

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – August 16, 2016**

CALL TO ORDER

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Paul Wright at the Glencoe City Center. Commissioners Shimanski, Nagel and Krueger were present. Commissioner Nies had an excused absence. County Administrator Patrick Melvin, Administrative Assistant Donna Rickeman and County Attorney Michael Junge were also present.

PLEDGE OF ALLEGIANCE

At the request of the Board Chair, all present recited the Pledge of Allegiance.

CONSIDERATION OF AGENDA ITEMS

Nagel/Krueger motion carried unanimously to approve the agenda.

CONSENT AGENDA

- A) August 2, 2016 Meeting Minutes and Synopsis.
- B) August 3, 2016 Auditor's Warrants.
- C) August 5, 2016 Auditor's Warrants.
- D) August 8, 2016 Auditor's Warrants.
- E) Approve Mining Conditional Use Permit 16-17 applied for by Thomas and LaMae Maiers for continued excavation of gravel mining, to include crushing, stockpiling, and recycling of concrete and bituminous material within the existing surveyed area. The restoration will be used for wildlife purposes. This property is located in Section 30 of Collins Township.

The Collins Township Board recommended approval at their meeting on June 14, 2016. The Preston Lake Township Board has no opposition. The McLeod County Planning Commission recommended approval on July 27, 2016 with the following conditions:

- 1) A \$10,000 bond shall list both Preston Lake Township and Collins Township.
- 2) The hours of operation shall be 6:00 AM to 8:00 P.M.
- 3) No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
- 4) All MPCA Permits shall be maintained.

- 5) All gravel pit conditions shall be adhered to, such as maintaining the haul route and applying appropriate dust control measures.
- 6) Applicant shall follow restoration plan with backsloping at a 4:1 grade.
- 7) Applicant shall notify Zoning Office as restoration takes place so an inspection can be made.
- F) Approve payment to McLeod County Dare and Hunger Free McLeod Backpack programs in an amount not to exceed \$5,000 for the Penny per Pound program for PET plastic collected from March 2015 to February 2016.
- G) Approve renewal of Abatement Facility License for the Waste Management Demolition Landfill to operate as a demolition disposal facility from July 1, 2016 to June 30th, 2017.
- H) Approve renewal of Abatement Facility License for Spruce Ridge Resource Management Facility to operate as a recycling, MSW, and demolition disposal facility from July 1, 2016 to June 30th, 2017.
- I) Approve the change to paper drive rebate program to reflect a 60% rebate for less than 5 tons, 65% rebate for 5-10 tons, and a 70% rebate for fiber exceeding 10 tons per event.
- J) Approve submittal of an Environment Assistance grant to the MPCA, from Solid Waste, to assist in waste handling and processing for agricultural and other problem materials.
- K) Approve School Nursing Contract between McLeod County Public Health and New Discoveries Montessori Academy (Hutchinson, MN) to provide 4 hours/week of Registered Nursing Services for 38 weeks @ \$40/hour for the 2016-2017 School Year.
- L) Approve School Nursing Contract between McLeod County Public Health and Lester Prairie School District #424 to provide 6 hours/week of Registered Nursing Services for 38 weeks @ \$40/hour for the 2016-2017 School Year.
- M) Approve School Nursing Contract between McLeod County Public Health and New Century Academy (Hutchinson, MN) to provide 4 hours/week of Registered Nursing Services for 38 weeks @ \$40/hour for the 2016-2017 School Year.
- N) Appoint Donna Rickeman to replace Pat Melvin on Wellness Committee.

Nagel/Krueger motion carried unanimously to approve the consent agenda.

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund	\$72,866.18
Road & Bridge Fund	\$81,182.74
Solid Waste Fund	\$148,788.58
Special Revenue Fund	\$56.99

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$302,894.49 from the aforementioned funds.

CONTEGRITY GROUP – Construction Manager Sam Lauer

- A) Sam Lauer with Contegrity informed the Board following the heavy rains; crew only lost the next day of work with no damages. Currently in the middle of doing footings and foundation with water proofers coming next week. Steel is being made and will be available for delivery in a couple weeks. Precast is in production and set for delivery September 12th.

Excavators are working on Judd Avenue. All utilities will be hooked up and pressure tested with curb and gutter put in by the end of the month.

ROAD AND BRIDGE – Engineer John Brunkhorst

- A) John Brunkhorst requested approval to rescind Resolution 16-RB04-15 which was approved on April 5, 2016.

Shimanski/Wright motion carried unanimously to rescind Resolution 16-RB04-15 which was approved on April 5, 2016.

- B) John Brunkhorst requested adoption of Resolution 16-RB04-15-REV for the jurisdictional State Aid road transfer of County State Aid Highway 25 in the City of Hutchinson in accordance with the cooperative agreement that was approved on 9/6/11.

MnDOT has informed us that the road needs to be described to the centerline rather than the right of way limits, which was how the original resolution was worded.

Wright/Krueger motion carried unanimously to adopt Resolution 16-RB04-15-REV for the jurisdictional State Aid road transfer of County State Aid Highway 25 in the City of Hutchinson in accordance with the cooperative agreement that was approved on 9/6/11.

- C) John Brunkhorst requested approval of MnDOT Agreement 1026236 and corresponding Resolution 16-RB08-28 for federal participation in preliminary engineering for SP 43-070-014, County Road Safety Plan Update.

This project will update the County Road Safety Plan (CRSP) which was done in 2010-2011. 16 Counties are planned to be a part of this CRSP update. The 2010-2011 CRSP was prepared as part of the Minnesota statewide highway safety planning process. The Plan was data driven, with a goal to

reduce severe crashes by documenting at-risk locations, identifying effective safety improvement strategies and better positioning the county to compete for available safety funds. McLeod County's Plan included a description of the Safety Emphasis Areas, Identification of a short list of high priority, low-cost Safety Strategies and documentation of at-risk locations along the County's highway system that are considered candidates for safety investment.

Estimated Project cost: \$100,000

Federal Funds - \$80,000

State Aid Funds - \$20,000

Wright/Shimanski motion carried unanimously to approve the MnDOT Agreement 1026236 and corresponding Resolution 16-RB08-28 for federal participation in preliminary engineering for SP 43-070-014, County Road Safety Plan Update.

PUBLIC HEALTH –Director Jennifer Hauser

- A) Jennifer Hauser requested approval of contract agreement between Metropolitan Area Agency on Aging, Inc. and McLeod County Public Health for the provision of Living Well with Chronic Conditions: Chronic Disease Self-Management (CDSM) workshops which will be staffed by McLeod County Public Health. The term of this agreement will commence on July 6, 2016 and continue until November 15, 2017.

CDSM helps individuals with chronic conditions learn how to manage and improve their health. The program focuses on challenges that are common to individuals living with any chronic condition, such as pain management, nutrition, exercise, medication use, emotions, and communicating with doctors.

Research shows that persons who complete this program have improved symptom management, more active lives, less depression, better quality of life and fewer sick days, along with lower medical costs compared to those who have not completed the program.

Public Health has been providing these workshops in the community since 2011. We have charged a nominal fee of \$5.00 per participant.

With this contract, Public Health has an opportunity to be reimbursed \$125 per participant through Minnesota River Area Agency on Aging (MNRAAA) grant. This will help to cover staffing costs and allow for more outreach. MNRAAA is working with insurance companies with the goal that by the end of this grant period there will be ongoing insurance reimbursement.

Shimanski/Nagel motion carried unanimously to approve contract agreement between Metropolitan Area Agency on Aging, Inc. and McLeod County Public Health for the provision of Living Well with Chronic Conditions: Chronic Disease Self-Management workshops which will be staffed by McLeod County Public Health.

- B) Jennifer Hauser requested approval of Memorandum of Understanding between Grand Canyon University College of Nursing and McLeod County Public Health to fulfill the Public Health Nursing clinical experience for graduate student Beth Jerabek.

The purpose of this Memorandum of Agreement is to outline the terms of the Public Health Nursing clinical learning experience for Grand Canyon University and Health Care Professions student, Beth Jerabek, and McLeod County Public Health and Jennifer Hauser to work collaboratively to fulfill the clinical field experience requirements for the Masters of Nursing degree. The time periods will be mutually arranged and agreed upon by the preceptor/mentor and the student within the field experience course dates.

Shimanski/Nagel motion carried unanimously to approve Memorandum of Understanding between Grand Canyon University College of Nursing and McLeod County Public Health to fulfill the Public Health Nursing clinical experience for graduate student Beth Jerabek.

PARKS – Director Al Koglin

- A) Al Koglin requested approval to hire firm to design the rebuilding of main bathhouse at the campgrounds in Piepenburg Park.

Bathhouse is over 30 years old. Plan is to keep the current shell and remodel into 4 family bathrooms. Plan would need to be approved by the Department of Health.

Wright/Krueger motion carried unanimously to hire a firm to design the rebuilding of main bathhouse at the campgrounds in Piepenburg Park at a cost not to exceed \$10,000.

- B) Al Koglin requested adoption of Resolution 16-CB-29 Support for the Legacy Grant application for the Dakota Rail Trail.

The Dakota Rail Trail grant application is for the construction of 18 miles of paved, multi-use trail between the McLeod/Carver County line and the City of Hutchinson in McLeod County along the Dakota Rail corridor. This year

the county is not responsible to contribute any matching funds. It is estimated that paving 18 miles will cost approximately \$ \$3,220,997.70.

As part of the application McLeod County would assure the Dakota Rail Trail will be maintained for a period of no less than 20 years. Wright County's cost is \$750-\$1,000 per mile for trail maintenance including mowing, spraying and clean up.

Nagel/Paul motion carried to table until August 30th board meeting until further details of the maintenance cost can be evaluated.

Roll Call Vote: Krueger - No, Nagel – Yes, Shimanski – Yes, Wright – Yes.

SHERIFFS OFFICE – Chief Deputy Sheriff Tim Langenfeld

- A) Tim Langenfeld requested approval of out-of-state travel for Barb Rieger – Software Specialist, Leah Moll – Dispatcher and Loni Schroeder – Correctional Officer to attend the Users Conference for law enforcement software (Zuercher, formally LETG) in Sioux Falls, South Dakota, September 14th through September 16th, 2016. There is no charge to attend conference, only expenses will be lodging, some meals and mileage at an estimated cost of \$900.00.

This is the Software provider for the Sheriff's Office and all the Police Departments in the county. Zuercher's mail office is located in the South Dakota. In the past, this conference was held in St. Cloud.

Nagel/Shimanski motion carried unanimously to approve out-of-state travel for Barb Rieger – Software Specialist, Leah Moll – Dispatcher and Loni Schroeder – Correctional Officer to attend the Users Conference for law enforcement software (Zuercher, formally LETG) in Sioux Falls, South Dakota, September 14th through September 16th, 2016.

BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna

- A) Scott Grivna requested approval to replace the existing Trane BAS at the North Complex with Alerton from NAC Mechanical & Electrical Services (Vadnais Heights, MN) for a cost of \$16,950.00 with funding coming from County Buildings Major Repairs.

Wright/Shimanski motion carried unanimously to approve the replacement of the existing Trane BAS at the North Complex with Alerton from NAC Mechanical & Electrical Services (Vadnais Heights, MN) for a cost of \$16,950.00 with funding coming from County Buildings Major Repairs.

- B) Scott Grivna requested approval to purchase an Uninterrupted Power Supply (UPS) Redundant Battery Cabinet from Mitsubishi Electric (Minneapolis, MN) for a cost of \$15,460.00 with funding coming from Information Technology Capital Equipment Budget.

Additional quote received: DC Group (Charles, Kentucky) \$13,195.43 which does not include an electrician for all electrical work.

Wright/Nagel motion carried unanimously to approve the purchase of an Uninterrupted Power Supply (UPS) Redundant Battery Cabinet from Mitsubishi Electric (Minneapolis, MN) for a cost of \$15,460.00 with funding coming from Information Technology Capital Equipment Budget.

PLANNING & ZONING –Assistant Administrator Marc Telecky

- A) Marc Telecky requested approval of Rezoning Application 16-01 for Frank Kaczmarek and Gerald Kasella to rezone a 2.62 acre tract of an existing platted lot from Agricultural to Highway Business in order to construct a mini-storage unit. The property is serviced by County Road 2, adjacent to the Luce Line Trail and located within 2 miles of the City of Silver Lake. The property is described as Lot 001, Block 001 of Condon Subdivision in Section 27 of Hale Township.

Per the McLeod County Zoning Ordinance, mini-storage and warehousing is a permitted use within the Highway Business District. Hale Township recommended approval July 14, 2016. The Planning Advisory Committee unanimously recommended approval July 27, 2016.

Shimanski/Krueger motion carried unanimously to approve Rezoning Application 16-01 for Frank Kaczmarek and Gerald Kasella to rezone a 2.62 acre tract of an existing platted lot from Agricultural to Highway Business in order to construct a mini-storage unit. The property is serviced by County Road 2, adjacent to the Luce Line Trail and located within 2 miles of the City of Silver Lake.

SOLID WASTE – Coordinator Sarah Young

- A) Sarah Young requested approval purchase a ZW3000 Screw Compactor with precrusher for processing expanded polystyrene (EPS) from Zero Waste (Stephensville, TX) for a total project cost of \$53,425.00 with funding of \$50,000 coming from a grant from the Foam Packaging Institute.

Pricing includes purchase, installation, training, delivery, and electrical upgrades.

It is estimated that the cost savings will be \$3,500-\$7,000 per year of disposal fees. Currently not getting any revenue from this material but once compacted can sell to businesses in Minnesota or Iowa with value of \$25/ton.

Wright/Krueger motion carried unanimously to approve the purchase of a ZW3000 Screw Compactor with precrusher for processing expanded polystyrene (EPS) from Zero Waste (Stephensville, TX) for a total project cost of \$53,425.00 with funding of \$50,000 coming from a grant from the Foam Packaging Institute.

ATTORNEYS OFFICE – Attorney Mike Junge

- A) Mike Junge requested approval of State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension Joint Powers Agreement on behalf of its County Attorney and Sheriff and adoption of corresponding Resolution 16-CB-30.

Nagel/Shimanski motion carried unanimously to approve of State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension Joint Powers Agreement on behalf of its County Attorney and Sheriff and adoption of corresponding Resolution 16-CB-30.

- B) Mike Junge requested approval of Court Data Services Subscriber Amendment to CJDN Subscriber Amendment.

Nagel/Shimanski motion carried unanimously to approve of Court Data Services Subscriber Amendment to CJDN Subscriber Amendment.

SOCIAL SERVICES – Director Gary Sprynczynatyk

- A) Gary Sprynczynatyk requested adoption of Resolution 16-CB-31 authorizing Social Service Director as authorized representative to sign Joint Powers Agreement with Department of Public Safety, Bureau of Criminal Apprehension (BCA) and Social Service Supervisor as authorized representative designee.

Wright/Nagel motion carried unanimously to adopt Resolution 16-CB-31 authorizing Social Service Director as authorized representative to sign Joint Powers Agreement with Department of Public Safety, Bureau of Criminal Apprehension (BCA) and Social Service Supervisor as authorized representative designee.

COUNTY ADMINISTRATION

A) Pat Melvin requested consideration of August 2, 2016 Personnel Recommendations.

1. Discuss hiring a full-time Public Health Nurse (grade 24) or Registered Nurse (grade 22) to replace a Licensed Practical Nurse (grade 15) due to resignation.

Recommendation: Hire full-time Public Health Nurse (grade 24) or Registered Nurse (grade 22) to fill the vacancy of the Licensed Practical Nurse (grade 15). The budget difference will be made up by the PHN or RN receiving reimbursement for home visits which we were not receiving with the LPN visits. And the PHN or RN will be able to do a larger range of duties.

Shimanski/Nagel motion carried unanimously to hire full-time Public Health Nurse (grade 24) or Registered Nurse (grade 22) to fill the vacancy of the Licensed Practical Nurse (grade 15).

2. Discuss filling vacancy for part-time (28 hours) Social Worker (grade 22) in Social Services.

Recommendation: Hold off in filling the position for 3-4 months and re-evaluate the caseload at that time.

3. Discuss re-classifying 2 incumbents in Social Services.

Recommendation: Re-classify employees in the Office Support Specialist, Sr. (grade 11) and Family Service Aide II (grade 15) to Case Aide (grade 14) to reflect more accurately the duties performed by the staff that has evolved over the years.

After further discussion, the Personnel Committee will bring this back to the board at a later date to re-evaluate.

4. Discuss additional Social Services Supervisor position.

Recommendation: Hire full-time Social Service Supervisor (grade 27). This is a new position to reallocate the workload and number of staff each of the Social Service Supervisors will supervise.

Shimanski/Wright motion carried unanimously to hire full-time Social Service Supervisor (grade 27).

5. Discuss Director position for Resource Management Division.

Recommendation: Hire Recycling Floor Lead (grade 17) and Household Hazardous Waste Lead (grade 20).

Further discussion was had in regards to hiring a Resource Manager and Recycling Floor Lead (grade 17). It was determined that further discussion will take place in regards to these positions.

Wright/Krueger motion carried unanimously to hire a Household Hazardous Waste Lead (grade 20).

6. Discuss Memorandum of Agreement for MNPEA - Communication Officer/Correctional Officer Unit.

Recommendation: Approve Memorandum of Agreement for MNPEA regarding the schedule for Communication Officers.

Under the Fair Labor Standards Act (FLSA) there can be certain exemptions to the normal requirement of paying overtime to non-exempt employees after 40 hours worked per week. Employees can be scheduled to work on an 2080 Plan – allowing employees to work an average of 40 hours per week over a 52-week period. Currently it was determined that our Communication Officers were being scheduled based on this exemption but we did not have approval from the MNPEA Union. This MOA will correct this. The penalty for this would be to pay overtime to affected employees for the hours that they should have received overtime for, for a look back period of 2 years. This total cost has been calculated to be \$13,842.10, which is in the Sheriff Department budget.

Shimanski/Nagel motion carried unanimously to approve Memorandum of Agreement for MNPEA regarding the schedule for Communication Officers.

- B) Pat Melvin requested approval of Program Agreement between University of Minnesota and McLeod County/McLeod for Tomorrow for the Leadership Program, September 2016 – May 2017.

Wright/Nagel motion carried unanimously to approve Program Agreement between University of Minnesota and McLeod County/McLeod for Tomorrow for the Leadership Program, September 2016 – May 2017.

- C) Pat Melvin informed the Board that McLeod County has received a dividend payment of \$65,666 for Worker's Compensation and \$76,243 for Property/Casualty from Minnesota Counties Intergovernmental Trust

(MCIT) for the 2015 coverage year. The County is fortunate to have a collaborative organization like MCIT that returns insurance money not spent throughout the year and rewards Counties for taking steps to be proactive and limit losses.

D) Pat Melvin notified the Board of the annual McLeod County employee pork chop feed, Thursday, September 1st 11:00 AM-1:00 PM at North Complex.

Nagel/Krueger motion carried unanimously to recess at 11:02 a.m. until 9:00 a.m. August 30, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator