

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – June 21, 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

Nies/Shimanski motion carried unanimously to approve the agenda.

CONSENT AGENDA

- A) May 31, 2016 Meeting Minutes and Synopsis.
- B) June 7, 2016 Meeting Minutes and Synopsis.
- C) June 3, 2016 Auditor's Warrants.
- D) June 10, 2016 Auditor's Warrants.
- E) June 13, 2016 Auditor's Warrants.
- F) Approve Confession of Judgment for Gerald Jackson on Property ID 22.060.4770 in the City of Glencoe.
- G) Adopt Resolution 16-CB-23 to authorize the submission of the Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application for Fiscal Year 2016-2017. This is an annual renewal process for the Crow River Sno Pro's to make application to the Minnesota Department of Natural Resources for the Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Application fiscal year 2016-2017.
- H) Approve gambling permit for Gopher Campfire Club, 24718 County Road 7, Hutchinson, MN to conduct a raffle on August 14, 2016. The application is acknowledged with no waiting period.
- I) Approve gambling permit for Truhaven Ranch, Inc., 23677 Cable Avenue, Winsted, MN to conduct a raffle on November 5, 2016. The application is acknowledged with no waiting period.
- J) Sign contract to allow NAC to connect remotely to support and maintain HVAC systems. This is our standard contract for remote connectivity for a

vendor. This will allow them to help anytime remotely in order to resolve issues quickly.

- K) Sign contract to allow Integra, our VOIP phone vendor to connect remotely to support and maintain the VOIP phone system and appliances. This is our standard contract for remote connectivity for a vendor. This will allow them remotely connect to help anytime in order to resolve issues quickly.
- L) Approve up to \$1,800.00 from Solid Waste budget to purchase food for the Solid Waste Agricultural Bag Event scheduled for June 29, 2016.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue	\$127,926.55
Road & Bridge	\$71,040.74
Solid Waste	\$51,508.21
County Ditch Fund	\$5,472.50

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$255,948.00 from the aforementioned funds.

CONTEGRITY – Construction Manager Sam Lauer

- A) Sam Lauer Construction Manager with Contegrity informed the Board of fill being brought back in this week. Next week footings will be dug and existing sewer will be removed and rerouted into building. Once footings are done the water main will be completed and then curb and gutter on Judd Avenue will be installed prior to Heat in the Street.

ENVIRONMENTAL SERVICES – Environmental Technician Emily Gable

- A) Emily Gable gave an update to the Board on the 2015 & 2016 AIS (Aquatic Invasive Species) program. The following items have already taken place to educate the public:
 - Worked with CLIMB Theater to do AIS presentations to schools to educate students
 - Advertised information on pump toppers at local gas stations
 - Held open house
 - Newspaper campaign
 - Worked with other counties to do a television commercial during fishing show
 - Conduct survey to analyze where people are getting information on AIS

Future items that will take place:

- Toilet paper containing AIS information at county parks and fairgrounds
- Install signs from the DNR at public water access points
- Work with bait shops to provide bag with AIS information
- Collaborating with Crow River Organization of Water (CROW) to produce water bottles to hand out during the fair

PUBLIC HEARING - County Ditch 20

A) Chuck Vermeersch, SEH Project Manager, was present to answer any questions related to the timeline of County Ditch 20 which are as follows:

- Petition to repair County Ditch 20 was filed on February 18, 2015.
- SEH, Inc. was appointed as the Engineer and ordered to examine drainage system and make a repair report on March 3, 2015.
- Drainage Authority received and approved the Engineer's Report, determined the findings and ordered the repair on said drainage ditches on Tuesday, August 18, 2015.
- Repair bids were accepted on September 22, 2015.
- Drainage Authority awarded repair bid to Hjerpe Contracting, Inc., Hutchinson, Minnesota for the amount of \$379,368.01 on October 22, 2015.
- Repair of County Ditch 20 was completed by Hjerpe Contracting on May 31, 2016.

Nies/Nagel motion carried unanimously to approve Minutes from October 22, 2015 Drainage Authority Meeting.

Nagel/Shimanski motion carried unanimously to authorize final payment of \$43,740.25 to Hjerpe Contracting, Inc.

Krueger/Nagel motion carried unanimously to adopt Resolution 16-CB-24 for financing repair project.

Nagel/Krueger motion carried unanimously to appoint Ron Ringquist, Brad Wick and John Dotolo as ditch viewers to re-determine benefits on County Ditch 20.

INFORMATION TECHNOLOGY – Director Vince Traver

A) Vince Traver requested approval to pay the maintenance for our ESRI Arcview map software (quote 25739095) from ESRI at a cost of \$10,400.00 with funding coming from the compliance fund.

This software is used by the GIS, Environmental Services, and Law Enforcement agencies for purposes of creating land records information and the use of maps.

Wright/Shimanski motion carried unanimously to approve payment for the maintenance for our ESRI Arcview map software (quote 25739095) from ESRI at a cost of \$10,400.00 with funding coming from the compliance fund.

HUMAN RESOURCES – Director Mary Jo Wieseler

A) Mary Jo Wieseler requested consideration of June 14, 2016 Personnel Recommendations.

1. Discuss vacancy at Solid Waste – Household Hazardous Waste.

Recommendation: Hire full-time Household Hazardous Waste Manager (new classification) to replace Household Hazardous Waste Technician (grade 17) due to vacancy.

Shimanski/Krueger move to approve hiring a full-time Household Hazardous Waste Manager (new classification) to replace Household Hazardous Waste Technician (grade 17) due to vacancy.

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

Motion failed due to the recommendation of getting a Solid Waste structure in place prior to adding any new classifications to Solid Waste.

Recommendation: Work with Temp Agency to bring in temporary Recycling Operator for Solid Waste Department while current employee is on work restrictions.

Shimanski/Krueger motion carried unanimously to work with Temp Agency to bring in temporary Recycling Operator for Solid Waste Department while current employee is on work restrictions.

2. Communications Officer (grade15) vacancy due to resignation.

Recommendation: Hire full-time Communications Officer (grade 15) due to resignation.

Nagel/Shimanski motion carried unanimously to hire full-time Communications Officer (grade 15) due to resignation.

3. Discuss Purchasing Power.

Recommendation: Approve for employees to use Purchasing Power website to make purchases. Payroll deductions will be set up to pay for purchase through Minnesota Benefits Association.

Wright/Shimanski motion carried unanimously to approve employees to use Purchasing Power website to make purchases. Payroll deductions will be set up to pay for purchase through Minnesota Benefits Association.

- B) Mar Jo Wieseler handed out information on staff reductions and changes as requested by Commissioner Nagel.

SOLID WASTE – Coordinator Sarah Young

- A) Sarah Young requested approval of revised quote from Vik's Landscaping & Lawncare (Hutchinson, MN) to build a glass enclosure on the north side of the Material Recovery Facility to contain debris from blowing at a cost of \$25,347.00 with funding coming from the Abatement Fund.

Additional quote received: Vos Construction (Green Isle, MN) \$48,900.00.

Nies/Krueger motion carried unanimously to remove from agenda and review glass recycling at the upcoming Solid Waste Advisory Committee (SWAC) meeting scheduled for July 27th at 9:30 a.m.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A) Cindy Schultz Ford requested adoption of Resolution 16-CB-25 to authorize an increase in the imprest balance from \$2,500.00 to \$10,000.00 for the designated checking account with Security Bank and Trust Company for McLeod County Treasurer, Motor Vehicle – Driver's License from McLeod County Reserves, General Fund, and Unassigned Fund Balance using County Wide Account Number 01003.6350.

Shimanski/Nies motion carried unanimously to adopt Resolution 16-CB-25 to authorize an increase in the imprest balance from \$2,500.00 to \$10,000.00 for the designated checking account with Security Bank and Trust Company for McLeod County Treasurer, Motor Vehicle – Driver's License from McLeod County Reserves, General Fund, and Unassigned Fund Balance using County Wide Account Number 01003.6350.

RECONVENE JUNE 13, 2016 BOARD OF APPEALS AND EQUALIZATION

- A) Consider appeal of Lyle Winterfeldt

- Parcel 10.016.0400
- Parcel 10.016.0500
- Parcel 10.017.0500
- Parcel 10.017.0600
- Parcel 10.020.0200
- Parcel 10.020.0300

Parcel No. 10.017.0600. Assessor recommends change after reviewing the Farm Service Agency (FSA) paperwork which revealed significant reductions in crop production resulting in a value decrease from \$86,600 to \$58,200.

Parcel No. 10.017.0500. Assessor recommends change after reviewing the Farm Service Agency (FSA) paperwork which revealed significant reductions in crop production resulting in a value decrease from \$203,800 to \$142,600.

Parcel No. 10.020.0300. Assessor recommends change after reviewing the Farm Service Agency (FSA) paperwork which revealed significant reductions in crop production resulting in a value decrease from \$446,300 to \$271,000.

Nies/Nagel motion carried unanimously to approve Assessors recommendation.

B) Consider appeal of Donald Albrecht

- Parcel 10.009.0300
- Parcel 10.010.0325
- Parcel 10.015.0700
- Parcel 10.016.0100

Assessor recommends no change in all parcels listed above having no Farm Service Agency (FSA) paperwork to review.

Nies/Schultz motion carried to approve Assessors recommendation.

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

MCLEOD COUNTY HISTORICAL SOCIETY – Executive Director Lori Pickell-Stangel

A) Lori Pickell-Stangel approval of tabled request from May 31st board meeting for approval of a McLeod County Historic Partnership Community Outreach position at a cost reduced from \$20,267.00 to \$12,945.00.

The new position will coordinate collaboration between the county and other historical organizations in the county, such as Historic Hutchinson and the Glencoe Historic Preservation Society. This request will fund the position until February 2017 and at that time will need to be reevaluated to check on status of progress towards goals of this position.

Further discussion was held in regards to the historical society's funding increases over the past 5 years. It is the goal of this position to pull in money for the county by landing grants for projects.

Nagel/Nies motion carried to approve a McLeod County Historic Partnership Community Outreach position through February 2017 at a cost of \$12,945.00 with funding from the General Reserves Unassigned Fund balance.

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

COUNTY ADMINISTRATION

- A) Pat Melvin requested approval to set a closed session with the Board to discuss 2017 labor negotiations following board meeting.

Shimanski/Krueger motion carried unanimously to approve setting a closed session with the Board to discuss 2017 labor negotiations following board meeting.

- B) Pat Melvin requested approval to attend the 2016 International City/County Management Association's annual conference in Kansas City September 25-28. Costs include use of County vehicle and gas, early bird conference registration fee of \$655, one half of the room costs for three nights lodging at \$139 and other incidentals.

Nies/Nagel motion carried unanimously to approve County Administrator Pat Melvin to attend the 2016 International City/County Management Association's annual conference in Kansas City September 25-28.

- C) Commissioner Wright requested setting a Solid Waste Advisory Committee (SWAC) meeting for July 27th 9:30 AM at Large Conference Room at the Solid Waste Building.

Nagel/Shimanski motion carried unanimously to set Solid Waste Advisory Committee (SWAC) meeting for July 27th 9:30 AM at Large Conference Room at the Solid Waste Building.

- D) Pat Melvin requested approval of upcoming July workshop agenda items including: Armored vehicle presentation, Glencoe Area Vitalization contract and temporary family health care dwellings (Grannpods).

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

- E) Pat Melvin informed the board of the Performance Measurement Program which is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt and implement the ten minimum performance measures and system developed by the Council on Local Results and Innovation (Council). McLeod County plans on participating for 2017.

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000.

- F) Commissioner Shimanski requested approval to reduce the rental fee on the Agribition Building at the fairgrounds from \$300.00 to \$150.00 for the McLeod County Citizens Beside the Badge event to be held June 22nd.

Shimanski/Kruger motion carried unanimously to approve the reduction of the rental fee on the Agribition Building at the fairgrounds from \$300.00 to \$150.00 for the McLeod County Citizens Beside the Badge event to be held June 22nd.

- G) Pat Melvin informed the board of the upcoming employee picnic to be held on Wednesday, July 20th 11:00 AM-1:00 PM at Oak Leaf Park.

Shimanski/Nagel motion carried unanimously to approve setting a workshop for July 19th to discuss McLeod County structure, long range planning and negotiations.

Shimanski/Nies motion carried unanimously to recess at 11:30 a.m. until 9:00 a.m. July 5, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator