

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – May 17, 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 Lester Prairie City Hall. 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 H: Consider temporary reduction in hours from 40 hours per week to an average of at least 30 hours per week for an employee in Assessor's Office until end of July due to medical issue.
- B) Remove under Administration Item I: Consider approving the 2017 budget directive.

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

CONSENT AGENDA

- A) May 3, 2016 Meeting Minutes and Synopsis.
- B) April 29, 2016 Auditor's Warrants.
- C) May 2, 2016 Auditor's Warrants.
- D) May 4, 2016 Auditor's Warrants.
- E) May 6, 2016 Auditor's Warrants.
- F) Consider approval of the following construction changes:
 - CP 16-000-01 & 16-000-02 (Countywide Sealcoating and Pavement Marking) Work Order 1 – Added portions of CSAH 3 and 25 – Net cost increase = \$104,792.90Due to the bid savings realized on this project we want to include these segments. The Contractor will perform this work at the original bid unit prices.
- G) Approve Mining Conditional Use Permit 16-11 within 29.75 acres on

property owned by Robert & Julie Jergens requested by Duininck, Inc. for continued gravel mining, processing and stockpiling of gravel, granular materials, recycled aggregate products, and periodic production of hot mix asphalt and/or ready-mix concrete. Upon completion of the restoration, it will be utilized for wildlife purposes. This property is located on 36.45 acres within the NW ¼ of the NE ¼, Section 22 of Hassan Valley Township. The Board of Hassan Valley Township recommended approval on March 7, 2016. The Planning Advisory Committee recommended approval on April 27, 2016 with the following conditions:

1. The hours of operation shall be 6:00 A.M to 8:00 P.M.
2. All MPCA Permits shall be maintained.
3. Applicant shall keep current DNR Dewatering Permit. (No. 1995-4265).
4. No wetland or floodplain impacts shall take place unless prior approval from any agency with jurisdiction.
5. A letter of credit or bond in the amount of \$36,500.00 shall be submitted to the Zoning Office.
6. Applicant shall follow restoration plan with backsloping at a 4:1 grade.
7. Applicant shall notify Zoning Office as restoration takes place so an inspection can be made.

H) Approve Mining Conditional Use Permit 16-12 on property owned by John Chmielewski for continued mining, processing and stockpiling of gravel and granular materials. Upon completion of the operation it will be restored and used for wildlife purposes. This property is located on a 22.61 acre tract in the S ½ NW ¼ within Section 25 of Hassan Valley Township. The Board of Hassan Valley Township recommended approval on March 7, 2016. The Planning Advisory Committee recommended approval on April 27, 2016 with the following conditions:

1. Hours of operation shall be 6:30 a.m. to 7:30 p.m., Monday through Friday. Saturday hours shall be 7:00 a.m. to 12:00 p.m. If Saturday work is needed, applicant shall notify the Zoning Office.
2. Applicant shall obtain a \$22,000.00 Restoration Bond or Letter of Credit and submit to Zoning Office.
3. All MPCA Permits shall be maintained.
4. Applicant shall obtain and meet all NPDES Permit requirements. (NPDES No. MNG490046).
5. Applicant shall obtain Dewatering Permit from DNR.
6. Dewatering shall be done with least amount of noise nuisance as possible.
7. McLeod County Highway Department recommends a one-hundred fifty (150) foot setback from the centerline of CR 4 and shall be notified when hauling begins.

8. Applicant shall comply with conditions of Hassan Valley Township to repair and maintain the road to pre-mining condition and to apply water or calcium chloride when hauling out of the pit.
9. Applicant shall follow restoration plan with backsloping at a 4:1 grade.
10. Applicant shall notify the Zoning Office as restoration takes place so an inspection can be made.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue	\$86,719.31
Road & Bridge	\$12,738.57
Solid Waste	\$74,113.75
County Ditch Fund	\$233.40
Special Revenue Fund	\$1,386.93
Community Health Service	\$27.64

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$175,219.60 from the aforementioned funds.

CONTEGRITY – Construction Manager Sam Lauer

- A) Sam Lauer Construction Manager with Contegrity informed the Board that the separation of the old jail from the courthouse is almost complete. During the week of May 23rd demolition will be complete and will be ready to start construction of the new building.

The county is opening up Judd Avenue between 10th and 11th streets because Ives Avenue, located directly east of the courthouse, will be closed to accommodate the expansion.

The City of Glencoe is taking advantage of the construction to improve the storm water system in the area. Sam Lauer will work with Short Elliott Hendrickson (SEH), the city’s consulting engineers, to make sure the storm water improvement does not conflict with the county’s road construction.

ROAD AND BRIDGE –Highway Engineer John Brunkhorst

- A) John Brunkhorst requested adoption of resolutions for jurisdictional State Aid road transfers in the City of Lester Prairie in accordance with the joint powers agreement that was approved on 4/3/12.

- Resolution 16-RB06-18 revokes portions of County State Aid Highway 23.
- Resolution 16-RB07-19 re-designates County Road 78 as County State Aid Highway 23

These are contingent upon the City of Lester Prairie adopting concurring resolutions.

Nies/Shimanski motion carried unanimously to adopt Resolution 16-RB06-18 to revoke portions of County State Aid Highway 23 and Resolution 16-RB07-19 to re-designate County Road 78 as County State Aid Highway 23.

PARKS – Director Al Koglin

- A) Al Koglin requested approval of Dakota Trails Master Plan in order to acquire regional status.

The McLeod County Dakota Rail corridor master planning process provides a vision for the Dakota Rail corridor as a multi-use trail extending approximately 18 miles from the McLeod/Carver County line into the City of Hutchinson. Combined with the 26 miles of trail already developed in Hennepin and Carver Counties, this would create a 44 mile regional trail linking McLeod County to the western suburbs of the Twin Cities.

The master planning process was initiated to identify issues and opportunities, outline improvement costs and identify public needs, and interests in the potential development of the trail in McLeod County. The Master Plan was written and facilitated by a working group made up of staff from McLeod County and the City of Hutchinson. This process includes public agency discussions, policymaker workshops, and a public open house. A public survey and public open house as part of the McLeod County Trail Plan development process were also taken into account.

Designation of regional status will allow any entity along the trail - the county, or the cities of Silver Lake, Lester Prairie and Winsted to apply for grant funding.

Nies/Nagel motion carried unanimously to approve the Dakota Trails Master Plan in order to acquire regional status.

MEDICAL EXAMINER'S OFFICE – Chief Medical Examiner Dr. A. Quinn Strobl

- A) Dr. Strobl presented the 2015 McLeod County Medical Examiner's Annual Report. She informed the Board that the total number of deaths investigated

in 2015 was 196, an increase of 13 from 2014. Of the 196 deaths, 63 were registered hospice and 147 cremations were approved. Scene investigations were required in 59 cases. Jurisdiction was assumed in 15 cases. Of these, 8 autopsies were performed.

There were 4 motor vehicle-related crash deaths in McLeod County in 2015 an increase of 2 from 2014. Three people died accidental deaths which were non-motor vehicle related. There were 4 deaths due to suicide equal in number to 2014. One death was classified as homicide in McLeod County in 2015.

PUBLIC HEARING - County Ditch #22 Repair Petition of Gene H. Freed

- A) Chuck Vermeersch, SEH Project Manager, presented the repair report on County Ditch #22. This project includes total replacement of all existing 12-inch tile beginning on the west side of MNTH 15, and ending at Lateral 2. It also includes the replacement of Lateral 2.

The estimated benefits exceed the estimated cost of constructing the project. No significant environmental impacts are anticipated as a result of constructing the project. Total cost of project is estimated at \$170,000 with benefits of \$513,000.

SCHEDULE

Proposal Approved by County Board	May 2016
Bid Letting Date	June 27
Construction	Summer 2016

Nagel/Shimanski motion carried unanimously to accept Engineer's Report on County Ditch #22 as presented.

Shimanski/Krueger motion carried unanimously to accept findings and proposed cost of \$170,000 with benefits realized of \$513,000.

Nagel/Nies motion carried unanimously to order the repair project and advertise for bids on County Ditch #22.

Nagel/Shimanski motion carried unanimously to set a Public Hearing on July 5th, 2016 at 9:30 AM to award bids for repair of County Ditch #22.

COUNTY ADMINISTRATION

- A) Pat Melvin requested consideration of May 10, 2016 Personnel Recommendations.

1. Discuss seasonal position for Auditor-Treasurer's Office to assist with elections.

Recommendation: Hire a temporary employee at 67 shifts for 2016 to assist in Auditor-Treasurer's Office with Elections. This will be on the Agenda for the May 24 Budget Committee Meeting to determine which fund the expenses will come from before Board makes final approval.

2. Discuss PHN II in Family Health Division of Public Health.

Recommendation: Internally promote current Family Health Public Health Nurse (grade 24) or Public Health Nurse Specialist (grade 25) to Public Health Nurse II (grade 26) 40 hours per week. This is due to the need for supervisory staff in the Family Health Division of Public Health. Will not fill the resulting vacancy.

3. Discuss Sheriff Office vacancies.

Recommendation: Hire Deputy (grade 19) to replace Deputy that separated employment. Also hire Deputy instead of Investigator (grade 21) due to resignation. Determine at later date to recruit internally for Investigator.

4. Discuss vacancy for Office Support Specialist (grade 9) in Social Services due to promotion.

Recommendation: Hire Office Support Specialist (grade 9) in Social Services due to promotion.

5. Discuss Purchasing Power.

No recommendation: Purchasing Power is a program that allows for employees to make purchases for computers, electronics, etc through a website and the payments will be made as a payroll deduction. There are several questions that we would like clarification on before we decide to proceed.

Nies/Krueger motion carried unanimously to approve all recommendations from Personnel Committee as presented.

- B) Roger Berggren requested approval of contract with All Over Media to provide Aquatic Invasive Species (AIS) prevention and awareness advertising

at bait shops in McLeod County at a cost of \$8,820 with funding coming from the Aquatic Invasive Species Fund.

McLeod County's AIS plan puts education as its top priority. This would directly educate users of lakes who purchase bait in McLeod County.

Nagel/Krueger motion carried unanimously to approve contract with All Over Media to provide Aquatic Invasive Species (AIS) prevention and awareness advertising at bait shops in McLeod County at a cost of \$8,820 with funding coming from the Aquatic Invasive Species Fund.

- C) Pat Melvin requested decision on PrimeHealth employee insurance. Multiple meetings were conducted with employees which were attended by 117 employees. A survey was also conducted for employees to weigh in on the decision to stay with McLeod/Sibley health insurance pool or switch to PrimeHealth insurance.

Survey results indicate 88% of employees who participated in the survey prefer to stay with McLeod/Sibley Health insurance pool.

Commissioner Shimanski thanked Pat Melvin, Mary Jo Wieseler and Rich Westlund for their work in preparing and presenting both insurance options to employees.

Nies/Nagel motion carried to maintain partnership with McLeod/Sibley health insurance pool.

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

- D) Pat Melvin requested approval of registration fee for Don Hopp to attend The Agricultural Plastic Recycling Conference & Trade Show in San Diego, CA August 17-19th 2016 at a cost of \$297 with funding coming from the 2016 Solid Waste budget.

Nies/Wright motion carried unanimously to approve registration fee for Don Hopp to attend The Agricultural Plastic Recycling Conference & Trade Show in San Diego, CA August 17-19th 2016 at a cost of \$297 with funding coming from the 2016 Solid Waste budget.

- E) Pat Melvin requested approval of upcoming May workshop agenda items including: Review Information Technology workload, review current long-range planning and Ag recycling discussion.

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

- F) Pat Melvin notified the Board of McLeod for Tomorrow graduation scheduled for Thursday, May 26th 5:00 PM at Crow River Winery.
- G) Pat Melvin notified the Board of AMC District 7 Spring Meeting scheduled for Wednesday, June 1st in St Peter.
- H) Pat Melvin requested temporary reduction in hours from 40 hours per week to an average of at least 30 hours per week for an employee in Assessor's Office until end of July due to medical issue.

Nies/Krueger motion carried unanimously to temporarily reduce hours from 40 hours per week to an average of at least 30 hours per week for an employee in Assessor's Office until end of July due to medical issue.

- I) Pat Melvin requested approval to set the 2016 budgeting schedule and department head budget directive.

Nies/Shimanski motion carried unanimously to set the 2016 budgeting schedule and department head budget directive at 0% increase for smaller departments, outside organizations and a 5% reduction for Social Services, Public Health, Highway and Sheriff's Department.

Krueger/Shimanski motion carried unanimously to set a Public Hearing for May 31, 2016 at 9:30 AM to award bid for County Ditch #26 and #27.

Nies/Nagel motion carried unanimously to recess at 11:25 a.m. until 9:00 a.m. May 31, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator