

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES – August 30, 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 Nies, Shimanski, Nagel and Krueger were present. 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**

- A) Add under Administration Item G: Consider approval to hire a Technical Specialist I (Grade 11) for Sheriff's Department due to resignation.

**Nies/Nagel motion carried unanimously to approve the agenda as revised.**

**CONSENT AGENDA**

- A) August 16, 2016 Meeting Minutes and Synopsis.
- B) August 12, 2016 Auditor's Warrants.
- C) August 19, 2016 Auditor's Warrants.
- D) August 22, 2016 Auditor's Warrants.
- E) Approve Highway Department 2015 Annual Report.
- F) Approve Pat Melvin's mid-year performance evaluation summary.

**Nies/Krueger motion carried unanimously to approve the consent agenda.**

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue Fund	\$90,403.91
Road & Bridge Fund	\$21,728.31
Solid Waste Fund	\$67,644.33
Human Service Fund	\$512.00

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$180,288.55 from the aforementioned funds.**

## **RECORDERS OFFICE – Recorder Lynn Ette Schrupp**

- A) Lynn Ette Schrupp requested approval to purchase software and services for LandScan, Land Notification, Interface with Auditor-Treasurers Integrated Financial System (IFS) and Interface with GeoMoose from TriMin Government Systems (Roseville, MN) at a cost of \$75,600 with funding coming from the Recorders Technology and Modernization Funds.

LandScan is an auto indexing application that utilizes Optical Character Recognition (OCR) technology with rule based logic to identify key recording information. Land Notification is a property/mortgage fraud prevention module that will assist McLeod County property owners in preventing fraud by arming them with information about documents being recorded against their name, business or property. Interface with Auditor-Treasurers Integrated Financial System (IFS) will allow for specified data fields to be sent electronically from LandLink to IFS by the Recorders Office. Interface with GeoMoose will allow for LandLink/LandShark to pass Grantor/Grantee or Parcel ID information to the GeoMoose application and also allow GeoMoose to pass information to LandLink/LandShark.

McLeod County is receiving a \$15,000 discount to purchase all modules at one time.

**Nies/Krueger motion carried unanimously to approve the purchase of software and services for LandScan, Land Notification, Interface with Auditor-Treasurers Integrated Financial System (IFS) and Interface with GeoMoose from TriMin Government Systems (Roseville, MN) at a cost of \$75,600 with funding coming from the Recorders Technology and Modernization Funds.**

## **INFORMATION TECHNOLOGY – Director Vince Traver**

- A) Vince Traver requested approval to purchase a new flatbed scanner for the Records office from Information Systems Corporation (Fargo, ND) at a cost of \$10,945 with funding coming from the Recorders Technology Fund.

The current scanner hardware and software is no longer supported by the manufacturer. The scanner has a scratch on the glass that cannot be fixed, no parts can be purchased for it and it doesn't work with the new pcs and operating system. ISC is our current image support company and has recommended this scanner as well as shown the Scanner model is being used by other counties.

**Shimanski/Krueger motion carried unanimously to approve the purchase of a new flatbed scanner for the Records office from Information Systems Corporation (Fargo, ND) at a cost of \$10,945 with funding coming from the Records Technology Fund.**

- B) Vince Traver requested approval to send out Request for Proposals for a new Security/Surveillance system.

The County Attorney has reviewed the document and it's ready to be released to the public for responses. There currently are four access reader systems that run and are managed individually, one Honeywell and three Kerisys systems. Goal is to have one solution for better management and administration. Currently there are no access readers for the courthouse so it's long been a need to add an access system after the remodel. Currently have numerous camera systems that Information Technology would like to get under one centralized system, as well as adding cameras in the courthouse.

**Nagel/Shimanski motion carried unanimously to allow Information Technology to send out Request for Proposals for a new Security/Surveillance system.**

**VETERAN SERVICES – Veteran Services Officer Jim Lauer and Assistant Veteran Services Officer Cassasndra Carrigan**

- A) Jim Lauer requested approval to transfer 2005 Sprinter Passenger Van from Veteran Services to the County Fleet with consideration in the amount of \$5,000.00 to be paid to the Veterans Van Replacement Fund from the Central Services Capital Assets Fund.

Once the 2016 Ford Flex authorized for purchase per County Board action on March 01, 2016 was placed into operation, guidance was to be sought for the disposition of the 2005 Sprinter Passenger Van purchased with Special Fund dollars. The new vehicle has been operating since July 17, 2016. The County fleet manager and Zoning staff have test driven the Sprinter and recommend it be transferred from Veteran Services to the County Fleet with consideration in the amount of \$5,000.00 to be paid to the Veterans Van Replacement Fund from the Central Services Capital Assets Fund.

**Nies/Nagel motion carried unanimously to approve the transfer of 2005 Sprinter Passenger Van from Veteran Services to the County Fleet with consideration in the amount of \$5,000.00 to be paid to the Veterans Van Replacement Fund from the Central Services Capital Assets Fund.**

- B) Cassandra Carrigan presented the annual report on Beyond the Yellow Ribbon. The McLeod County Yellow Ribbon is here to provide support and

information to veterans, and those looking to support veterans. The organization is looking to position itself as a clearing house for all veteran related resources available in McLeod County.

Accomplishments this past year include: Annual Welcome Home Recognition Event; stakeholder engagement; participated in the Back-to-School Brigade Program; assistance provided for deployed service members including lawn care and moving assistance for family; Veteran and Family Flu Shot Clinic in partnership with Veteran Services and Public Health; participated in Minnesota State Fair's Military Appreciation Day.

Focus for upcoming year will be to continue growing the resource listing and opportunities for stakeholder engagement and training.

### **PUBLIC HEALTH – Director Jennifer Hauser**

- A) Jennifer Hauser requested approval of the 2017 Minnesota Uninsured and Underinsured Adult Vaccine Program Annual Provider Agreement, between the Minnesota Department of Health and McLeod County Public Health.

The Minnesota Department of Health, with federal funding, is providing vaccines to uninsured and underinsured adults (19 years and older) throughout the state. Local public health agencies and clinics were selected through an application process and will participate in this program to provide vaccinations to eligible adults October 1, 2016 - September 30, 2017. This program is referred to as UUAV (uninsured and underinsured adult vaccine).

**Shimanski/Nagel motion carried unanimously to approve the 2017 Minnesota Uninsured and Underinsured Adult Vaccine Program Annual Provider Agreement, between the Minnesota Department of Health and McLeod County Public Health.**

### **PARKS – Director Al Koglin**

- A) Al Koglin requested approval to hire Foster Mechanical (Hutchinson, MN) to replace 2 air conditioner units in the commercial building at a cost of \$6,120 with funding coming from the 2016 fairground budget.

Additional quotes received: AE Mechanical (Hutchinson, MN) \$6,874.68 and Mikolichek Plumbing (Winsted, MN) \$9,360.

**Nagel/Nies motion carried unanimously to hire Foster Mechanical (Hutchinson, MN) to replace 2 air conditioner units in the commercial building at a cost of \$6,120 with funding coming from the 2016 fairground budget.**

- B) Al Koglin requested adoption for tabled request from August 16<sup>th</sup> board meeting of Resolution 16-CB-29 Support for the Legacy Grant application for the Dakota Rail Trail.

The issue had been tabled when concerns were raised about a 20-year commitment to maintain the trail. The cities of Hutchinson and Lester Prairie have indicated they would take care of maintenance of portions of the trail within their city limits which would pare down the county's portion of trail to maintain from 18 to 14 miles. Al Koglin admitted it was difficult to predict actual maintenance cost because most trails are owned by the DNR, not by the county. After some further investigation, estimated costs for maintenance will be about \$452 a mile down from the \$750 to \$1,000 per mile estimated at the last meeting.

The County Board did open the meeting for public comment, most of which echoed similar concerns raised about paving the Luce Line Trail.

There were a number of people in attendance who were opposed to the paving of the Dakota Rail Trail. Opposition included comments whether the trails bring economic benefit, barring horses from using the trail when they spend significant money in the county, barring ATV's and snowmobiles if they use studs and debate on who benefits from the trails.

There also were a number of people in attendance who were in support of paving the Dakota Rail Trail. Support included comments of utilizing legacy dollars, amenities drawing workers to communities, trails have drawn business to that community and paved trails provide more access to bikers, rollerbladers and parents with strollers.

**Krueger/Nagel motion carried unanimously to close public comment.**

**Nies/Nagel motion carried to adopt Resolution 16-CB-29 Support for the Legacy Grant application for the Dakota Rail Trail.**

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

## **COUNTY ADMINISTRATION**

- A) Pat Melvin requested approval of the recommendation from McLeod/Sibley/Trailblazer Health Insurance Pool to increase health insurance premiums by 12%. There has been no increase to the premium for the last 3 years.

**Shimanski/Krueger motion carried unanimously to approve the recommendation from McLeod/Sibley/Trailblazer Health Insurance Pool to increase health insurance premiums by 12%.**

- B) Pat Melvin requested approval to set a closed meeting on September 6<sup>th</sup> following the Board meeting to discuss 2017 negotiations.

**Nagel/Shimanski motion carried unanimously to set a closed meeting on September 6<sup>th</sup> following the Board meeting to discuss 2017 negotiations.**

- C) Pat Melvin requested consideration of August 23, 2016 Budget Committee Recommendations.

1. Consider funding for improvements to the sound system for Courtroom #2.

Improvements to the sound system in Courtroom #2 are estimated by SDA Consulting, Inc. to cost \$24,560; this includes new microphones, speakers, control panel and sound system. Six additional acoustical panels for an added cost of \$6,000 were suggested for better sound quality. Karen Messner will obtain some State Contract quotes for pricing of this equipment and return to the Budget Committee for final approval.

2. Consider replacing County's fleet of vehicles with vehicles leased through Enterprise.

Dan Kennedy from Enterprise Fleet Management met to discuss a lease program which would allow the County to have newer fleet vehicles and not have to be responsible for maintenance at a cost of slightly more than what the County currently pays in purchasing two new fleet vehicles per year, this might expand to include Highway and Sheriff's Department vehicles but can't be extended to a vehicle whose main purpose is patrol. There is no mileage penalty and the County can elect how long to keep a vehicle but typically the retention period is about 5 years based on the ability to still get high resale values. Maintenance gets done anywhere and is billed directly to Enterprise. No tax on the maintenance but the County would pay Enterprise tax on purchase of vehicles. At any point the County can opt out and will receive the difference between value in fleet vehicles sold and incurred lease costs. Auditor-Treasurer is reviewing costs incurred for County fleet in the last five years and will bring back to Budget Committee for further discussion.

3. Consider 2017 funding requests from outside organizations.

**Recommendation – Will present at August 30<sup>th</sup> Board Meeting.**

4. Questions about 2017 budget and preliminary approval in September.

Preliminary levy approval planned for the September 20 Board meeting.

**Nies/Krueger motion carried unanimously to approve the recommendation from the budget committee with the exception of PioneerLand Library and the McLeod County Historical Society funding which will be discussed further at a workshop scheduled for September 6<sup>th</sup>.**

- D) Mike Junge requested dismissal of excessive soil loss complaint against Parcel ID #09.027.0150.

**Nies/Nagel motion carried unanimously to dismiss excessive soil loss complaint against Parcel ID #09.027.0150.**

- E) Pat Melvin requested approval of upcoming September workshop agenda items including: Discussion about 2017 annual allocation to PioneerLand Library System and McLeod County Historical Society and discussion regarding elected vs. appoint department head positions.

**Nagel/Shimanski motion carried unanimously to approve September workshop agenda items.**

- F) Pat Melvin requested approval to hire a Solid Waste Director and Recycling Floor Lead.

**Wright/Shimanski motion carried unanimously to add Solid Waste Director and Recycling Floor Lead discussion the September 6<sup>th</sup> workshop agenda.**

- G) Pat Melvin requested approval to hire a Technical Specialist I (Grade 11) for Sheriff's Department due to resignation.

**Nies/Krueger motion carried unanimously to hire a Technical Specialist I (Grade 11) for Sheriff's Department due to resignation.**

**Nies/Shimanski motion carried unanimously to adjourn at 12:04 p.m. until 9:00 a.m. September 6, 2016 at the Glencoe City Center.**

ATTEST:

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Paul Wright, Board Chair

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Patrick Melvin, County Administrator