

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – September 20, 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

- A) Add under Auditor-Treasurer Item B: Consider approval of gambling permit for Hutchinson Hockey to conduct a raffle on October 1, 2016 to October 2, 2016 at York Farm Barn, Hutchinson MN. The application is acknowledged with no waiting period.
- B) Add under Administration Item C: Update from McLeod for Tomorrow.

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

CONSENT AGENDA

- A) August 30, 2016 Meeting Minutes and Synopsis.
- B) September 6, 2016 Meeting Minutes and Synopsis.
- C) September 2, 2016 Auditor's Warrants.
- D) September 9, 2016 Auditor's Warrants.
- E) September 13, 2016 Auditor's Warrants.
- F) Approve gambling permit for Brownton Rod & Gun Club, Inc., 19151 108th Street, Brownton, MN to conduct a raffle on February 4, 2017. The application is acknowledged with no waiting period.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund	\$80,132.08
Road & Bridge Fund	\$41,956.90

Solid Waste Fund	\$60,445.25
Special Revenue Fund	\$77.59

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$182,611.82 from the aforementioned funds.

COURT ADMINISTRATION – Judge Savre

- A) Judge Savre discussed guardian/conservator compensation with the Board. Guardianship is a legal relationship that gives one or more individuals or agencies the responsibility of the personal affairs of the protected person. Conservatorship is similar to guardianship in that it is a legal relationship between a protected person and one or more individuals appointed by the court to make decisions on behalf of the protected person.

Under Minnesota law, a guardian/conservator’s fees and expenses are first to be paid out of the ward/protected person’s assets. But if the ward’s estate has no funds, then the county where the guardianship was established or is presently being monitored is obligated.

Currently McLeod County fee schedule pays a guardian/conservator \$15 an hour with a monthly cap of \$100 and after 3 months a monthly cap of \$60 an hour with no mileage compensation which makes recruiting qualified applicants for guardian/conservator’s very challenging.

Court Administration is recommending \$15 an hour with a monthly cap of \$150 plus mileage.

Nagel/Nies motion carried unanimously to further discuss guardian/conservator compensation with the Budget Committee.

CONTEGRITY GROUP – Construction Manager Sam Lauer

- A) Sam Lauer with Contegrity informed the Board currently load-bearing walls being worked on and structural steel up with exception of stair tower. Proof roll test has been completed where compacted soil is checked for soft areas in order to supply a balanced support system for the structure of pavement. Subgrade is wet and will need to dry up. Contegrity is hoping to have the new addition enclosed by mid-November.

ROAD AND BRIDGE – Engineer John Brunkhorst

- A) John Brunkhorst requested approval of final acceptance and payment of \$1,118.38 to ID Sign Solutions LLC (Glencoe, MN) for CP 15-000-03, countywide intersection ID sign replacement project.

This project was completed satisfactorily and final acceptance and payment is recommended.

Nagel/Krueger motion carried unanimously to approve final acceptance and payment of \$1,118.38 to ID Sign Solutions LLC (Glencoe, MN) for CP 15-000-03, countywide intersection ID sign replacement project.

- B) John Brunkhorst requested approval of final acceptance and payment of \$9,017.91 to WM Mueller & Sons (Hamburg, MN) for SAP 43-703-001, pavement rehabilitation project in Brownton, MN.

This project was completed satisfactorily and final acceptance and payment is recommended.

Krueger/Shimanski motion carried unanimously to approve final acceptance and payment of \$9,017.91 to WM Mueller & Sons (Hamburg, MN) for SAP 43-703-001, pavement rehabilitation project in Brownton, MN.

- C) John Brunkhorst requested approval to purchase approximately 4,000 tons of seal coat aggregate from LG Everest (Sioux Falls, SD) at \$23.50/ton for a total cost of \$94,000.

Additional quote: Martin Marietta from Granite Falls, MN quoted \$17.25/ton.

When factoring in the hauling cost it is cheaper to utilize LG Everest because they are shipping via TCW Railroad.

Krueger/Nagel motion carried unanimously to approve the purchase of approximately 4,000 tons of seal coat aggregate from LG Everest (Sioux Falls, SD) at \$23.50/ton for a total cost of \$94,000.

- D) John Brunkhorst requested approval to replace a centerline culvert on County State Aid Highway 7 over McCuen Creek with a 72” reinforced concrete pipe.

Low installation quote was \$13,246 from Juul Contracting (Hutchinson, MN).

