

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES – January 19, 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 in the County Board Room. Commissioners Nies, Shimanski, Nagel and Krueger were present. County Administrator Patrick Melvin, Administrative Assistant, Donna Rickeman, County Attorney Michael Junge and County Auditor-Treasurer Cindy Schultz were also present.

**PLEDGE OF ALLEGIANCE**

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

**RECOGNITION**

Recognition of Secretary III Marla Thissen's employment and presentation of a plaque in appreciation for her eleven years of service to the McLeod County Parks/Extension Department from February 18, 2004 through January 19, 2016.

**CONSIDERATION OF AGENDA ITEMS**

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

**CONSENT AGENDA**

- A) January 5, 2016 Meeting Minutes and Synopsis.
- B) December 31, 2015 Auditor's Warrants.
- C) January 8, 2015 Auditor's Warrants.
- D) Approve annual renewal of McLeod County Public Health Nursing Services Hispanic Outreach Worker Contract (Carmen Patino) at a rate of \$30.23/hour effective January 1, 2016-December 31, 2016.
- E) Sign Service Agreement with NU-Telecom (Hutchinson, MN) to install Wi-Fi service throughout the fairgrounds including parking lots. The Board approved a quote from NU-Telecom on 11/3/15 but did not sign the contract at the time.
- F) Accept the CY2016 Adult Mental Health – Community Support Program grant allocation of \$111,680 (no change for past several years) and comply with appropriate financial reporting.
- G) Accept the CY2016 Adult and Children's Crisis Response Service grant allocation in partnership with Carver and Scott Counties of \$971,405.

**Nagel/Shimanski motion carried unanimously to approve the consent agenda.**

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue	\$588,829.47
Road & Bridge	\$223,300.08
Solid Waste	\$69,927.54
Special Revenue Fund	\$78.38

**Shimanski/Nies motion carried unanimously to approve payment of bills totaling \$882,135.47 from the aforementioned funds.**

**PUBLIC HEALTH – Director Jennifer Hauser**

- A) Jennifer Hauser requested approval of Memorandum of Understanding (MOU) that outlines roles and responsibilities for coordination and collaboration between McLeod County Public Health and Heartland Community Action Agency Head Start.

The purpose of this agreement is to improve coordination and collaboration on behalf of the children and families who are being served by McLeod County Public Health and Heartland Community Action Agency Head Start, and create and maintain a meaningful partnership that provides outreach and services to families residing in McLeod County. Both McLeod County Public Health and Head Start are committed to serving low income children and families.

McLeod County Public Health primary roles and responsibilities include:

- Refer age-eligible children
- Provide health education as requested
- Display Head Start information in the Public Health waiting areas

**Nies/Krueger motion carried unanimously to approve Memorandum of Understanding (MOU) that outlines roles and responsibilities for coordination and collaboration between McLeod County Public Health and Heartland Community Action Agency Head Start.**

**HUMAN RESOURCES – Director Mary Jo Wieseler**

- A) Mary Jo Wieseler requested approval of changes to existing sections of the Personnel Policy Manual including:

Section 1.9 – Appearance Policy – clarify some terminology listed in the policy.

Section 2.3 – Reimbursable Expenditures – add information regarding the reimbursement for safety footwear for non-union employees. (This reimbursement was originally approved by the Board on May 21, 2013).

Section 2.4 – Termination Entitlements – clarify that severance payments will be made to employees who have served over six months of service.

Section 3.2 – Performance Evaluations – clarify that a six month performance evaluation should be completed for both employees on a six month probation and a one year probation.

Section 4.8 – Personal Leave – clarify the continuance of the County Contribution and Insurance for Personal Leaves of less than 30 days or over 30 days and less than one year.

Refer to the board packet for details of new sections and changes to existing sections of the Personnel Policy Manual that were approved.

**Shimanski/Nagel motion carried unanimously to approve changes to existing sections of the Personnel Policy Manual per above.**

**ADMINISTRATION – Building Maintenance Supervisor/Purchasing Coordinator  
Scott Grivna**

- A) Scott Grivna requested approval to replace climate control system in the data center from Foster Mechanical (Hutchinson, MN) for a cost of \$19,450 with funding coming from County Building Major Repair Fund.

Additional quote: NAC Mechanical & Electrical Services (Vadnais Heights, MN) \$26,500.

The current system is severely oversized and is costing the county an additional \$2,000 each month during the summer. Scott will investigate incorporating into other McLeod County buildings since the current system is only about a year old.

**Nies/Krueger motion carried unanimously to approve the replacement of the climate control system in the data center from Foster Mechanical (Hutchinson, MN) for a cost of \$19,450 with funding coming from County Building Major Repair Fund.**

**AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford**

- A) Cindy Schultz Ford requested approval to set Public Hearing of the Ditch Authority on County Ditch #26 and County Ditch #27 for February 16 at 10:30 a.m. to receive and review Engineer's Report.

**Nies/Krueger motion carried unanimously to set Public Hearing of the Ditch Authority on County Ditch #26 and County Ditch #27 for February 16 at 10:30 a.m. to receive and review Engineer's Report.**

- B) Cindy Schultz Ford requested adoption of Resolution 16-CB-04 authorizing and approving the issuance and the sale of commercial development revenue refunding bonds (Southwest Initiative Foundation Project), Series 2016; fixing the form and specifications thereof; directing their issuance and delivery and providing for their payment.

Paul Steinman of Sringsted Inc. (St Paul, MN) and Margie Nelsen of Southwest Initiative Foundation indicated the foundation could save up to \$1 million by refinancing. The current average bond interest is about 5 percent; the foundation is anticipating a new interest rate of 1.81 percent with the rebonding.

**Wright/Nagel motion carried unanimously to adopt Resolution 16-CB-04 authorizing and approving the issuance and the sale of commercial development revenue refunding bonds (Southwest Initiative Foundation Project), Series 2016; fixing the form and specifications thereof; directing their issuance and delivery and providing for their payment.**

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

- A) Vince Traver requested approval to purchase upgrades to the technology in the North Complex Large Meeting Room from Tierney Brothers (State Contract #10599) for \$32,007.51 with funding coming from the Compliance Fund.

The compliance fund committee has approved the cost of the upgrade. A quote for just replacing the projector and some programming of the controller is \$6,564.05. The overhead projector went out in the room and to take advantage of the new functionality of today's projector models we have to upgrade everything in the room. Recommendation is to upgrade everything to take advantage of that new technology. This conference room is used for a wide variety of presentations and DHS ITV training.

**Shimanski/Nies motion carried unanimously to approve the purchase of upgrades to the technology in the North Complex Large Meeting Room from Tierney Brothers (State Contract #10599) for \$32,007.51 with funding coming from the Compliance Fund.**

**DAVID DROWN ASSOCIATES – Shannon Sweeney**

- A) Shannon Sweeney requested approval to set Public Hearing to consider a County tax diversion to assist the City of Stewart to build a new road to serve the truck traffic for Form a Feed for February 16 at 9:30 a.m.

Form a Feed, the largest employer in the City of Stewart, recently indicated that they were intending to expand their livestock feed mill facilities and add up to 25 additional employees. As a result of this expansion, an additional 210 truck trips a day would be generated by their Stewart facility. Form a Feed currently generates approximately 100 truck trips a day that utilize local streets through residential areas of the community.

In order to reduce the proposed truck traffic through residential areas, and provide access to additional vacant land that could be developed for industrial purposes, the City of Stewart is proposing to construct a new roadway that will connect Yankee Avenue and McLeod County CSAH 7, both of which are designated truck routes that would provide a more appropriate means of access for Form A Feed and related development (North Connector Street Project).

The North Connector Street Project is presently estimated to cost \$1,030,000 (engineer's estimate attached) which includes the acquisition of the necessary right-of-way. The City is intending to fund the project through the following means:

Source:	Amount:
State of MN (BDIP Grant)	\$500,000
Right-of-Way Acquisition (Form A Feed)	\$100,000
Issuance of G.O. Tax Abatement Bonds (City)	\$430,000
	Total: \$1,030,000

Some of the Form a Feed properties were included in the JOBZ program as a result of a previous expansion project. The City of Stewart is proposing to fund payments on the issuance of \$430,000 in General Obligation Tax Abatement Bonds by implementing a tax levy based on the tax base that will be coming out of the JOBZ program after 2016. Form A Feed will be paying an additional \$49.317 per year in City and County property taxes following the expiration of the JOBZ program (\$40,921 – City and \$8,396 – County). Additionally, Form A Feed will be paying \$11,288 in City, County, School, State, and Watershed taxes on the expansion project Form A Feed is proposing.

Based on a bond issue of \$430,000 amortized over ten years, the City would be abating (applying to bond payments) approximately \$45,000 in taxes each year, and is requesting that the County consider abating (applying to bond payments) a maximum of \$8,000 in property taxes each year for a term of 10-years. This request is less than the estimated County tax that will be paid by Form a Feed on its JOBZ properties, and the County will benefit immediately from the tax base created by the proposed Form A Feed expansion.

**Nies/Krueger motion carried unanimously to set Public Hearing to consider a County tax diversion to assist the City of Stewart to build a new road to serve the truck traffic for Form a Feed for February 16 at 9:30 a.m.**

#### **SOLID WASTE – Recycling Manager Don Hopp**

- A) Don Hopp presented a final report of costs associated to accommodate single-sort recycling at the Materials Recovery Facility (MRF). The project came in at \$5.04 million with a targeted budget of \$4.48 million.

Some of the costs included in the report were not necessary for the project were included such as: a \$167,000 fence required by the city of Hutchinson, software upgrades, a forklift and technology upgrades for the scale.

**Krueger/Nies motion carried unanimously to accept the report as presented.**

- B) Don Hopp presented that the MRF collected 9,467 tons of recycling in 2015, as compared to 8,095 tons in 2014. The goal for 2015 was 10,000 tons but the single-sort recycling program had only been in place for seven months in 2015.

#### **COUNTY ADMINISTRATION**

- A) Pat Melvin requested consideration of January 4, 2016 Budget Recommendations.

1. Shannon Sweeney presenting a plan for the City of Stewart to construct a connector street that would serve Form A Feed and provide an alternate means for truck traffic to circulate around the community, rather than through residential areas.

**Recommendation: Consider allowing the \$8,000 in property taxes that will be gained from the expiration of JOBZ program to be diverted for a period of ten years back to the City to assist in paying for a portion of the North Connector Street Project which will be funded by a \$430,000 General Obligation Tax Abatement Bond by the City of Stewart. The Cost**

to the City will be approximately \$45,000 year. This issue will be brought to the Board on January 19 for further consideration.

2. Discuss change to Commissioner Warrant's process. Cindy Schultz upon inquiry from another department surveyed other County's and learned of a way around having to schedule a third Board meeting in the three months where back to back meetings are required simply to pay bills. In other Counties the Auditor-Treasurer pays the bills and brings them forward for approval at the next available Board meeting. Historically the McLeod County Board has not made very few corrections or changes to the bills.

**Recommendation:** Approve new bill payment process for bills that come at the end of a long month by authorizing the Auditor-Treasurer to pay bills and bring them forward at the next earliest meeting. This issue will be brought to the Board once the Auditor-Treasurer has an opportunity to develop a policy outlining this practice.

- B) Pat Melvin requested approval of up to \$200 for lunch at the January 27<sup>th</sup> meeting for Agricultural Plastic Recycling Forum which will be held at Solid Waste Facility.

**Krueger/Nies motion carried unanimously to approve up to \$200 for lunch at the January 27<sup>th</sup> meeting for Agricultural Plastic Recycling Forum which will be held at Solid Waste Facility.**

- C) Commissioner Krueger requested approval of a revised Memorandum of Agreement (MOA) for the North Fork Crow River Water Planning Partnership.

This document includes addition of both McLeod entities and lists designated contact persons for each under MOA.

**Krueger/Shimanski motion carried unanimously to approve a revised Memorandum of Agreement (MOA) for the North Fork Crow River Water Planning Partnership.**

- D) Pat Melvin presented upcoming February workshop agenda items including: Stewart project, Market study and possible presentation from Nicollet County on performance based pay.
- E) Donna Rickeman requested approval of the following committee appointment changes:

Sadie Jenkins to replace Robin Sikkila on Employee Enrichment

Adam Griebe replaces Marian Filk on Extension  
Darcy Cole replaces Jill Gram on Fairgrounds Comm  
Adam Birkholz replaces Dorothy Merrill on Housing and Redevelopment  
Authority  
Tasha Schiedel replaces Casey Walters on MFT  
Nathan Winter replaces Michael Laxen on Noxious Weeds Appeal  
Colleen Robeck replaces Connie Kurtzweg on Health Insurance  
Kim Hausladen replaces Neal DeMars on Extension Committee  
Nathaniel Hausladen replaces Rachel Stender on Extension Committee

**Shimanski/Krueger motion carried unanimously to approve the committee  
appointment changes as presented.**

**Nagel/Krueger motion carried unanimously to adjourn at 10:21 a.m. until 9:00 a.m.  
February 2, 2016 in the County Boardroom.**

ATTEST:

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Paul Wright, Board Chair

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Patrick Melvin, County Administrator