

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES – June 7, 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/Nagel motion carried unanimously to approve the agenda.**

**CONSENT AGENDA**

- A) May 27, 2016 Auditor's Warrants.
- B) Approve Preliminary Plat / Final Plat 16-01 requested by Ryan Ritchie for a 1-Lot Preliminary / Final Plat to be known as HBA Properties and to rezone this property to "R-1". Included is a request to vacate an easement highlighted in yellow on the Preliminary Plat. Upon approval of the Title Opinion by the County Attorney, this plat will then be recorded. This property is located in Section 26 of Hutchinson Township. The Board of Hutchinson Township unanimously recommended approval on May 12, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016.
- C) Approve Conditional Use Permit 16-15 requested by Hansen Gravel on property owned by Travis Peterson for the for the expansion and continued gravel mining operation with crushing and stockpiling on a 14.57 AC site within the Crow River shore land area for a period of another 5 years. Restoration is taking place as the mining takes place. After mining has been completed the restoration will be used for wildlife habitat purposes. This property is located within the S ½ of the NE ¼ of Section 31 in Rich Valley Township.

The Rich Valley Township Board unanimously recommended approval on May 11, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016 with the following conditions:

1. The hours of operation are 7:00 a.m. to 6:00 p.m., Monday through Friday.
2. A letter of credit or bond in the amount of \$14,500.00 shall be submitted to the Zoning Office prior to the County Board meeting on June 7, 2016.
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. Applicant shall apply for a DNR Dewatering Permit, if needed.
6. All gravel pit conditions shall be adhered to, such as maintain the haul route and applying appropriate dust control measures along with the Reclamation Proposal Form as submitted.

Applicant shall notify Zoning Office as restoration takes place so an inspection can be made.

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

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue	\$35,812.29
Road & Bridge	\$1,795.64
Solid Waste	\$53,429.41
County Ditch Fund	\$528.00

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$91,565.34 from the aforementioned funds.**

**MCLEOD FOR TOMORROW – Program Coordinator Tasha Schiedel**

- A) Tasha Schiedel presented a brief recap of the year and thanked the Commissioners for their support of the program. The following are the 2016 Graduates and Sponsors:

Beth Jerabek – Glencoe Silver Lake Schools  
Carol Stark - Citizens Bank and Trust  
Daniel Tienter - City of Winsted  
Dawn Hammond - McLeod County Public Health  
Diana Klabunde - City of Brownton  
Don Johnson - Twin Cities and Western Railroad (TCWR)  
Eric Levine - City of Hutchinson  
Jeff Shurtleff - Twin Cities and Western Railroad (TCWR)

Jeff Streich - Midwest Industrial Tool Grinding, Inc. (MITGI)  
Kristin Graham - McLeod County Recorder's Office  
Mae Fors – United Farmers' Cooperative  
Rebecca Mariscal - Glencoe News  
Russell Fellbaum - McLeod County Highway Department  
Sandy Johnson - McLeod County Social Services  
Sharon Hoese - Gert and Erma's  
Sonia Ewald - Spartan Staffing  
Tim Gratke - City of Hutchinson  
Terri Healy - McLeod County Public Health

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

- A) Cindy Schultz Ford requested approval to purchase two 42” doors with sidelights for the Commercial Building at the Fairgrounds from Crow River Glass (Hutchinson, MN) at a cost of \$4,950.00 plus sales tax with funding from the 2016 Fairgrounds budget.

**Nagel/Nies motion carried unanimously to approve the purchase of two 42” doors with sidelights for the Commercial Building at the Fairgrounds from Crow River Glass (Hutchinson, MN) at a cost of \$4,950.00 plus sales tax with funding from the 2016 Fairgrounds budget.**

- B) Cindy Schultz Ford requested approval to set Final Hearing for County Ditch #20 on June 21, 2016 at 9:30 a.m.

It was brought to the board's attention that an error has been found with about 100 acres of benefits recorded with County Ditch #20 that are actually benefits that need to be recorded with County Ditch #22. It was determined to have the board move forward with the current benefits already approved by the board but realize the mistake will have to be corrected in the future.

**Nagel/Krueger motion carried unanimously to approve setting Final Hearing for County Ditch #20 on June 21, 2016 at 9:30 a.m.**

- C) Cindy Schultz Ford requested adoption of Resolution 16-CB-21 to establish the McLeod County Ballot Board.

Minnesota Statute 203B.121, subd 1 requires the governing body of each county, municipality, and school district with responsibility to accept and reject absentee ballots must, establish a Ballot Board.

**Shimanski/Krueger motion carried unanimously to adopt Resolution 16-CB-21 to establish the McLeod County Ballot Board.**

- D) Cindy Schultz Ford requested approval of agreement between the State of Minnesota acting through its Office of the Secretary of State and the McLeod County Auditor-Treasurer's Office effective July 1, 2016 through September 30, 2016 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 for the 2016 Primary Election and will conduct a recount as necessary of the votes cast in the county.

**Wright/Shimanski motion carried unanimously to approve agreement between the State of Minnesota acting through its Office of the Secretary of State and the McLeod County Auditor-Treasurer's Office effective July 1, 2016 through September 30, 2016 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 for the 2016 Primary Election and will conduct a recount as necessary of the votes cast in the county.**

- E) Cindy Schultz Ford requested approval of agreement between the State of Minnesota acting through its Office of the Secretary of State and the McLeod County Auditor-Treasurer's Office effective November 1, 2016 through December 31, 2016 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 for the 2016 General Election and will conduct a recount as necessary of the votes cast in the county.

**Shimanski/Nagel motion carried unanimously to approve agreement between the State of Minnesota acting through its Office of the Secretary of State and the McLeod County Auditor-Treasurer's Office effective November 1, 2016 through December 31, 2016 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 for the 2016 General Election and will conduct a recount as necessary of the votes cast in the county.**

- F) Cindy Schultz Ford requested approval to purchase refreshments and snacks for 2016 Election Judge Trainings and State Primary and General Election Nights at a cost not to exceed \$500.00.

**Nies/Nagel motion carried unanimously to approve the purchase of refreshments and snacks for 2016 Election Judge Trainings and State Primary and General Election Nights at a cost not to exceed \$500.00.**

- G) Cindy Schultz Ford requested approval to purchase a new Ricoh MP C6004 (color copier/printer/scanner/fax) from Metro Sales, Inc. (Richfield, MN) at a cost of \$16,525 (State Contract) with funding coming from the Compliance Fund.

There will be a \$500 credit for a trade in value.

**Nies/Shimanski motion carried unanimously to approve the purchase of a new Ricoh MP C6004 (color copier/printer/scanner/fax) from Metro Sales, Inc. (Richfield, MN) at a cost of \$16,525 (State Contract) with funding coming from the Compliance Fund.**

#### **PLANNING AND ZONING – Administrator Larry Gasow**

- A) Larry Gasow requested approval of Conditional Use Permit 16-14 requested by Lois Ernst to operate a home occupation of an events center in an existing remodeled barn to host weddings, receptions and other such events with catered in food and beverages. There will be portable bathroom units brought on-site; no SSTS or plumbing is needed. This property is located in the agricultural district. It is an existing farmstead with existing accessory buildings and located within Section 3 of Bergen Township.

The Bergen Township Board unanimously recommended approval on May 12, 2016. The Planning Advisory Commission unanimously recommended approval on May 25, 2016 with the following conditions:

1. The venue shall have a 11 PM closing time.
2. Proof of insurance shall be provided to the Zoning Office prior to any Land Use Permits being issued.
3. Engineered design plans shall be submitted at the time of making land use permit applications.
4. All waste hauling shall be performed by licensed waste haulers.
5. If a holding tank is needed for waste water the applicant shall work with the Environmental Services Office.
6. Applicant shall take proper security measures for safety purposes.
7. Applicant shall obtain permits as required by other State, Federal and Local Agencies.

**Krueger/Nagel motion carried unanimously to approve Conditional Use Permit 16-14 requested by Lois Ernst to operate a home occupation of an events center in an existing remodeled barn to host weddings, receptions and other such events with catered in food and beverages.**

#### **COUNTY ADMINISTRATION**

- A) Pat Melvin requested consideration of Personnel Committee recommendation to authorize Administration to replace the full time building maintenance position due to a retirement.

**Shimanski/Krueger motion carried unanimously to approve Personnel Committee recommendation to authorize Administration to replace the full time building maintenance position due to a retirement.**

B) Pat Melvin requested adoption of Resolution 16-CB-22 allowing Southwest Minnesota Housing Partnership to administer the Rental Rehabilitation Deferred Loan (RDDL) Pilot Program on behalf of Minnesota Housing (MHFA) in McLeod County.

The Minnesota Housing Rental Rehabilitation Deferred Loan (RRDL) provides zero interest deferred loans of up to \$300,000 through local administrators around the state.

**Wright/Nies motion carried unanimously to adopt Resolution 16-CB-22 allowing Southwest Minnesota Housing Partnership to administer the Rental Rehabilitation Deferred Loan (RDDL) Pilot Program on behalf of Minnesota Housing (MHFA) in McLeod County.**

C) Pat Melvin requested consideration of Building Committee recommendation to partner with the City of Glencoe for upgrades to the sewer line underneath the proposed Judd Avenue by paying up to a maximum of \$8,000.00 of the \$42,767.50.

**Krueger/Wright motion carried unanimously to approve Building Committee recommendation to partner with the City of Glencoe for upgrades to the sewer line underneath the proposed Judd Avenue by paying up to a maximum of \$8,000.00 of the \$42,767.50.**

**Nies/Shimanski motion carried unanimously to recess at 10:10 a.m. until 6:00 p.m. June 13, 2016 at the Glencoe City Center.**

ATTEST:

---

Paul Wright, Board Chair

---

Patrick Melvin, County Administrator