

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES – July 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 at the Glencoe City Center. 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.

**CONSIDERATION OF AGENDA ITEMS**

- A) Add under Administration Item B: Consider setting a closed meeting for July 28 from 1:00 – 2:30 at the North Complex to discuss 2017 negotiations.
- B) Add under Administration Item C: Pending approval from the County Attorney authorize signature on the Benchmark Clinical Pharmacists Business Associate Agreement. This allows the Prime West pharmacist to work with members to review medication and communicate recommendations directly to the prescribing physician.

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

**CONSENT AGENDA**

- A) July 5, 2016 Meeting Minutes and Synopsis.
- B) July 1, 2016 Auditor's Warrants.
- C) July 8, 2016 Auditor's Warrants.
- D) Approve gambling permit for Ducks Unlimited to conduct a raffle on September 8, 2016 at Crow River Winery, 14848 Highway 7 E, Hutchinson, MN. The application is acknowledged with no waiting period as allowed under Minnesota Statute 349.213.
- E) Approve an application for a 1 day transient merchant's license for Clothing Concepts, Inc. for David Wajema from Overland Park, KS. The event is being held on August 4, 2016 at the Hutchinson Event Center located in Hutchinson, MN.
- F) Approve the Sale of Cigarette and other Tobacco Products License for Dollar General in Silver Lake, MN from August 1, 2016 through December 31, 2016.

- G) Approve an application and permit for a 1 day temporary on-sale liquor license for St. Mary's Care Center, Winsted, Minnesota for their event being held on September 10, 2016 at 230<sup>th</sup> St., Winsted, Minnesota.

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

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue Fund	\$96,826.44
Road & Bridge Fund	\$35,998.01
Solid Waste Fund	\$37,114.66
Capital Projects Fund	\$1,341.16

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$171,280.27 from the aforementioned funds.**

**ROAD & BRIDGE – Highway Engineer John Brunkhorst**

- A) John Brunkhorst presented an update to the board on CP 16-054-01, County Road 54 (Tagus Avenue) rehabilitation project. McLeod County is proposing to do a cement stabilized full depth reclamation (CSFDR) pilot project on County Road 54, located south of Hutchinson, MN. County Road 54 is a gravel road that primarily serves a rural housing development and seasonal agricultural traffic. The goal of the project is to find the most cost effective optimal cement content and stabilization depth. If this is successful it is envisioned to be used on other County gravel roads as an alternative to traditional paving.

The project will be divided into four segments that will have varying cement content and/or depth. After the CSFDR is complete a double chip seal will be applied as a waterproofing layer and final wearing course.

- B) John Brunkhorst requested approval to purchase approximately 400 tons of Portland cement from Lehigh Cement Company (Victoria, MN) for a delivered price of \$112/ton with funding coming from the wheelage tax.

Additional quotes included: Continental Cement (Chesterfield, MO) \$141/ton, Lafarge Holcim (Eagan, MN) \$133.93/ton, GCC (Sioux Falls, SD) \$132.77/ton.

**Nies/Krueger motion carried unanimously to approve the purchase of approximately 400 tons of Portland cement from Lehigh Cement Company (Victoria, MN) for a delivered price of \$112/ton with funding coming from the wheelage tax.**

- C) John Brunkhorst requested approval to hire Midstate Reclamation and Trucking (Lakeville, MN) to perform the cement stabilization on the County Road 54 project for \$15,940 with funding coming from the wheelage tax.

Additional quote included: Allstate Pavement Recycling & Reclamation (Rogers, MN) \$17,190.

**Wright/Nies motion carried unanimously to approve hiring Midstate Reclamation and Trucking (Lakeville, MN) to perform the cement stabilization on the County Road 54 project for \$15,940 with funding coming from the wheelage tax.**

- D) John Brunkhorst requested approval to hire Reiner Contracting (Hutchinson, MN) to perform laydown and compaction on the County Road 54 project for an estimated fee of \$17,000 with funding coming from the wheelage tax.

The Highway Department is considering renting rollers from Reiner Contracting and using internal operators to reduce costs.

**Nies/Nagel motion carried unanimously to approve hiring Reiner Contracting (Hutchinson, MN) to perform laydown and compaction on the County Road 54 project for an estimated fee of \$17,000 with funding coming from the wheelage tax.**

- E) John Brunkhorst requested approval to hire ASTECH Corp. (St. Cloud, MN) to perform bituminous surface treatment on the County road 54 project for \$46,260.45 with funding coming from the wheelage tax.

Additional quote included: Pearson Bros. (Hanover, MN) \$51,962.35.

**Nagel/Nies motion carried unanimously to approve hiring ASTECH Corp. (St. Cloud, MN) to perform bituminous surface treatment on the County road 54 project for \$46,260.45 with funding coming from the wheelage tax.**

#### **SAFE AVENUES- Executive Director Jen Johnson**

- A) Jen Johnson presented background information on Safe Avenues which serves 700 families each year throughout the county who have experienced domestic or sexual violence. Approximately 100 women and up to 120 children stay in their shelter facility each year, which serves an 18 county area.

Safe Avenues is requesting funding from McLeod County of \$2,200. After further discussion, it was determined that this request will be brought forward to the budget committee.

## **PLANNING & ZONING – Assistant Zoning Administrator Marc Telecky**

- A) Marc Telecky requested adoption of Resolution 16-CB-26, Opting-Out of the Requirements of Minnesota Statutes, Section 394.307 for Temporary Family Health Care Dwellings.

On May 12, 2016, the Governor of Minnesota signed into law Chapter 111 of the 89<sup>th</sup> Legislature of the State of Minnesota establishing definitions and requirements for Temporary Family Health Care Dwellings, which was introduced during the 2016 legislative session as Senate File 2555 and on House File 2497. Subdivision 9 of Minnesota Statute 394.307 and allows a county to “opt-out” of the regulations through the passage of a county board resolution. McLeod County elects to regulate Temporary Family Health Care Dwellings through already existing permitting standards of the McLeod County Zoning Ordinance.

**Krueger/Nagel motion carried unanimously to adopt Resolution 16-CB-26, Opting-Out of the Requirements of Minnesota Statutes, Section 394.307 for Temporary Family Health Care Dwellings.**

## **ECUMEN RSVP– Program Director Donna Whitcomb**

- A) Donna Whitcomb presented background information on Ecumen RSVP (Retired Senior Volunteer Program). RSVP connects volunteers with service opportunities that promote positive change and meet critical needs in their community. Currently there are 163 volunteers serving hours at 33 RSVP stations across four counties. These volunteers served a total of 17,922 hours in 2015.

Ecumen RSVP is requesting funding from McLeod County of \$2,500. After further discussion, it was determined that this request will be brought forward to the budget committee.

## **MN DEPARTMENT OF NATURAL RESOURCES – Area Wildlife Supervisor Joseph Stangel**

- A) Joe Stangel notified the board Pheasants Forever intends to donate a 55.11 acre State Wildlife Management Area (WMA) within the county described as: South 10 acres of the East half of the Northeast Quarter, the Northeast Quarter of the Southeast Quarter except the South 283.00 feet of said Northeast Quarter of the Southeast Quarter and the East 575.00 feet of the Northwest Quarter of the Southeast Quarter except the South 283.00 feet of said East 575.00 feet of the Northwest Quarter of the Southeast Quarter, all

in Section 28, Township 116 north, Range 30 West, McLeod County, Minnesota.

Pheasants Forever is very interested in seeing their land conserved as wildlife habitat and available for public use.

Whereas, a county board resolution is required for MN-DNR Wildlife Management Area direct acquisitions, donations of WMA land by conservation groups like Pheasants Forever utilizing Lessard-Sams Outdoor Heritage (Legacy) Council funding requires county board notification. State of Minnesota PILT payments will be made to McLeod County when this parcel becomes state WMA land. Pheasants Forever intend to donate this parcel to the Minnesota DNR, Section of Wildlife as Bakers Lake WMA Addition in Penn Township.

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

A) Lynn Ette requested approval of changes to the Compliance Fund procedures.

The following changes were made:

- Requests \$5000 - \$50,000 shall be emailed by the County Recorder to the Compliance Fund Committee for a vote to recommend the request. If approved, the purchase must still be acted on by the County Board.
- Requests less than \$5000 shall be placed on the County Board consent agenda by the County Recorder.

**Nies/Shimanski motion carried to approve changes to the Compliance Fund procedures as stated above.**

#### **CONTEGRITY GROUP – Construction Manager Sam Lauer**

A) Larry Filippi and Sam Lauer with Contegrity informed the Board rain, a need to move water and sewer services and an unexpected issue with a coal bin wall has put the jail expansion project slightly behind schedule. Foundation walls are to be started once footings are complete within the next one to two weeks.

The infrastructure on the new Judd Avenue also is done, and the concrete workers will begin curb and gutter work. The city of Glencoe and the county have agreed to leave off the final lift of bituminous until next year to see if any settling occurs.

## HUMAN RESOURCES – Director Mary Jo Wieseler

A) Mary Jo Wieseler requested consideration of July 12, 2016 Personnel Recommendations.

1. Discuss new position in Information Technology.

**Recommendation: Hire Information Technology Technician III (grade 20). This is a new position to help to alleviate some of the work load from another IT Tech III, allowing the current position to be the Network Administrator and this position would be a Systems Administrator. If successful candidate is a current employee, post to fill resulting vacancy.**

Wright/Kruger motion carried unanimously to hire Information Technology Technician III (grade 20). This is a new position to help to alleviate some of the work load from another IT Tech III, allowing the current position to be the Network Administrator and this position would be a Systems Administrator. If successful candidate is a current employee, post to fill resulting vacancy.

2. Discuss part-time (28 hour/wk.) vacancy for Technical Specialist I in Auditor-Treasurer Office.

**Recommendation: Hire part-time (28 hours per week) Technical Specialist I in Auditor-Treasurer's Office due to vacancy.**

Nagel/Shimanski motion carried unanimously to hire part-time (28 hours per week) Technical Specialist I in Auditor-Treasurer's Office due to vacancy.

3. Discuss Household Hazardous Waste Technician vacancy in Solid Waste.

**Recommendation: Work with Temp Agency to have temp Household Hazardous Waste Technician assist while discussion concerning restructuring of Solid Waste Department is being held.**

**Recommendation: Hire full-time Household Hazardous Waste Technician (grade 17) due to resignation.**

Nies/Wright motion carried unanimously to work with Temp Agency to have temp Household Hazardous Waste Technician assist while discussion concerning restructuring of Solid Waste Department is being held and hire full-time Household Hazardous Waste Technician (grade 17) due to resignation.

**Krueger/Nies motion carried unanimously to close the Household Hazardous Waste (HHW) 2 days a week (Tuesdays & Fridays) to allow for material processing while under staffed until further notice.**

4. Discuss new Minimum Wage effective Aug 1, 2016.

**Recommendation: Increase wage to \$9.50 per hour of employees below that effective July 24, 2016 (beginning of a pay period) due to the Minnesota Minimum Wage being increased.**

**Shimanski/Krueger motion carried unanimously to increase wage to \$9.50 per hour of employees below that effective July 24, 2016 (beginning of a pay period) due to the Minnesota Minimum Wage being increased.**

B) Mary Jo Wieseler requested approval of Memorandum of Agreement with Teamsters Clerical for Health Care Savings Plan for employees hired prior to July 13, 1997.

**Nies/Krueger motion carried unanimously to approve Memorandum of Agreement with Teamsters Clerical for Health Care Savings Plan for employees hired prior to July 13, 1997.**

## **COUNTY ADMINISTRATION**

A) Pat Melvin requested approval of upcoming August workshop agenda item including: Armored vehicle presentation.

**Nagel/Krueger motion carried unanimously to approve August workshop agenda item.**

B) Pat Melvin requested setting a closed meeting for July 28 from 1:00 – 2:30 at the North Complex to discuss 2017 negotiations.

**Nagel/Shimanski motion carried unanimously to set a closed meeting for July 28 from 1:00 – 2:30 at the North Complex to discuss 2017 negotiations.**

C) Pat Melvin requested approval of the Benchmark Clinical Pharmacists Business Associate Agreement pending county attorney approval.

This allows the Prime West pharmacist to work with members to review medication and communicate recommendations directly to the prescribing physician.

Shimanski/Krueger motion carried unanimously to approve the Benchmark Clinical Pharmacists Business Associate Agreement pending county attorney approval.

Nagel/Krueger motion carried unanimously to recess at 10:34 a.m. until 9:00 a.m. August 2, 2016 at the Glencoe City Center.

ATTEST:

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Paul Wright, Board Chair

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Patrick Melvin, County Administrator