resolution was approved unanimously upon a motion by Monson and seconded by Gail:

BOARD RESOLUTION

WHEREAS: County Project No. CP 18-01 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 on behalf of the County of Traverse and authorize final payment as specified herein.

Gillespie informed the Board that the solar lights on CSAH 9 and CSAH 14 are not on all the time due to the battery level being too low. They do not turn on if it gets down to 20% battery life. Stevens and Becker County are having similar issues. Otter Electric is coming to see if they can be reprogrammed to perform better or if there are any issues that need to be fixed.

Koch informed the Board that eight picnic tables have been put together and have been brought to the County Park.

Traverse Care Center

Kristina Guindon, Regional Director of Operations HDG, appeared before the Board to give a Traverse Care Center update. Sandy Larson, also attended the meeting, she is the current interim Executive Director at the Care Center until Calista Taffe returns from leave in January. Guindon gave the report. One of the main items they are working on is lowering turnover rate. Larson talked about what they are doing in the community to enhance satisfaction and employee satisfaction. They have made improvements in the breakroom, they now have a computer for resident access, and they have two employees going through the TMA program. The Activity Department is working with Big Stone Therapies to bring therapy and activities together. The Care Center will be hosting a Gala event in January to raise funds for a bladder scanner. Guindon informed the Board that the current occupancy rate is at 87%, they are working on outreach to increase this number. They are adding a full-time marketing employee for community relations. They have also added additional payer contracts. HDG has decided not to combat the asbestos issue in the 200 wing. The cost to remove the asbestos is around

\$27,000 - \$37,000 and then to restore the areas after the asbestos removal starts at \$111,000. That is a big investment without a return to match. Currently they are using the space for storage and offices.

Auditor/Treasurer

Kit Johnson, Auditor/Treasurer gave a department update. Kit handed out the current 2019 levy and the summary of the budget. There is currently a 11.56% increase over 2018. Monson asked what the increase would be if we took out the \$250,000 from the Building Fund, it would drop it to a 6.7% increase over 2018 and we would be using \$160,867.45 from reserves. K. Johnson said that all the years of a 0% increase has brought us to where we are today. Leininger doesn't believe it is right to put the \$250,000 into a fund and out of the tax payers pockets, if there is an issue then we will deal with it at that time and tax accordingly. Salberg said people ask him why we don't put the money away to save up for a new courthouse. Salberg discussed the Highway budget with Gillespie. T. Johnson would like to take the \$250,000 out of the levy and talk to our legislators about getting the County Program Aid back up to where it needs to be. Monson made a motion to take the \$250,000 out of the budget, seconded by T. Johnson, the motion passed 4 – 1 with Gail opposed. Leininger said he doesn't see anywhere else we can cut, Salberg agreed. Salberg asked for discussion about increasing our fund balance so that we are in line with what the State Auditors would like the fund balance to be at. Leininger said he doesn't want to take any more out of the fund balance; we are as low as we should be. Monson asked K. Johnson where we are at with our fund balance, at the end of 2017 we were at 3.67 months of reserves and we are supposed to be at 5 months of reserves. Monson would like to get the fund balance up to 4 or 4.5 months by increasing the levy. Based on 2017 numbers, K. Johnson said that it would take \$845,000 to get the fund balance to 4.5 months. Leininger would like to keep the levy at 6.7% increase over 2018, Monson would like to raise it up to 7.7% by adding \$50,000 to increase our fund balance. K. Johnson said that we are looking at a decrease to our fund balance next year and the \$50,000 will lower our decrease. Salberg made a motion to go with the 7.72% increase over the 2018 levy, which is a total levy of \$5,612,855.92, seconded by Monson, the motion passed 3 – 2 with Leininger and T. Johnson opposed. The Board instructed K. Johnson to put the \$50,000 in the County-wide department under increase fund balance.

County Coordinator

A motion was made by Monson to approve the December 5, 2018 Board minutes and the December 12, 2018 Truth in Taxation minutes, seconded by T. Johnson, T. Johnson wanted to note that instead of 10 years ago, it was 20 years ago that the levy was at \$2.2 million and we would receive \$600,000 - \$700,000 in County Program Aide, the minutes were approved unanimously. Upon a motion by T. Johnson and second by Salberg, the following bills were approved unanimously:

AMERICAN COMMUNICATIONS INC	\$2,227.64
CARDMEMBER SERVICE	\$3,066.45
COMMISSIONER OF TRANSPORTATION	\$2,773.70
GUARDIAN FLEET SAFETY	\$3,965.73
LARSON OIL, INC	\$2,763.00
OTTERTAIL COUNTY TREASURER	\$3,669.51

PRO-WEST & ASSOCIATES, INC.	\$3,134.65
SEACHANGE	\$3,237.36
TRAVERSE COUNTY AUDITOR-TREASURER	\$5,699.60
TRAVERSE COUNTY SOIL & WATER SERV	\$43,308.00
VALLEY OFFICE PRODUCTS, INC.	\$3,453.87
WELLS FARGO CORPORATE TRUST SERVICES	\$76,353.75
WHEATON HEATING AND AIR CONDITIO	\$5,868.00

Per M.S. 375.12, the number of claims totaling \$2,000.00 or less were 74, amounting to \$28,912.64.

Salberg would like to start rotating the County Chairman each year like they have done in the past. His suggestion is to start with the Commissioner from District 1 and rotate each year. T. Johnson said this is consistent with how other counties do it. There was a consensus of the Board to follow that schedule, the new Chairman will be appointed at the first meeting in January.

The Minnesota Rural Counties (MRC) group has a Legislative priority list for 2019, Salberg asked the Board to rate what they feel would be the most important priorities. Salberg will tally the votes by the Commissioners and bring back to the MRC meeting.

The resolution to change the commercial permit amounts will be approved during the January 2nd Board meeting when all fee schedules are set.

Lynn Siegel would like to attend a training in Aniston Alabama for leadership and training through the emergency preparedness coalition with the hospitals in our region. The travel, food and lodging will be paid for by the coalition. On a motion by Monson and seconded by Salberg the Board unanimously approved Siegel to go to the training.

Upon a motion by T. Johnson and seconded by Monson the 2019 Law Enforcement contract between Traverse County and the City of Browns Valley was approved unanimously.

Upon a motion by Salberg and seconded by Gail the 2019 contract with Morris Electronics was approved unanimously.

Monson would like to initiate a process to see what the total cost would be to remodel the Courthouse. Gail said that he was asked this week what it would cost to remodel and our architect Engan said at the public meeting that it would cost just as much to remodel as it would to build, they want to see it in black and white for people to believe that. Salberg said that would be another cost for someone to come out and give us an estimate. Joe Murphy appeared before the Board and said that there could be a third option, would the Board consider leasing, from the City, and renovating the old EZ Loader building for the government offices and then tear down the Courthouse and renovate the 1974 addition for the court room. Leininger said that once the Courthouse is torn down we could build a Courtroom and probation offices. Monson said that he will go to the City Council meeting and discuss the building with them.

Leininger adjourned the meeting at 10:40 a.m. and reopened the meeting to discuss general updates.

Leininger adjourned the meeting at 10:45 a.m.

Lisa Zahl, County Coordinator

Kevin Leininger, Board Chairman

Traverse County 2019 Summary Budget Data

December 17, 2018

	2018 Budget					2019 Budget				
Revenues:		Revenue	Solid Waste	Building Fund	Road & Bridge	Social Services	TCC/PVP	LEC Bond	2019 Totals	
County Portion of Tax Levy	5,089,507.59	3,061,987.94		-	1,528,562.92	707,985.68		192,819.38	5,491,355.92	
Other Property Taxes	25,068.00	26,197.00							26,197.00	
State Aids used to reduce Levy	568,549.99	331,139.60			167,482.08	77,886.32			576,508.00	
All other Taxes	2,550.00	2,914.00							2,914.00	
Special Assessments	56,000.00	-	55,000.00						55,000.00	
Licenses & Permits	7,892.50	8,892.50							8,892.50	
Federal Grants	1,640,509.00	45,218.00			673,995.00	928,731.00			1,647,944.00	
State Categorical Aid/Grants	4,115,443.00	383,861.00			3,383,104.00	377,703.00			4,144,668.00	
Charges For Services	1,085,075.27	546,852.97			385,750.00	120,196.00			1,052,798.97	
Fines and Forfeits	-								-	
Interest on Investments	26,500.00	22,500.00							22,500.00	
Miscellaneous Revenue	538,837.72	147,766.96			59,250.00	36,794.00	342,000.00		585,810.96	
Transfers from Other Funds	151,306.65	99,142.89							99,142.89	
Total Revenues/Financing Sources	\$ 13,307,239.72	4,676,472.86	\$ 55,000.00	\$ -	\$ 6,198,144.00	\$ 2,249,296.00	\$ 342,000.00	\$ 192,819.38	\$ 13,713,732.24	
Expenditures:										
General Government	1,761,978.90	1,921,283.95							1,921,283.95	
Public Safety	1,919,216.58	2,013,838.32							2,013,838.32	
Road & Bridge/Maintenance	2,814,881.00				2,884,565.00				2,884,565.00	
Road & Bridge/Construction	3,085,000.00				2,639,076.00				2,639,076.00	
Sanitation	163,877.13	168,870.89							168,870.89	
Human Services	2,164,449.00					2,249,296.00			2,249,296.00	
Public Health	45,500.00	37,884.00							37,884.00	
Culture and Recreation	62,887.00	58,801.00							58,801.00	
Conservation of Natural Resources	478,261.59	389,094.70							389,094.70	
Economical Development	11,000.00	36,700.00							36,700.00	
Miscellaneous Expenditures	100,672.40				303,000.00		102,416.64		405,416.64	
Total Expenditures	\$ 12,607,723.60	4,626,472.86			\$ 5,826,641.00	\$ 2,249,296.00	\$ 102,416.64	\$ -	\$ 12,804,826.50	
Debt Service										
Principal	380,000.00						245,000.00	145,000.00	390,000.00	
Interest and Fiscal Charges	121,303.13						65,375.00	47,819.38	113,194.38	
Total Capital Outlay	272,000.00				416,300.00				416,300.00	
Transfers To Other Funds	151,306.65		99,142.89						99,142.89	
Total Expenditures/Financing Uses	\$ 13,532,333.38	\$ 4,626,472.86	\$ 99,142.89	\$ -	\$ 6,242,941.00	\$ 2,249,296.00	\$ 412,791.64	\$ 192,819.38	\$ 13,823,463.77	
Increase (Decrease) In Fund Balance	\$ (225,093.66)	50,000.00	\$ (44,142.89)	\$ -	\$ (44,797.00)	\$ -	\$ (70,791.64)	\$ -	\$ (109,731.53)	

Traverse County 2019 Levy

	2019 Gross	From	Gross Less	County	Disparity	2019 Net	2018 Net	% Increase/
	Levy	Reserves	Reserves	Program Aid	Aid	Levy	Levy	(Decrease)
Revenue Fund	3,393,127.54		3,393,127.54	252,060.97	10,728.55	3,130,338.01	2,878,297.87	
Road & Bridge Fund	1,740,842.00	(44,797.00)	1,696,045.00	125,991.95	5,362.64	1,564,690.41	1,453,602.50	
Social Services Fund	785,872.00		785,872.00	58,379.08	2,484.81	725,008.11	699,595.22	
Jail/LEC Bond	192,819.38		192,819.38	-	-	192,819.38	179,012.00	
TCC/PVP	70,791.64	(70,791.64)	-	-	-	-	-	
Solid Waste	44,142.89	(44,142.89)	-	-	-	-	-	
Totals	6,227,595.45	(159,731.53)	6,067,863.92	436,432.00	18,576.00	5,612,855.92	5,210,507.59	7.72%