

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – March 22, 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 Shimanski and Krueger were present. Commissioners Nies and Nagel had excused absences. 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 D: Consider approval to award the fire protection bid for the jail expansion and the courthouse security project to Summit Fire at a bid amount of \$163,972 and issue a change order for a deduction in the amount of \$25,475.

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

CONSENT AGENDA

- A) March 1, 2016 Meeting Minutes and Synopsis.
- B) March 8, 2016 Meeting Minutes and Synopsis.
- C) March 3, 2016 Auditor's Warrants.
- D) March 4, 2016 Auditor's Warrants.
- E) March 11, 2016 Auditor's Warrants.
- F) March 14, 2016 Auditor's Warrants.
- G) Approve an agreement between McLeod County and Hildi Incorporated (Minneapolis, MN) for \$3,500 for actuarial services for 2016 and 2017 projected Other Post-Employment Benefits (OPEB) liability in accordance with General Accounting Standards Board (GASB) statements 43 and 45.
- H) Adopt Resolution 16-CB-13 National Telecommunications Week from April 10th through April 16th.

Shimanski/Krueger motion carried unanimously to approve the consent agenda.

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

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|-----------------|--------------|
| General Revenue | \$85,697.27 |
| Road & Bridge | \$106,037.19 |
| Solid Waste | \$47,406.81 |

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$239,141.27 from the aforementioned funds.

ROAD AND BRIDGE –Highway Engineer John Brunkhorst

- A) John Brunkhorst requested approval to purchase a 2017 M2-106 single axle Freightliner chassis from Istate Truck Center (Inver Grove Heights, MN) for \$66,848 (State Contract 77936) plus applicable tax/license with funding coming from 2016 capital budget.

Shimanski/Krueger motion carried unanimously to approve the purchase of a 2017 M2-106 single axle Freightliner chassis from Istate Truck Center (Inver Grove Heights, MN) for \$66,848 (State Contract 77936) plus applicable tax/license with funding coming from 2016 capital budget.

- B) John Brunkhorst requested approval to purchase a HD Industries Pro Patch box model TCM 425-80 from Ruffridge-Johnson Equipment Co., Inc. (Minneapolis, MN) for \$67,945 (State Contract P-961(5)) with funding coming from 2016 capital budget.

Krueger/Shimanski motion carried unanimously to approve the purchase of a HD Industries Pro Patch box model TCM 425-80 from Ruffridge-Johnson Equipment Co., Inc. (Minneapolis, MN) for \$67,945 (State Contract P-961(5)) with funding coming from 2016 capital budget.

- C) John Brunkhorst requested approval to purchase a Monroe MS 10318 18” cross conveyor with sand bag attachment from Crysteel Truck Equipment (Lake Crystal, MN) for \$5,593.83 (State Contract S-863(5)) with funding coming from 2016 capital budget.

Shimanski/Krueger motion carried unanimously to approve the purchase of a Monroe MS 10318 18” cross conveyor with sand bag attachment from Crysteel Truck Equipment (Lake Crystal, MN) for \$5,593.83 (State Contract S-863(5)) with funding coming from 2016 capital budget.

- D) John Brunkhorst requested approval to sell a 1991 Freightliner patching truck with an HD Pro Patch box with 84,350 miles and 5900 hours on Minn Bid online auction.

Minimum bid will be set at \$12,000 which represents the trade value that has been offered.

Krueger/Shimanski motion carried unanimously to approve the sale of a 1991 Freightliner patching truck with an HD Pro Patch box with 84,350 miles and 5900 hours on Minn Bid online auction.

E) John Brunkhorst requested approval to sell a 2002 HTC 12" cross conveyor on Minn Bid online auction.

Krueger/Shimanski motion carried unanimously to approve the sale of a 2002 HTC 12" cross conveyor on Minn Bid online auction.

F) John Brunkhorst requested final acceptance and payment of \$58,738.76 to Duininck, Inc. (Prinsburg, MN) for SP 043-070-006 & SP 4304-90, Roundabout construction on CSAH 115/TH 15 in Hutchinson and pavement rehabilitation on TH 15.

These projects were completed satisfactorily and final acceptance and payment is recommended.

Shimanski/Krueger motion carried unanimously to approve the final acceptance and payment of \$58,738.76 to Duininck, Inc. (Prinsburg, MN) for SP 043-070-006 & SP 4304-90, Roundabout construction on CSAH 115/TH 15 in Hutchinson and pavement rehabilitation on TH 15.

G) John Brunkhorst requested to award project SP 043-604-014, bituminous reclamation and paving on CSAH 4 to WM Mueller & Sons, Inc. (Hamburg, MN) at a cost of \$1,611,263.21.

The WM Mueller & Sons, Inc, bid was approximately 22% (\$458,340) under the engineer's estimate.

Engineering believes this is a good bid and recommends award.

Other bids for project include: Knife River (Sauk Rapids, MN) \$1,641,761.42, Duininck, Inc. (Prinsburg, MN) \$1,709,667.25, and Hardrives (St Cloud, MN) \$1,855,136.88.

Shimanski/Krueger motion carried unanimously to award project SP 043-604-014, bituminous reclamation and paving on CSAH 4 to WM Mueller & Sons, Inc. (Hamburg, MN) at a cost of \$1,611,263.21.

H) John Brunkhorst requested to award projects CP 16-055-01, rehabilitation/paving on County Road 55 between CSAH 2 and CSAH 15 and SAP 043-611-012 rehabilitation on County State Aid Highway 11 between TH 22 and CSAH 2 to WM Mueller & Sons, Inc. (Hamburg, MN) at a cost of \$1,947,093.44.

The WM Mueller & Sons, Inc, bid was approximately 30% (\$844,415) under the engineer's estimate.

Engineering believes this is a good bid and recommends award.

Other bids for project include: Knife River (Sauk Rapids, MN) \$2,018,502.71, Duininck, Inc. (Prinsburg, MN) \$2,178,827.05, and Hardrives (St Cloud, MN) \$2,382,483.77

Shimanski/Krueger motion carried unanimously to award projects CP 16-055-01, rehabilitation/paving on County Road 55 between CSAH 2 and CSAH 15 and SAP 043-611-012 rehabilitation on County State Aid Highway 11 between TH 22 and CSAH 2 to WM Mueller & Sons, Inc. (Hamburg, MN) at a cost of \$1,947,093.44.

D) John Brunkhorst requested to hire Luedtke Contracting (Hutchinson, MN) for driveway culvert installation on CP 16-055-01, reclamation and paving on CR 55 at a cost of \$18,500.

The culverts were not included in the paving project because of the work type and cost savings we anticipated doing it separate.

Additional quotes received: Hjerpe Contracting (Hutchinson, MN) \$21,675, Wuetherich Drainage (Norwood, MN) \$22,305, Juul Contracting (Hutchinson, MN) \$29,638.86.

Shimanski/Krueger motion carried unanimously to hire Luedtke Contracting (Hutchinson, MN) for driveway culvert installation on CP 16-055-01, reclamation and paving on CR 55 at a cost of \$18,500.

CENTRAL MN JOBS AND TRAINING - Chief Executive Officer Barbara Chaffee, Finance Director Tricia Bigaouette, Opportunities for Youth Manager Eric Day and Work-based Learning Services Manager Dina Wuornos

A) Central MN Jobs and Training updated the board on Central MN Jobs and Training and Services (CMJTS) that offer individualized employment and job training assistance for dislocated workers, prepare teens and young adults for success through education, support employment and economic stability for people receiving financial assistance through the county and provide paid

work and employment opportunities for eligible persons age 55 and older. The following statistics were presented:

- Unemployment in Minnesota for the year is at 3.9% down from 4.1% last year.
- McLeod County unemployment rate is at 2.9% down from 4.5% last year.
- CMJTS received over \$8.4M in grants in 2015.
- Number of clients served for 2015 in McLeod County 9,013.

HUMAN RESOURCES – Director Mary Jo Wieseler

A) Mary Jo Wieseler requested consideration of March 15, 2016 Personnel Recommendations.

1. Discuss Law Enforcement vacancies.

Recommendation: Increase pool of part-time Deputies from 8 to 10. These employees do not work over 67 shifts in a calendar year.

Shimanski/Krueger motion carried unanimously to increase pool of part-time Deputies from 8 to 10. These employees do not work over 67 shifts in a calendar year.

2. Discuss Office Support Aide (grade 9) vacancy in Public Health.

Recommendation: Hire full-time Office Support Aide (grade 9) in Public Health due to resignation. Post vacancy to fill with 1 (one) 40 hour employee or with 2 (two) 20 hour employees.

Shimanski/Krueger motion carried unanimously to hire a full-time Office Support Aide (grade 9) in Public Health due to resignation. Post vacancy to fill with 1 (one) 40 hour employee or with 2 (two) 20 hour employees.

3. Discuss PHN II position in Public Health.

Recommendation: Create a full-time Public Health Nurse II (PHN II) (grade 27) position for the Community Care Division of Public Health. Fill from an internal posting and do not back fill the resulting vacancy. Allow for the current PHN II in the Family Health Division to reduce hours from 40 to 20 and demote to a Public Health Nurse Specialist (grade 25). Hire a 20 hour Public Health Nurse Specialist to fill this reduction in hours.

Shimanski/Krueger motion carried unanimously to create a full-time Public Health Nurse II (PHN II) (grade 27) position for the Community Care Division of Public Health. Fill from an internal posting and do not back fill the resulting vacancy.

Allow for the current PHN II in the Family Health Division to reduce hours from 40 to 20 and demote to a Public Health Nurse Specialist (grade 25). Hire a 20 hour Public Health Nurse Specialist to fill this reduction in hours.

4. Discuss Chief Deputy (grade 18) vacancy in Auditor-Treasurer's Office.

Recommendation: Hire full-time Chief Deputy – Tax Records and Elections (grade 18) due to a resignation. Post internally to fill position. Approve to recruit for vacancy created by filling this position.

Wright/Shimanski motion carried unanimously to hire a full-time Chief Deputy – Tax Records and Elections (grade 18) due to a resignation. Post internally to fill position. Approve to recruit for vacancy created by filling this position.

5. Discuss Community Services Work Coordinator position.

Recommendation: Hire Community Services Work Coordinator to oversee youth doing Community Service at the Fairgrounds for approximately 12 weeks in the summer not to exceed 40 hours per week. Wage is \$16.00 per hour with a returning employee to receive the general increase of 2% plus \$.20 from their 2015 wage paid for with Probation Supervision Fee money.

Shimanski/Krueger motion carried unanimously to a Community Services Work Coordinator to oversee youth doing Community Service at the Fairgrounds for approximately 12 weeks in the summer not to exceed 40 hours per week.

- B) Mary Jo requested approval for extension of an unpaid Personal Leave for employee until April 13, 2016.

Shimanski/Krueger motion carried unanimously to approve an extension of an unpaid Personal Leave for employee until April 13, 2016.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A) Cindy Schultz Ford requested adoption of Resolution 16-CB-12 temporary loan of \$613,800 from the General Revenue Fund to the Ditch Fund to cover negative County and Joint Ditch fund balances dated 12/31/15.

Wright/Shimanski motion carried unanimously to adopt Resolution 16-CB-12 temporary loan of \$613,800 from the General Revenue Fund to the Ditch Fund to cover negative County and Joint Ditch fund balances dated 12/31/15 at a 1% interest rate.

PLANNING AND ZONING – Administrator Larry Gasow

- A) Larry Gasow requested approval of Conditional Use Permit 16-03 requested by Brent Reiner of RiverView Aggregates for gravel mining, processing and stockpiling in two areas to be completed in phases on property owned by BAR Properties, LLC. The area to be mined consists of a total of 38.99 acres, proposed excavation Area No. 1 is described as 14.37 Acres. Area No. 2 is described as 24.62 acres, both in Section 4 of Lynn Township.

The Board of Lynn Township recommended approval on February 9, 2016 with the following recommendations:

1. A bond or letter of credit in the amount of \$60,000 shall be provided to the Township for road maintenance in regards to 180th Street.
2. If an alternate haul route is required, applicant must contact the Board of Lynn Township.
3. Grading after 200 loads, dust control, survey, etc., as per township letter.

The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:

1. Applicant shall have an easement recorded for road access on property owned by Mr. William Arndt.
2. Hours of operation are 7:00 AM to 7:00 PM Monday through Friday; 7:00 to 12N on Saturday.
3. A letter of credit or bond in the amount of \$39,000.00 shall be submitted to the Zoning Office before recording of the Order.
4. No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
5. There shall be no stockpiling within the floodplain area.
6. Applicant shall apply for a DNR Dewatering Permit, if needed.
7. All MPCA permits shall be maintained.
8. All gravel pit conditions shall be adhered to, such as maintain the haul route and applying appropriate dust control measures as required by the McLeod County Planning and Zoning Office.
9. There shall be no recycling of concrete or bituminous.
10. Applicant shall follow an orderly restoration plan with back sloping at a 4:1 grade to be restored into wildlife purposes.

The County Board of Commissioners tabled this request on March 8, 2016 to allow the applicant to define the haul route and to re-visit the Board of Lynn Township with findings of the proposed haul route to the north on private property to CR 14.

The Board of Lynn Township recommended approval at their regular March 8, 2016 meeting with additional recommendations, which are as follows:

1. No traffic on Walden at any time.

2. Dust coating shall be done by contractor along with grading as needed.
3. Truck hauling signs need to go up.
4. Speed limits need to be set
5. The hours of operation shall be 7:00 a.m. to 7:00 p.m.
6. A gate shall be installed for after hour safety.
7. Haul route will be built and maintained for common traffic.
8. Any changes, applicant shall re-visit the McLeod County Planning and Zoning Office.

Wright/Shimanski motion carried unanimously to approve Conditional Use Permit 16-03 requested by Brent Reiner of RiverView Aggregates for gravel mining, processing and stockpiling in two areas to be completed in phases on property owned by BAR Properties, LLC with the above conditions.

BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna

- A) Scott Grivna requested approval to award the HVAC temperature controls for the jail renovation and courthouse security project to NAC Mechanical & Electrical Services (Vadnais Heights, MN) for a total cost of \$ 177,833.94.

Wright/Shimanski motion carried unanimously to award the HVAC temperature controls for the jail renovation and courthouse security project to NAC Mechanical & Electrical Services (Vadnais Heights, MN) for a total cost of \$ 177,833.94.

- B) Scott Grivna clarified the cost savings for the building automation system for the Health and Human Services building from NAC Mechanical & Electrical Services (Vadnais Heights, MN) of \$4,905 annually not monthly as stated at the March 8th Board Meeting.

Shimanski/Krueger motion carried unanimously to accept the clarification of cost savings for the building automation system for the Health and Human Services building from NAC Mechanical & Electrical Services (Vadnais Heights, MN) of \$4,905 annually not monthly as stated at the March 8th Board Meeting.

COUNTY ADMINISTRATION

- A) Donna Rickeman requested approval to set the tentative 2017 Board meeting dates including the evening meetings for the Board of Appeals and Equalization and Truth in Taxation which will all be held at the Glencoe City Center.

Proposed Tentative 2017 County Board Meetings

| | |
|-------------|------------------------------|
| January 3 | July 5 |
| January 17 | July 18 |
| January 31 | August 1 |
| February 7 | August 8 |
| February 21 | August 22 |
| March 7 | September 5 |
| March 21 | September 19 |
| April 4 | October 3 |
| April 18 | October 17 |
| May 2 | October 31 |
| May 16 | November 7 |
| May 30 | November 21 |
| June 6 | December 7 – evening meeting |
| June 20 | December 19 |

June 12, 2017
6:00 pm Board of Appeals

December 7, 2017
4:30 pm Board Meeting
6:00 pm Truth in Taxation

Wright/Shimanski motion carried unanimously to set the tentative 2017 Board meeting dates including the evening meetings for the Board of Appeals and Equalization and Truth in Taxation which will all be held at the Glencoe City Center.

B) Donna Rickeman requested approval for the following location changes for upcoming board meetings:

- April 5th – Hutchinson High School Auditorium
- April 19th – Trailblazer Transit Meeting Room
- May 17th – Lester Prairie City Hall
- November 8th - Trailblazer Transit Meeting Room

Krueger/Shimanski motion carried unanimously to approve location changes for upcoming board meetings listed above.

C) Pat Melvin requested approval to enter into an agreement with CGI Communications for preparation and taping of a McLeod County video which

can be accessed from a hyperlink on the McLeod County website and sign the letter indicating that CGI is a partner with McLeod County for this project at no cost.

Wright/Krueger motion carried unanimously to approve entering into an agreement with CGI Communications for preparation and taping of a McLeod County video which can be accessed from a hyperlink on the McLeod County website and sign the letter indicating that CGI is a partner with McLeod County for this project at no cost.

D) Paul Wright requested approval to award the fire protection bid for the jail expansion and the courthouse security project to Summit Fire at a bid amount of \$163,972 and issue a change order for a deduction in the amount of \$25,475.

Shimanski/Krueger motion carried unanimously to approve the award of the fire protection bid for the jail expansion and the courthouse security project to Summit Fire at a bid amount of \$163,972 and issue a change order for a deduction in the amount of \$25,475.

Krueger/Shimanski motion carried unanimously to recess at 11:12 a.m. until 9:00 a.m. April 5, 2016 in the auditorium in the Hutchinson High School.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator