

Traverse County Commission
Regular Board Meeting
February 4, 2025

The meeting was called to order at 9:00 a.m. by Commission Chair Jerrel Olson. Other Commissioners present were Dwight Nelson, Chad Metz, and Kayla Schmidt. The Pledge of Allegiance was recited. Upon a motion by Schmidt and second by Metz, the agenda was unanimously approved with the addition of the Audit Engagement Letter, Legal Secretary Position and Grade, and the 2025 Law Enforcement Amendment for the City of Browns Valley. There were no conflicts of interest expressed. The January 21, 2025, regular meeting minutes were unanimously approved upon a motion by Metz and second by Nelson.

Highway Department

County Engineer Chad Gillespie, and County Maintenance Supervisor Brian Koch appeared before the Board. Gillespie asked for approval of final payment for SAP 078-604-025 (CSAH 4) to Mark Sand and Gravel for \$20,220.32, this was approved upon a motion by Metz, seconded by Nelson, and approved unanimously. The following resolution was approved unanimously upon a motion by Schmidt and seconded by Metz:

Traverse County

County State Aid Highway Funds Advance Resolution

WHEREAS, the County of **Traverse** is planning to implement County State Aid Street Project(s) in **2025** which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

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|---|-----------------------------|
| Account Balance as of date 1-29-2025 | \$1,645,927.78 |
| Less estimated disbursements: | |
| Project # SP 078-615-017 | \$2,509,239.02 |
| Project # SAP 078-609-021 | \$2,073,618.20 (Reg) |
| Bond Principle (if any) | \$_____ |
| Project Finals (overruns-if any) | \$127,967.42 |
| Other _____ | \$_____ |
| Total Estimated Disbursements | \$4,710,824.64 |
| Advance Amount (amount in excess of acct balance) | \$1,300,000.00 |
| 2025 STIP | \$500,000.00 |
| 2025 Allocation | \$2,439,879.00 |
| Total Allocation + Balance | \$5,885,806.78 |

WHEREAS, repayment of the funds so advanced will be made in accordance with the

provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, Be It Resolved: That the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of **Traverse** in an amount up to **\$1,300,000.00** in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

I, _____, duly appointed and qualified Auditor in and for the
County of _____,
do hereby certify that the above is a true and full copy of a resolution
duly adopted by the County Board of _____ County, State of Minnesota, assembled in
regular/special session on the
_____ day of _____, 20____.

County of _____

County Auditor

Gillespie gave updates on the following information items: Bridge Project, the deck was poured on Thursday the 30th, and the contractor had to come up with a cold weather protection plan. Wheelage Tax information was given, Gillespie will bring this up at the Annual Township meeting on February 13, 2025. Gillespie explained the Water Line estimate for the City of Dumont, this City would be responsible for payment.

Law Enforcement Center

Sheriff Trevor Wright appeared before the Board, the jail occupancy for January was at 33.94%. Schmidt asked if we were putting any consideration into increasing the daily jail rates. Our rates are \$85.00 a day. Wright contacted each Jail Administrator and put together a daily jail rate spreadsheet, the only one he didn't hear from was Hennepin County. The rates range from \$55.00 to \$126.00 a day, two counties have a higher rate than Traverse. When Wright took office the rates were \$55.00/day and our District worked together to raise the rates which have gone up to \$85.00/day. Nelson made a motion to raise the rates to \$120.00/day, second by Schmidt followed by a discussion. The motion failed, 2 - 2 with Olson and Metz opposed. Metz wants to be sure that we are going to continue working on a solution. Wright was asked to reach out to see contracts from other counties, Metz thinks this should be the first step before raising the rates. Wright explained that he is working on staffing and will be attending a job fair at Alexandria Technical College.

Soil and Water Conservation District

District Administrative Manager Sara Gronfeld appeared before the Board with a department update. The county program updates were provided, and annual reporting was completed and submitted for all programs. Wetland Conservation Act has some upcoming staff training, and the Feedlot Program annual review is scheduled. One Watershed One Plan/Comprehensive Watershed Management updates were delivered, Bois de Sioux Mustinka Plan project designs are completed and Upper Minnesota River Plan project development and engineering are underway. Soil and Water Conservation District updates include an annual report summary, grant and project reporting is completed, RCPP soil health grants are upcoming, and Natural Resources Conservation Service staffing is limited.

Auditor/Treasurer

Auditor/Treasurer Kit Johnson appeared before the Board. The audit engagement letter was explained and signed. The Prairieview Place Insurance Appraisal has been completed. Our insurance carrier MCIT wouldn't insure an independent living facility, there aren't many insurance companies that do insure this type of building but we did find another company. We wanted to make sure we were insuring it at the correct amount, the appraisal came back at \$3,310,000.00.

County Coordinator

There was a motion by Metz to close the meeting to discuss strategy for labor negotiations per Minnesota Statute 13D.03, seconded by Nelson and approved unanimously. There was a motion by Metz to open the meeting, second by Schmidt, and approved unanimously.

Upon motion by Nelson and a second from Schmidt, the following bills were approved unanimously.

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| DIVERSIFIED REAL ESTATE SERVICES, INC. | \$6,000.00 |
| HILLYARD – HUTCHINSON | \$4,709.57 |
| HOMETOWN PLANNING | \$3,092.50 |
| HORIZON PUBLIC HEALTH | \$6,827.25 |
| NORTHLAND BUSINESS SYSTEMS, INC. | \$3,043.34 |
| RAINBOW RIDER | \$8,555.54 |
| STEVENS COUNTY SHERIFF'S OFFICE | \$3,050.00 |
| TRAVERSE COUNTY SOIL & WATER SERV | \$15,000.00 |
| TEAM LABORATORY CHEMICAL, LLC | \$77,450.00 |
| MINNEWASKA COMMUNITY HEALTH SERV | \$19,968.18 |

Per M.S. §375.12, there were 29 claims of less than \$2,000.00 totaling \$13,004.93.

The Public Hearing Rules of Business were discussed. There was a motion by Schmidt to add, time can be yielded to the speaker, second by Metz and approved unanimously. Upon a motion by Schmidt, second by Metz, and approved unanimously, Kayla Kleindl was appointed the County Assessor upon the retirement of Dianne Reinart beginning March 3, 2025. Upon a motion by Schmidt and second by Nelson, Kleindl will be placed at a grade 8 step 5 upon her appointment as the County Assessor, which was approved unanimously. The Legal Assistant position and grade placement, grade 13 on the Baker Tilly wage scale and grade 4 on the DDA wage scale were both approved unanimously upon a motion by Schmidt and second by Nelson. This will be sent to the AFSCME union for approval. Upon a motion by Metz and second by Nelson the First Amendment to 2024 agreement for Law Enforcement with the City of Browns Valley was approved unanimously.

Public Comment Period

There was a question regarding whether the Assessor's Office would offer assessment services now or after the locals retire. A comment was made that there was a good discussion regarding the jail rates today.

Commissioner Committee Reports

Schmidt attended the Viking Library Board, Bois de Sioux Watershed, Law Library, Emergency Service Board, and Minnesota Rural Counties. Nelson attended the Western Prairie Executive Committee and the Personnel Committee.

Olson adjourned the meeting at 10:57 a.m.

Lisa Zahl, County Coordinator

Jerrel Olson, Chair