

Traverse County Commission
Regular Board Meeting
January 3, 2023

The meeting was called to order at 9:00 a.m. by Commission Vice-Chair Kayla Schmidt. Other Commissioners present were Mark Gail, Dwight Nelson, Chad Metz and Jerrel Olson. The Pledge of Allegiance was recited. The selection of Commission Chairperson and Vice Chairperson was selected by rotation resulting in Kayla Schmidt as Chairperson and Mike Gail as Vice Chairperson. Metz moved to approve the appointments and with a second by Olson the motion was passed unanimously. Upon a motion by Gail and second by Nelson the agenda was unanimously approved. The December 20, 2022, meeting minutes were unanimously approved upon motion by Nelson and second by Gail.

County Coordinator

Kit Johnson provided the Board with copies of the Oath of Office for Board Commissioners and proceeded to swear in the 2023 County Commission. The following resolution was gone through and approved unanimously upon a motion by Gail and second by Nelson:

23-01
COUNTY OF TRAVERSE
2023 ORGANIZATION RESOLUTION

CHAIRMAN: The Chairman for 2023 will be District 2 Commissioner, Kayla Schmidt.

VICE CHAIRMAN: The Vice-Chairman for 2023 will be District 3 Commissioner, Mark Gail.

MEETINGS: Regular meetings of the Traverse County Board of Directors shall be held on the first and third Tuesday of every month. The first Tuesday at 9:00 a.m., the third Tuesday at 10:00 a.m. Any regular meeting that falls upon a holiday may be canceled or rescheduled. All meetings, including special and emergency meetings, shall be held at the Annex Room, in the Social Services building, unless the County Commissioners decide otherwise.

OFFICIAL NEWSPAPER: The official newspaper for the County of Traverse shall be the Traverse County Gazette News.

OFFICIAL COUNTY DEPOSITORIES: Kit Johnson, Traverse County Auditor/Treasurer was designated authority to make the depositories for the County funds.

COUNTY BILLS: Kit Johnson, Traverse County Auditor/Treasurer was authorized to pay the County bills.

ELECTRONIC PAYMENTS: Kit Johnson, Traverse County Auditor/Treasurer and his staff, Deputy Auditor/Treasurers I and II was designated authority to make electronic payment for the County funds.

ANNUAL BROKER CERTIFICATION: Kit Johnson, Traverse County Auditor/Treasurer is the designated authority to obtain annual broker certification as needed.

BONDING: Officers and employees that are required to be bonded shall be bonded through Minnesota Counties Intergovernmental Trust (MCIT).

CORONER: The official Traverse County Coroner shall be Dr. Stanley Gallagher.

BOARD MEMBER LIAISONS: Board Members shall serve as liaisons to the following specific departments/organizations: (see attached list)

ASSOCIATION OF MINNESOTA COUNTIES COMMITTEE LIST:

Environment & Natural Resources Policy Committee:	Chad Metz
General Government Policy Committee:	Kayla Schmidt
Health & Human Services Policy Committee:	Dwight Nelson
Public Safety Policy Committee:	Jerrel Olson
Transportation & Infrastructure Policy Committee:	Mark Gail

2023 AMC Voting Delegate Appointments:

Chad Metz	Dwight Nelson
Mark Gail	Kayla Schmidt
Lisa Zahl	Jerrel Olson
Chad Gillespie	Kit Johnson

EXPENSE REIMBURSEMENTS:

Mileage will be the current 2023 IRS rate.
Per diem rate for meetings for Commissioners \$75.00.

PERMIT FEE SCHEDULE, COUNTY PARK FEES:

Attached

HOUSING AND REDEVELOPMENT BOARD MEMEBERS (HRA):

John Nerenz – Term expires 10/4/2024
Matthew Smith – Term expires 10/4/2025
Monica Wilson – Term expires 10/4/2027
Jodi Hormann – Term expires 10/4/2026
Dwight Nelson – Term expires 10/4/2023 (unless someone else is appointed)

PLANNING COMMISSION/BOARD OF ADJUSTMENT BOARD MEMBERS:

Jerome Deal – Term expires April 2024
Steven Schmidt – Term expires April 2024
Doug Frisch – Term expires April 2024
James Kruger – Term expires April 2023
Dennis Zimbrick – Term expires April 2023

BOIS DE SIOUX WATERSHED DISTRICT BOARD MEMBERS:

Jerome Deal – Term expires May 2025
Allen Wold – Term expires May 2023
Steven Schmidt – Term expires May 2024

UPPER MINNESOTA RIVER WATERSHED DISTRICT BOARD MEMBER:

Jon Bork – Term expires August 2025 (3 -year term)

COUNTY SHORELINE MANAGEMENT OFFICER: Ben Oleson

EXTENSION COMMITTEE MEMBERS:

Dwight Nelson, Mark Gail, Kit Johnson, Lisa Zahl, Gary Findlay, Sara Gronfeld, Shelly Staebler, Julie Smith

PASSED AND ADOPTED this 3rd day of January, 2023

TRAVERSE COUNTY BOARD OF COMMISSIONERS

Kayla Schmidt, Board Chair

ATTEST:

Lisa Zahl, County Coordinator

The Board choose their Committee assignments for 2023.

Zahl presented the Board with the list of employees who have a county credit card. After review Gail moved to approve the employees listed, second by Olson and approved unanimously. Upon motion by Gail and second from Metz the following bills were approved unanimously.

Association of Minnesota Counties	4,175.00
Computershare Trust Company N.A.	210,292.50
MCCC	21,118.45
MN Counties Intergovernmental Trust	79,298.00
Morris Electronics	39,216.96
Northland Trust Services	171,563.75
Tritech Software Systems (Central Square)	7,417.44
Wahpeton Glass and Paint	14,899.80

Per M.S. §375.12, there were 13 claims of less than \$2,000.00 totaling \$7,909.00.

Upon a motion by Olson and second by Gail the Pro-West & Associates service agreement for 2023 in the amount of \$3,685.00 was approved unanimously. Zahl reminded the Commissioners about the Statement of Interest requirements by Public Officials for the year 2022 that needs to be done by January 20, 2023. Zahl began the discussion regarding the Board of Commissioners Meeting Procedures and Rules of Business. The Board reviewed the procedures and discussed the public comment period, which is presently held at the end of the meeting and each speaker is allotted 3 minutes to speak. There was discussion regarding the time limit. Upon a motion by Nelson with a second by Olson, the Board voted 4-1 to change the public comment period from the beginning of the regular meeting to the end, but leave the time limit at 5 minutes, Gail opposed.

Highway Department

County Engineer Chad Gillespie, and County Maintenance Supervisor Brian Koch appeared before the Board. Gillespie reported that he continues to work with FEMA on CAT B regarding a mileage agreement. He also said that his department appreciates the county landowners who are allowing them to put snow ridges in their fields to mitigate the drifting.

LEC

Sheriff Trevor Wright appeared before the Board, the jail occupancy for December which was at 44.32%. For 2022 they ended the year with a 60.61% occupancy rate, falling within the guidelines of the Minnesota Department of Corrections. He also said that his office has found a new medical services provider, Advance Correctional Health Care Services, since the previous provider filed bankruptcy at the end of 2022, and he needs approval to accept a contract with them. There will be a price increase of \$20,000 if they go with option 1. Upon a motion by Gail with a second by Nelson, the motion passed unanimously. Wright provided the Board with copies of "2911 Rules" which is a guiding document of policies and procedures his office complies with. Wright asked for approval of the 2023 fee schedule. Upon a motion by Nelson with a second by Metz, the motion passed unanimously.

County Attorney

County Attorney Matt Franzese appeared before the Board with a Legal Memorandum regarding Riverview LLP's request for a permit for their stormwater basin at their Dollymount site. In September of 2022 Riverview LLP submitted a Land Use Permit Application to construct a pump building and a large stormwater basin with dimensions of 255' x 505' x 40'. Franzese recommended that the Board deny the Land Use Permit and require that they submit a Conditional Use Permit, since the stormwater basin represents a change in their original conditional use permit, pursuant to Section 14.04 of the County's Land Use Ordinance. Upon a motion by Nelson with a second by Olson, the Board unanimously approved the County Attorney's recommendation to require the Riverview LLP submit a conditional use permit application for the stormwater basin.

Soil and Water Conservation District

District Manager Sara Gronfeld appeared before the Board with a department update. Gronfeld reported that no new permits applications have been received for the Subsurface Sewage Treatment System Program and that the year-end reporting is underway. Year-end reporting is also underway for Wetland Conservation Act and the Delegated County Feedlot Program. The One Watershed One Plan; Bois de Sioux-Mustinka Plan Steering Committee; and the Policy Committee meeting is scheduled for January 5, 2023. The Upper Minnesota River Planning Steering and Advisory Committee meeting is scheduled for January 9, 2023. The next regular SWCD meeting is January 12, 2023.

Public Comment Period

There were no public comments.

Commissioner Committee Reports

Schmidt reported that County Food Shelf Coordinator Dawn Krump had been in touch with her. Krump invited the Board to observe operations at the facility on January 12, 2023 and has asked the Board to reconsider the sale of the building.

Schmidt adjourned the meeting at 10:13 a.m.

Lisa Zahl, County Coordinator

Kayla Schmidt, Chair