Other quotes were \$13,833 from Wuetherich Drainage (Norwood, MN) and \$24,137 from Hjerpe Contracting (Hutchinson, MN).

Shimanski/Krueger motion carried unanimously to approve low installation quote from Juul Contracting (Hutchinson, MN) for a total cost of \$13,246.

Low quote for the culvert was \$21,839.80 from Hancock Concrete (Hancock, MN). One other quote was received for \$24,032.50 from Cretex (Maple Grove, MN).

Current culvert is in poor condition and warrants replacement.

Nagel/Shimanski motion carried unanimously to approve low culvert quote from Hancock Concrete (Hancock, MN) for a total cost of \$21,839.80.

- E) John Brunkhorst requested approval of annual preventative maintenance agreement for the HVAC systems at the SLATS Highway Shop with AREngh Heating and Air Conditioning (Cokato, MN) for an annual fee of \$1,074.13.

Nies/Shimanski motion carried unanimously to approve an annual preventative maintenance agreement for the HVAC systems at the SLATS Highway Shop with AREngh Heating and Air Conditioning (Cokato, MN) for an annual fee of \$1,074.13.

ENVIRONMENTAL SERVICES – Environmental Technician Emily Gable

- A) Emily Gable requested adoption of Resolution 16-CB-33 and approval of loan agreement No. SRF0306 to receive \$300,000 in state septic loan money.

This money is part of the Minnesota Clean Water Partnership (CWP) Loan program through the CROW Organization. McLeod County has a need for this money to help homeowners with low interest loan money to upgrade their failing septic systems in the Crow River Watershed.

Krueger/Shimanski motion carried unanimously to adopt Resolution 16-CB-33 and approve loan agreement No. SRF0306 to receive \$300,000 in state septic loan money.

EXTENSION – 4H Coordinator Darcy Cole

- A) McLeod County 4-H Federation Officers Kyle Wanous, Emily Ward and Montana Sanchez accompanied Darcy Cole in expressing appreciation to McLeod County for their support and requested approval of National 4-H week proclamation for October 2nd through October 8th 2016.

- A) Darcy Cole presented the 2015-16 annual report. There are currently 311 youths participating in the county 4-H program along with 75 adult volunteers.

During the 2016 McLeod County Fair, 2,653 General and Livestock Exhibits were showcased. Representation from McLeod County 4-H at the Minnesota State Fair consisted of 87 4-H members. Out of those 87 members, McLeod County received 32 purple ribbons, 2 Livestock Interview Winners and 2 Dairy Showcase Participants.

McLeod County 4-H also hosted a number of summer programs including, animal talks with Hutchinson Library, Food Science at the Glencoe Library, paint party at the Paint Factory, Mystery Day Camps and Secret Agent Day Camps.

HUMAN RESOURCES – Director Mary Jo Wieseler

- A) Mary Jo Wieseler requested approval to change providers for 2017 vision insurance from Avesis to Eye Med to allow for better local network, premiums guaranteed for 4 years and lower premiums.

Wright/Shimanski motion carried unanimously to approve the change from Avesis to Eye Med for 2017 vision insurance.

- B) Mary Jo Wieseler requested approval to add optional orthodontist coverage to the current Assurant Dental Plan at a cost to employee of \$185/month with lifetime maximum of \$2,000.

Nagel/Nies motion carried unanimously to approve added optional orthodontist coverage to the current Assurant Dental Plan.

- C) Mary Jo Wieseler informed board of an upcoming meeting scheduled for Tuesday, October 4th at 1:30 PM at Glencoe City Center to have Keystone present classification study information. All employees are invited to attend as well as Commissioners.
- D) Mary Jo Wieseler requested consideration of September 13, 2016 Staffing Request Recommendations.
1. Discuss hiring a part-time (28 hr. per week) Registered Nurse (grade 22) or Public Health Nurse (grade 24) to replace employee that transferred to Community Health Services (CHS).

Recommendation: Hire Full-time Public Health Nurse (grade 24). Or hire full-time Registered Nurse (grade 22) if no PHNs apply or are considered. This recruitment for a full-time position is needed due to a reduction of two staff members. One full-time employee transferred to CHS but with the Emergency Preparedness duties transferring to CHS, reducing the position to part-time is appropriate. Also we received a retirement notice from a 20 hour per week Public Health Specialist.

Nies/Shimanski motion carried unanimously to hire full-time Public Health Nurse (grade 24). Or hire full-time Registered Nurse (grade 22) if no PHNs apply or are considered.

2. Discuss filling Investigator (grade 21) vacancy in Sheriff Office instead of Deputy position approved on May 17 by Board.

Recommendation: Post for temporary assignment for an Investigator (grade 21) in Sheriff's Office until negotiations are finalized with MNPEA Union and the Keystone Classification Study is implemented. The employee accepting the assignment will receive \$1.00 more per hour. A Memorandum of Understanding will need to be approved with union. Currently this is a promotional opportunity as a Deputy is a grade 19 and Investigator is a grade 21. The Investigator and Deputy are rated the same in the Keystone Classification System and this would be an assignment instead of a promotion. Language will need to be discussed and changed during negotiations regarding promotions.

Shimanski/Krueger motion carried unanimously to post for temporary assignment for an Investigator (grade 21) in Sheriff's Office until negotiations are finalized with MNPEA Union and the Keystone Classification Study is implemented.

3. Discuss filling vacancy for Eligibility Worker (grade 15) due to retirement.

Recommendation: Hire full-time Eligibility Worker (grade 15) in Social Services due to retirement.

Nagel/Wright motion carried unanimously to hire full-time Eligibility Worker (grade 15) in Social Services due to retirement.

4. Discuss filling part-time (30 hours per week) Social Worker (grade 22) position in Social Services.

Recommendation: Hire full-time Social Worker (grade 22). Request increase in hours due to caseload.

Shimanski/Krueger motion carried unanimously to hire full-time Social Worker (grade 22). Request increase in hours due to caseload.

5. Hire Mental Health Professional (grade 28) instead of Social Worker (grade 22) for Tri-Star ACT Team. (Social Worker recruitment was previously approved).

Recommendation: Change recruitment for Tri-Star Assertive Community Treatment Team from a Social Worker (grade 22) to a Mental Health Professional (grade 28). The MN Department of Human Services clarified that new MN Statute regarding funding for total cost of care to ACT Teams includes the psychiatric, therapy, and mental health practitioner services and should be handled internally versus referred out to avoid possible duplicate payment. A Mental Health Professional would have the proper credentials to perform the appropriate services. This position is dependent on continued reimbursement of at least 105% from the SW Adult Mental Health Consortium.

Shimanski/Nies motion carried unanimously to change recruitment for Tri-Star Assertive Community Treatment Team from a Social Worker (grade 22) to a Mental Health Professional (grade 28).

6. Discuss re-grading 2 incumbents in Social Services.

Recommendation: Re-grade two incumbents in the Office Support Specialist, Sr. (grade 11) and Family Service Aide II (grade 15) positions in Social Services to the Case Aide (grade 14) classification due to changes in duties occurring over the years to where they are now permanently performing duties in this classification. For the employee re-graded from grade 11 to 14, the 3 % increase (per union contract) would be effective with the payroll period beginning September 18, 2016. For the employee re-graded from grade 15 to 14, their position will be changed to a Case Aide but their salary will be frozen until there would be an adjustment made following union contract approval, if applicable. This will be pending approval of a Memorandum of Understanding with the AFSCME union stating that freezing a salary is non-precedence setting. If no MOU is agreed upon within 30 days, the salary will be reduced by 3% effective September 18, 2016.

Shimanski/Krueger motion carried unanimously to re-grade two incumbents in the Office Support Specialist, Sr. (grade 11) and Family Service Aide II (grade 15) positions in Social Services to the Case Aide (grade 14) classification due to changes in duties occurring over the years to where they are now permanently performing duties in this classification.

7. Discuss Solid Waste positions.

Recommendation: Hire Recycling Floor Lead (grade 17). This is a new position needed to the increased activity in the MRF Recycling Facility at Solid Waste.

Nies/Krueger motion carried unanimously to hire Recycling Floor Lead (grade 17).

Recommendation: Have discussion with the full Board regarding the following options:

- a) **Recruit for Solid Waste Director (grade 27) position, listing that environmental services skills and experience are preferred.**
- b) **Consolidate Solid Waste and Environmental Services into one department with the Environmentalist serving as Department Head.**
- c) **Recruit for Solid Waste Director (grade 27).**
- d) **Sarah Young to continue as Interim Solid Waste Director allowing more time to consider consolidation options with other departments.**

Wright/Nies motion carried unanimously to re-rate both the interim Solid Waste Director and Recycling Manager and continue discussions on consolidating departments' county wide.

8. Discuss filling vacancy for Building Maintenance (grade 11) due to resignation.

Recommendation: Hire full-time Building Maintenance (grade 11). Incumbent will continue to work the scheduled weekend building checks through end of 2016 or until new employee is able to take over the schedule.

Nagel/Krueger motion carried unanimously to hire full-time Building Maintenance (grade 11).

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A) **Cindy Schultz Ford requested approval to set the 2017 proposed property tax levy. Options presented were 4% increase at \$19,545,328, 5% increase at \$19,733,264 or 6% increase at \$19,921,200.**

Reasons for increase include investment in workforce for retention and recruitment, classification study results that may increase salaries for some employees and upcoming negotiations.

County Board is required to set the preliminary levy on or before September 30, 2016.

2017 Property Tax Levy				
Certification Date:		September 20, 2016		
I hereby certify the 2017 Proposed Budget and Levy as approved by the County Board of Commissioners'.				
County Board Chair		County Administrator		
Fund	Total Revenues	Total Expenses	Reserves	2017 Certified Levy
Levy Funds				
01 Revenue	17,195,070	16,915,527	279,543	11,365,342
05 Library	194,217	194,217	-	194,217
	\$ 17,389,287	\$ 17,109,744	\$ 279,543	\$ 11,559,559
02 Road & Bridge	\$ 10,040,653	\$ 10,002,854	\$ 37,799	\$ 3,262,097
03 Social Services	9,387,857	9,427,764	\$ (39,907)	3,837,076
15 Trailblazer Transit	50,000	50,000	-	50,000
	\$ 9,437,857	\$ 9,477,764	\$ (39,907)	\$ 3,887,076
12 Special Revenue	\$ 1,244,558	\$ 1,297,762	\$ (53,204)	\$ 322,568
Debt Service				
10 Capital Improvement Plan	\$ 437,259	\$ 423,638	\$ 13,621	\$ 437,259
08 Capital Equipment Notes	\$ 264,705	\$ 256,900	\$ 7,805	\$ 264,705
Solid Waste Bonds	\$ 600,088	\$ 581,413	\$ 18,675	
	\$ 1,302,052	\$ 1,261,951	\$ 40,101	\$ 701,964
Non-Levy Funds				
Solid Waste	\$ 4,034,067	\$ 5,204,831	\$ (1,170,764)	
Capital Projects	0	1,385,250	(1,385,250)	
Grand Totals	\$ 43,448,474	\$ 45,740,156	\$ (2,291,682)	\$ 19,733,264

Wright/Nies motion carried to approve setting the 2017 proposed property tax levy at \$19,733,264. The 2017 proposed levy equals a 5% increase from 2016.

B) Cindy Schultz Ford requested approval of gambling permit for Hutchinson Hockey to conduct a raffle on October 1, 2016 to October 2, 2016 at York

Farm Barn, Hutchinson MN. The application is acknowledged with no waiting period.

Nies/Nagel motion carried to approve gambling permit for Hutchinson Hockey to conduct a raffle on October 1, 2016 to October 2, 2016 at York Farm Barn, Hutchinson MN.

COMMISSIONERS

- A) Commissioners requested setting a hiring freeze on all new positions until all contract negotiations are settled.

Krueger/Nagel motion carried to set a hiring freeze on all new positions until all contract negotiations are settled.

COUNTY ADMINISTRATION

- A) Pat Melvin requested appointment of two Commissioners to the department head committee to address restructuring.

Shimanski/Nies motion carried unanimously to appoint Commissioner Wright and Commissioner Nagel to the department head committee to address restructuring.

- B) Pat Melvin requested approval of upcoming October workshop agenda items including: Discussion on appointed versus elected positions and discussion with Soil and Water Conservation District (SWCD).

Nies/Krueger motion carried unanimously to approve October workshop agenda items.

- C) Liz Marcus, a member of the McLeod for Tomorrow (MFT) Steering Committee, gave the Board an update on the 2nd Annual 5K Glow Run that was held in Hutchinson on September 10th. After expenses and insurance MFT made \$1,500 with 140 participants running in the event. This event is one fundraiser held with sponsorships including \$1,200 in event sponsors and \$2,500 in annual sponsors.

Shimanski/Krueger motion carried unanimously to recess at 11:00 a.m. until 9:00 a.m. October 4, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator