

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – March 8, 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.

CONSIDERATION OF AGENDA ITEMS

Nies/Nagel motion carried unanimously to approve the agenda.

CONSENT AGENDA

- A) February 26, 2016 Auditor's Warrants.
- B) Approve renewal of McLeod County Public Health 2016 Southwest Initiative Foundation Grant Agreement that provides funds to support dental varnishing services in the community and build community partnerships to improve oral wellness in children.
- C) Approve renewal of McLeod County Public Health grant application for 2016 United Way of McLeod County Community Grant Funding to support the ongoing Universal Contact/New Baby Visit Program.
- D) Approve renewal of Consumption & Display Permit for Brownton Rod & Gun in Brownton from April 1, 2016 through March 31, 2017.
- E) Approve renewal of Non-Intoxicating 3.2% Liquor License for Shadow Brooke Golf Course in Lester Prairie from March 1, 2016 through December 31, 2016.
- F) Approve Conditional Use Permit 16-02 requested by Adam Revier for a Home Occupation in an accessory building exceeding 2,400 square feet and/or employing more than 5 non-residents for the purpose of a welding and fabrication business within a 10.78 AC tract of Section 35, Rich Valley Township.

Rich Valley Township recommended approval on January 13, 2016. The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:

1. Septic system shall be in compliance.
2. There shall be an established parking area for employees and customers.
3. Building shall be handicap accessible.
4. All equipment and supplies shall be stored within an enclosed structure or screened from view from the public road and nearby residences.

- G) Approve Conditional Use Permit 16-04 requested by Adam & Wanda Alsleben for the purpose of a kennel to be known as Sandy Creek Aussies and to allow for up to 30 dogs for showing, breeding and for sale of dogs in Section 10, Glencoe Township.

The Board of Glencoe Township recommended approval on February 11, 2016. The Planning Advisory Committee unanimously recommended approval on February 24, 2016.

- H) Approve Conditional Use Permit 16-05 requested by Scott & Deborah Pikovsky to allow for commercial outdoor activities for weddings, receptions and events with catered in foods and beverages in an existing accessory building in Section 15, Rich Valley Township.

The Board of Rich Valley Township recommended approval on February 10, 2016. The Planning Advisory Committee recommended approval on February 24, 2016 with the following conditions:

1. There shall be no parking on County Road #2. On-site parking only.
2. Applicant shall notify Sheriff's Office of each event due to increased traffic and large attendance of people.
3. Applicant shall contact the Fire Marshall to have an inspection performed on the accessory structure and to ensure there are an appropriate number of exit routes in place.
4. A septic compliance inspection shall be performed upon transfer of property.

- I) Approve Conditional Use Permit 16-06 requested by Randy Peterson and Dillan Peterson for the purpose of gravel mining, screening and stockpiling on property owned by Stephen Jergens on 11.68 acres in Section 23 of Hassan Valley Township.

The Board of Hassan Valley Township recommended approval on February 16, 2016. The Planning Advisory Committee unanimously recommended approval on February 24, with the following conditions:

1. Hours of operation are 6:00 AM to 7:00 PM Monday through Friday; 6:00 to 12N on Saturday.
2. A letter of credit or bond in the amount of \$11,000 shall be submitted to the Zoning Office before recording of the Order.
3. No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
4. Excavation must be at least feet from the bank of the river.
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. Applicant shall apply for an Access permit with the County Highway department, if needed.
9. Applicant shall follow an orderly restoration plan with back sloping at a 4:1 grade to be restored into wildlife purposes.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue	\$40,931.03
Road & Bridge	\$18,237.91
Solid Waste	\$13,977.25
Special Revenue	\$62.84

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$73,209.03 from the aforementioned funds.

PUBLIC HEALTH – Director Jennifer Hauser

- A) Jennifer Hauser requested approval of McLeod County Public Health grant application for new 2016 United Way of McLeod County Community Grant Funding to support the McLeod County Hoarding Awareness and Support Project.

Research indicates approximately 4-14% of the general population suffer from Hoarding/excessive clutter disorder, a recognized mental health disorder. Community members who are suffering with hoarding/excessive clutter behavior threaten the health and safety of the individual and the community, including the individual's family, neighbors, and support workers, health providers, law enforcement, and emergency personnel. The McLeod County Hoarding and

Awareness Project focuses on helping those that are unable to help themselves by providing resources available to achieve a healthy lifestyle as a whole.

In 2015, 29 Public Health Nuisance were received by McLeod County Public Health. Of the 29 referrals, 10 involved extreme clutter. When a referral is received, Public Health follows up to do a professional, evidence-based assessment of the home environment and client to determine to what degree the clutter/hoarding behavior is creating unsafe or unhealthy conditions. A service plan is then developed in partnership with the client. This plan includes referrals to community partners to bring about healthy and lasting change.

Hands-on support, such as mental health treatment, public health and social services case management, cleaning services, home care, heavy chores services, and training and assistance from professional organizers is offered to clients who are ready to address the issue and interested in receiving help. This hands-on support, which is critical for treatment success, may be unavailable for residents who are under-insured or for those living in poverty, due to out of pocket costs.

Currently, there is no funding source other than County levy dollars for Public Health Nuisance follow-up and case-management. However, it is considered a core service of Local Public Health under State statute MN 145A. This grant funding would help defray some of that cost to the County.

Public Health is requesting \$6000 in funding from the United Way to support staff time, materials, training and hands-on assistance to McLeod County residents. The goal is to increase awareness of this chronic disease, increase the number of referrals to 35 clients, and provide intervention, referrals and support to 10 clients with hoarding/excessive clutter behavior. The aim for participants: gain knowledge, learn and use new skills, and experience measureable change in their lives. Of the people working with our program, our goal is to have 100% reach minimal safety standards. All clients are referred for assessment; one-third will receive treatment from a mental health professional for the disorder.

Nies/Shimanski motion carried unanimously to approve the McLeod County Public Health grant application for new 2016 United Way of McLeod County Community Grant Funding to support the McLeod County Hoarding Awareness and Support Project.

MCLEOD FOR TOMORROW – Program Coordinator Tasha Schiedel

- A) Tasha Schiedel gave a recap of the Winterfest that was held on February 6th at the McLeod County Fairgrounds. There were approximately 2,500 people that attended this event which was a significant increase from other years. This is the main fundraising event for this non-profit organization and this

even brought in \$7,200. The committee has heard many compliments from people in attendance and would like to thank the Commissioners for their support and also all the volunteers that helped make the event successful.

Tasha also informed the board that planning has already begun for the glow run which is scheduled in September.

HUMAN RESOURCES – Director Mary Jo Wieseler

- A) Mary Jo requested approval to proceed with a Market Study at a cost not to exceed \$13,700 with an estimated lead-time of 15 weeks.

Outlined below are the steps Keystone will take to prepare this market analysis and to update the salary ranges using the Keystone Public Sector Survey Data.

- Select a suitable peer group of 5-6 participants in the survey to be used as a market reference for McLeod County. Keystone would recommend a list of agencies based on size and geographic location.
- Prepare a list of McLeod County benchmark jobs and match them to survey jobs. Job duties and level would be used in the matching process. County HR Director would work with a Keystone Consultant to match these jobs to the survey.
- Keystone database analyst prepares a custom data cut from the Keystone survey master database and re-computes the survey means and percentiles including the peer group agencies only. A geographic cost of labor differential factor would be applied to the Keystone survey compensation data prior to conducting the market comparisons.
- Prepare a comprehensive market analysis and comparisons of McLeod County compensation program with the market.
- Calibrate current County ranges with the market and prepare a final recommendation for updating these ranges.
- Assign the new ranges to County jobs and employees and quantify the potential budget impact for implanting these ranges.
- Build a template matrix for salary increase guidelines that the County could modify based on available budget or other considerations. We would suggest a couple of scenarios based on the objectives the County would like to accomplish going forward. This is a necessary tool for the County in order to administer its compensation program going forward.
- Prepare a summary of findings and recommendations.
- Present results to the Board of Commissioners and County Department Heads as applicable.

Wright/Krueger motion carried unanimously to proceed with a Market Study at a cost not to exceed \$13,700 with an estimated lead-time of 15 weeks.

- B) Mary Jo requested approval to work with Central Minnesota Jobs and Training to have a person work at the Fairgrounds through the Minnesota Youth Program.

The schedule is estimated to be 29 hours per week for a total of approximately 200 hours with no cost to the county.

Shimanski/Nies motion carried unanimously to approve working with Central Minnesota Jobs and Training to have a person work at the Fairgrounds through the Minnesota Youth Program.

UNITED STATE FISH AND WILDLIFE SERVICE – Realty Specialist Blake Knisley

- A) Blake Knisley requested approval for certification of wetland easement for 12.7 acres from Dennis and Elaine Zetah.

The Fish and Wildlife Service recently secured an easement from Dennis and Elaine Zetah, of Hutchinson Minnesota. This is a wetland easement protecting the wetland basins while allowing agricultural use of the property. It prohibits draining, filling or leveling of the wetlands. The landowner will retain primary responsibility for weed control, recreational use, access, and will continue to be responsible for the payment of property taxes.

Nies/Krueger motion carried unanimously to approve certification of wetland easement for 12.7 acres from Dennis and Elaine Zetah.

SOLID WASTE – Acting Director Sarah Young

- A) Sarah Young requested approval of contract extension with Adult Training & Habilitation Center (ATHC) for one month.

This extension will provide Solid Waste and ATHC additional time to compile data for review prior to considering a longer term agreement.

Krueger/Shimanski motion carried unanimously to approve a contract extension with Adult Training & Habilitation Center (ATHC) for one month.

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 Lynn Township.
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.

Since the Planning Committee met on February 24, Mr. William Arndt has decided against having his property be used for an easement. With this new development the applicant will need to establish an alternate haul plan for the easterly route.

Wright/Nagel motion carried unanimously to table until 10:00 A.M. on March 22nd to allow the applicant to establish an alternate haul plan for the easterly route.

BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna

- A) Scott Grivna requested approval to purchase a building automation system for the Health and Human Services building from NAC Mechanical &

Electrical Services (Vadnais Heights, MN) for a total cost of \$98,780 with funding coming from the Capital Improvement Plan Bonding Funds.

This new building automation system will save approximately \$4,900 a month in maintenance costs and give more control over building.

Additional quote received: Building Control Services LLC (Chaska, MN) for \$109,970.

Nies/Nagel motion carried unanimously to approve the purchase of a building automation system for the Health and Human Services building from NAC Mechanical & Electrical Services (Vadnais Heights, MN) for a total cost of \$98,780 with funding coming from the Capital Improvement Plan Bonding Funds.

ATTORNEYS OFFICE – Attorney Mike Junge

- A) Mike Junge requested approval of LexisNexis Subscription Agreement for computer access to legal publication within the McLeod County Law Library with funding coming from the Law Library Fund.

Monthly costs are: 1st year \$359.00, 2nd year \$369.77 and 3rd year \$380.86.

Nagel/Nies motion carried unanimously to approve the LexisNexis Subscription Agreement for computer access to legal publication within the McLeod County Law Library with funding coming from the Law Library Fund.

- B) Mike Junge requested approval of 2016 County Law Library Program at a cost of \$250 a year.

Nagel/Shimanski motion carried unanimously to approve the 2016 County Law Library Program at a cost of \$250 a year.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A) Cindy Schultz Ford requested approval of \$140 rent per acre for 7.5 acres of property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for Mark Ahlbrecht of Lester Prairie, MN effective Crop-Year 2016 with rent due October 31, 2016.

Mark Ahlbrecht has been renting the property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for six years from the county. His wish is to continue to rent our land in 2016. He owns and operates the land that is adjacent to the county property. The rent agreement is effective November 1, 2015 to October 31, 2016. The number of

rented acres is reduced to 7.5 from 8.5 in anticipation of expanding the parking lot at Health and Human Services.

Nies/Shimanski motion carried unanimously to approve \$140 rent per acre for 7.5 acres of property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for Mark Ahlbrecht of Lester Prairie, MN effective Crop-Year 2016 with rent due October 31, 2016.

- B) Cindy Schultz Ford notified the board of a Trust payment received in the amount \$36,450.00 from United States Department of the Interior, Fish and Wildlife Service for land acquired in McLeod County, Collins Township from Pheasants Forever Inc.
- C) Cindy Schultz Ford requested appointment of two County Commissioners to serve as members of the County Canvassing Board.

McLeod County Canvassing Board will meet August 12, 2016 at 10:00 a.m. following the Primary Election and November 15, 2016 at 10:00 a.m. following the General Election to canvass total votes cast in the election.

Nies/Shimanski motion carried unanimously to appoint Commissioner Nagel and Commissioner Krueger to serve as members of the County Canvassing Board.

- D) Cindy Schultz Ford notified the board of the Payment in Lieu of Taxes programs for McLeod County. See board packet for details.

COUNTY ADMINISTRATION

- A) Pat Melvin requested consideration of February 24, 2016 Budget Recommendations.
 - 1. Consider Public Health request to include texting option on County provided cell phones.
Recommendation: Continue to explore texting options with various providers through the County's phone system and Outlook Client.
 - 2. Update on security costs for courthouse construction project.
Recommendation: Funding should come from the Capital Equipment Notes.
 - 3. Review letter from Buffalo Creek Watershed regarding fees associated with County owned parcels.

Recommendation: Direct the Highway Department to pay the \$887.06 for right of way drainage benefits the County is receiving for a ten year period with the first payment due on July 1, 2016.

4. Discussion regarding exhausting public defender fees.

Recommendation: Informational only as MN Statute requires the County to pay defender fees after funds are exhausted.

5. Consider bonding for Buffalo Creek Watershed and County Ditch projects.

Recommendation: Have further discussion on bonding for an estimated total of 2.1 million plus the cost of Count Ditch 22 at the March 8, 2016 Board Workshop.

6. Consider refinancing of HRA Bonds as presented by Shannon Sweeney.

Recommendation: Refer Shannon Sweeney to Jill Bengston for further discussion.

7. Consider automation controls for Health and Human Services.

Recommendation: Funding is available from Capital Equipment Notes and further discussion with Attorney needed regarding additional quotes.

- B) Paul Wright requested approval to fund up to \$2000 for cookies and coffee at each of the four County Agricultural Land Workshops scheduled for March 29 and 30th, 2016.

Nies/Krueger motion carried unanimously to approve funding up to \$2000 for cookies and coffee at each of the four County Agricultural Land Workshops scheduled for March 29 and 30th, 2016.

- C) Pat Melvin led discussion on board meeting options during jail renovation and courthouse security project. The project is expected to last up to 18 months with the boardroom being used for staff members from the Sheriff's Department during construction.

It was agreed upon to hold the majority of the board meetings in the City Council Chambers in the Glencoe City Center at a cost of \$35 an hour. The county will be able to use the City Center's video equipment to continue recording meetings for broadcast on local access stations.

Administration will work with the Glencoe City Center to identify any meeting dates where there is a conflict and determine other options if necessary.

Shimanski/Nagel motion carried unanimously to recess at 10:35 a.m. until 9:00 a.m. March 22, 2016 in the County Boardroom.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator