

**APRIL 18, 2017  
MCLEOD COUNTY  
BOARD MEETING WILL  
BE HELD AT  
THE GLENCOE CITY  
CENTER  
1107 11<sup>TH</sup> STREET  
GLENCOE, MN**

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING AGENDA  
APRIL 18, 2017**

**1 9:00 CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

Recognition of Health Promotion Coordinator II Jean Johnson retirement and presentation of a plaque in appreciation for her twenty-six years of service to the McLeod County Public Health Department from June 18, 1991 through April 28, 2017.

**2 9:03 CONSIDERATION OF AGENDA ITEMS\***

**3 9:04 CONSENT AGENDA\***

- A. April 4, 2017 Meeting Minutes and Synopsis.
- B. April 7, 2017 Auditor's Warrants.
- C. Approve annual contract with Safe Assure Consultants Inc. (Willmar, MN) for safety training, written procedures, and general services for a total cost of \$3,750.64 with funding coming from the 2017 safety budget.
- D. Approve annual contract with Safe Assure Consultants Inc. (Willmar, MN) to perform OSHA and safety training for the Highway Department for a total cost of \$5,404.88 with funding coming from the 2017 highway budget.

**4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST\***

**5 9:05 CONTEGRITY – Construction Manager Sam Lauer**

- A. Construction Update.

**6 9:10 ROAD AND BRIDGE – Engineer John Brunkhorst**

- A. Consider sale of the following used Highway Department equipment utilizing Fahey Sales (Glencoe, MN).\*
  - 1991 Chevrolet pickup - 87,000 miles
  - 6000 watt portable generator
  - 5 HP Air compressor – 3 phase motor
  - 9000 lb. car lift – needs new lift cylinders

**7 9:15 ATTORNEYS OFFICE – Attorney Mike Junge**

- A. Statement of facts regarding branch chopper.\*
- B. Consider findings and Order of the McLeod County Board of Commissioners acting as drainage authority for County Ditch No. 20.\*

**8 10:00 PUBLIC HEARING – Judicial Ditch 9**

A. Judicial Ditch 9 bid opening.\*

Items to be discussed and considered include:

1. Consider Awarding the Bid (Presented by SEH, Inc.)
2. Discussion on Inspection on Project.
3. Osmonson Lateral #4 Discussion.
4. Other items of business as deemed necessary.

**9 COUNTY ADMINISTRATION**

- Review of Commissioners Calendar
  - Commissioner reports of committee meetings attended since April 4, 2017.
- A. Consider approval of April 3, 2017 Budget Committee Recommendations.\*
  - B. Consider approval of April 11, 2017 Personnel Committee Recommendations.\*
  - C. Acknowledge receipt of \$381.52 and closure of the account from Meeker, McLeod, Kandiyohi and Renville Counties Mid-MN Joint Powers Board that was established 25 years ago to address water planning activities and has not been active for the last 5 years due to other organizations stepping up to address water planning issues.\*
  - D. Accept the Final Report of the McLeod County Organizational Study completed by Gary Weiers of David Drown and Associates.\*
  - E. Consider approval of the May 2, 2017 workshop agenda.\*

**OTHER**

Open Forum  
Press Relations

**RECESS**

Next board meeting May 2, 2017 at 9:00 a.m. at the Glencoe City Center.

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
PROPOSED MEETING MINUTES – April 4, 2017**

**CALL TO ORDER**

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Joe Nagel at the Lester Prairie City Hall. Commissioners Pohlmeier, Shimanski, Krueger and Wright were present. Commissioner County Administrator Patrick Melvin, Administrative Assistant, Donna Rickeman, County Attorney Michael Junge and County Auditor-Treasurer Cindy Schultz Ford were also present.

**PLEDGE OF ALLEGIANCE**

Recognition of Student Government Day and welcome of Lester Prairie students.

**CONSIDERATION OF AGENDA ITEMS**

- A) Add under Administration Item B: Consider approval to hire replacement of the Sheriff's Department Software Specialist (Grade 14) due to promotion.
- B) Add under Administration Item C: Consider appointment of Jerry Eggert to the Park Commission.
- C) Add under Administration Item D: Consider appointment of Keith Froemming and Kevin Klucas to the Trails Committee.

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

**CONSENT AGENDA**

- A) March 21, 2017 Meeting Minutes and Synopsis.
- B) March 17, 2017 Auditor's Warrants.
- C) March 24, 2017 Auditor's Warrants.
- D) Approve Confession of Judgment for Shannon L. Carrigan on Property ID 23.056.1710 in the City of Stewart.
- E) Approve Confession of Judgment for Shannon L. Carrigan on Property ID 23.056.1750 in the City of Stewart.
- F) Approve Confession of Judgment for Claude D and Barbara Schultze on Property ID 23.056.0850 in the City of Hutchinson.
- G) Approve Final Plat JP17-FP1 requested by Preston Fox for a townhouse plat to be known as "Fox Garage Addition" for the purpose of building 3 condo garages with 7 separate units per building. Each unit would share at least one common wall with a neighboring unit. Mr. Fox re-zoned this property in

October 2016 from “A” Agricultural to “I-1” (Light Industrial) with the purpose of constructing condo-garage facilities. Mr. Fox was granted a Variance from the front yard setbacks of Adams St on February 23, 2017. This parcel is described as 2.66 acres – Lot 19 and Part of Lot 18 of Auditor’s Plat S ½ of Section 8 in Hassan Valley Township and is located with the Hutchinson Joint Planning Area. The Hutchinson Joint Planning Committee after discussion with the applicant of filing a subdividers agreement regarding water usage, water treatment, open space and other concerns of the developer. Also there shall be engineered grading plans of the site for proper surface drainage. The abandonment of the existing township road while creating a private shared access. The Hutchinson Joint Planning Committee unanimously recommended approval at their March 15, 2017 meeting.

The Final Plat shall not be recorded until the McLeod County Attorney has reviewed the prepared Opinion of Title.

- H) Approve agreement with Glencoe Co-op Association of Glencoe, MN for lease of a liquid propane gas system. There is no charge for the lease of this tank provided we purchase 2,000 gallons of liquid propane annually. This agreement continues indefinitely subject to a 30 day cancellation notice by either party.

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

**PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

Road and Bridge Fund	\$32,007.00
Special Revenue Fund	\$296,182.92

**Shimanski/Pohlmeier motion carried unanimously to approve payment of bills totaling \$328,189.92 from the aforementioned funds.**

**ATTORNEYS OFFICE - Attorney Mike Junge**

- A) Mike Junge presented the annual 2016 McLeod County Attorney’s Office Report. He informed the Board that the total number of charges in 2016 was 323 compared with 276 charges the year before. He highlighted the Child in Need of Protective Services (CHIPS) increase from 2015 of 39 cases involving 78 children to 54 cases involving 105 children.

In 2016 Misdemeanor and Petty Misdemeanor charges were 506 up from 440 in 2015. Juvenile charges were down in 2016 were down at 199 compared

with 205 charges the year before. Total new child support files opened in 2016 was 50.

The County Attorney reviewed a few specific cases regarding sexually dangerous persons and made the Board aware of the significant costs that the County will be incurring now and into the future to keep these predators in treatment facilities and jail to prevent them from harming additional people.

- B) Mike Junge requested approval of 2017 County Law Library Program at a cost of \$250 a year.

**Shimanski/Pohlmeier motion carried unanimously to approve the 2017 County Law Library Program at a cost of \$250 a year.**

- C) Mike Junge requested approval to hire full-time Assistant Attorney (grade 180) due to resignation.

**Pohlmeier/Wright motion carried unanimously to hire full-time Assistant Attorney (grade 180) due to resignation.**

#### **ROAD AND BRIDGE – Engineer John Brunkhorst**

- A) John Brunkhorst requested award, contingent on MnDOT approval, of SAP 43-599-043, Glencoe Township bridge replacement on Hamlet Avenue to S.M. Hentges & Sons (Jordan, MN) with a low bid of \$1,046,423.80.

The S.M. Hentges & Sons bid was approximately 9.8% under the engineer's estimate.

Engineering believes this is a good bid and recommends award.

Other bids for project include: ICON Constructors, LLC (Mabel, MN) \$1,048,925.30, Structural Specialties (Hutchinson, MN) \$1,058,210.00, Robert R. Schroeder Const., Inc. (Glenwood, MN) \$1,086,999.70, Redstone Construction Co., Inc. (Mora, MN) \$1,165,144.85 and C.S. McCrossan Construction Inc. (Maple Grove, MN) \$1,329,541.75.

**Krueger/Wright motion carried unanimously to award contingent on MnDOT approval, of SAP 43-599-043, Glencoe Township bridge replacement on Hamlet Avenue to S.M. Hentges & Sons (Jordan, MN) with a low bid of \$1,046,423.80.**

- B) John Brunkhorst requested award, contingent on MnDOT approval, of SP 43-070-012, Countywide 6" pavement marking to Traffic Marking Services (Maple Lake, MN) with a low bid of \$64,287.05 with funding coming from 90% federal funds and 10% local funds.

The Traffic Marking Services bid was approximately 13.9% under the engineer's estimate.

Engineering believes this is a good bid and recommends award.

Other bids for project include: AAA Striping Services Co. (St. Michael, MN) \$65,874.52 and Sir Lines A Lot (Minneapolis, MN) \$76,307.52.

**Shimanski/Pohlmeier motion carried unanimously to award, contingent on MnDOT approval, of SP 43-070-012, Countywide 6" pavement marking to Traffic Marking Services (Maple Lake, MN) with a low bid of \$64,287.05 with funding coming from 90% federal funds and 10% local funds.**

C) John Brunkhorst requested award of culvert installation to Wuetherich Drainage Inc. (Norwood, MN) with low quote of \$27,405 and culvert materials to Cretex Inc. (Maple Grove, MN) with a low quote of \$15,573.12 on the following County Road locations:\*

1. CSAH 8 - Remove Concrete Cattle Pass and Install 24" Concrete Pipe Culvert approximately 200' east of Wells Ave.
2. CSAH 15 - Install 42" Concrete Pipe Culvert approximately 700' north of CSAH 3.
3. CSAH 19- Install 24" Concrete Pipe Culvert approximately 70' north of CR 60 and approximately 1,000' north of CR 60.

Engineering believes these are good quotes and recommends award.

Other quotes for projects include: Hjerpe Contracting (Hutchinson, MN) \$34,479, Luedtke Contracting (Hutchinson, MN) \$24,800 (did not bid on all culvert replacements), Structural Specialties (Hutchinson, MN) \$25,905 (did not bid on all culvert replacements), Juul Contracting (Hutchinson, MN) \$52,360 and Hancock (Hancock, MN) \$17,177.54.

**Krueger/Wright motion carried unanimously to award culvert installation to Wuetherich Drainage Inc. (Norwood, MN) with low quote of \$27,405 and culvert materials to Cretex Inc. (Maple Grove, MN) with a low quote of \$15,573.12 on above projects.**

D) John Brunkhorst requested approval of quote from Pellinen Land Surveying (Hutchinson, MN) to re-monument numerous Public Land Survey Section Corners. Fee based on an hourly rate, not to exceed \$9,000 with funding coming from the Records Compliance Fund.

Pellinen Land Surveying is appointed the County Surveyor.

**Wright/Pohlmeier motion carried unanimously to approve quote from Pellinen Land Surveying (Hutchinson, MN) to re-monument numerous Public Land Survey Section Corners. Fee based on an hourly rate, not to exceed \$9,000 with funding coming from the Recorders Compliance Fund.**

#### **ENVIRONMENTAL SERVICES - Technician Emily Gable**

- A) Emily Gable requested approval of contract with Duane Radtke, Radtke Sewer Service, for conducting septic inspections and soil verifications on an as needed basis in the Environmental Services Department at a cost not to exceed \$25,000.

**Krueger/Pohlmeier motion carried unanimously to approve contract with Duane Radtke, Radtke Sewer Service, for conducting septic inspections and soil verifications on an as needed basis in the Environmental Services Department at a cost not to exceed \$25,000.**

#### **PUBLIC HEALTH - Director Jennifer Hauser**

- A) Jennifer Hauser requested approval of agreement between McLeod County Public Health and SteppingStone Therapeutic, Inc. for Mary Anderson, MA, LMFT-S, to provide monthly sessions in reflective consultation to McLeod County Public Health Home Visiting Nurses, at a total cost not to exceed \$4,200 between February 1, 2017 and December 31, 2017. Total cost is covered through the PACT for Families LCTS/Reserve Fund Grant.

**Shimanski/Pohlmeier motion carried unanimously to approve agreement between McLeod County Public Health and SteppingStone Therapeutic, Inc. for Mary Anderson, MA, LMFT-S, to provide monthly sessions in reflective consultation to McLeod County Public Health Home Visiting Nurses, at a total cost not to exceed \$4,200 between February 1, 2017 and December 31, 2017.**

#### **ASSESSOR – Assessor Sue Schulz**

- A) Sue Schulz requested approval to hire Dwight Dahlen to do an appraisal on Shopko in Hutchinson for payable years 2015 and 2016.

There has been a tax court user group established which plan on doing some cost savings on appraisals. Contract is for \$12,500 but using cost savings model brings the cost down to \$8,750.

**Nagel/Krueger motion carried unanimously to approve hiring Dwight Dahlen to do an appraisal on Shopko in Hutchinson for payable years 2015 and 2016 at a cost not to exceed \$8,750.**

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

- A) Tracy Felder of the Holy Trinity 2017 Winstock Country Music Festival requested approval for application of “Licenses to Permit Large Assemblies in McLeod County for the upcoming 2017 Winstock Country Music Festival.

The purpose is to raise funds to help support Holy Trinity Schools in Winsted, MN. Holy Trinity has an enrollment in grades Preschool through 12<sup>th</sup> grade. This is a major fundraiser in their annual budget.

The assembly will begin on the 8<sup>th</sup> day of June, 2017 at 5:00 P.M. and end on the 10<sup>th</sup> day of June, 2017 at 11:59 P.M. The maximum number of persons anticipated to attend is 20,000 each day. The maximum number of tickets to be issued, sold or distributed is 20,000.

This property is located in Section (15) of Winsted Township.

Approvals have been granted by the property owners, Township and City. All appropriate signatures have been obtained for the City of Winsted and the State of Minnesota for the application to conduct annual Off-site Gambling and Permit for 1 to 4 day temporary on-sales liquor license. Both the pull tab booth and beer tent are located on property within the City of Winsted. Because of their location it is not necessary to secure approval for these licenses from either the Township or County.

McLeod County Sheriff granted written approval on February 23, 2017.

McLeod County Zoning Administrator granted written approval on February 28, 2017.

**Shimanski/Krueger motion carried unanimously to approve application of “Licenses to Permit Large Assemblies in McLeod County for the upcoming 2017 Winstock Country Music Festival. The event is scheduled June 8<sup>th</sup> through June 10<sup>th</sup>.**

- B) Larry Gasow requested approval of Conditional Use Permit 17-01 requested by Tom and Sheila Hagel, Brownton, MN to utilize an existing permitted accessory structure as a business to book and host weddings, receptions and other events for up to 250 people with catered in foods and beverages. This property is located within the Agricultural District in Section 17 of Sumter Township.

Sumter Township recommended denial at their regular meeting on March 14, 2017.

The Planning Advisory Committee recommended approval on March 22, 2017 with the following conditions:

1. There shall be no parking on CR #25 or the driveway; on-site parking only.
2. Applicant shall notify the local Fire Chief to have an inspection performed for an occupancy rating, sufficient building exits and property space for emergency vehicles to enter and exit on driveway. A copy inspection shall be provided to the Zoning Office upon completion.
3. Structure and site shall be inspected by a licensed building official for both Handicap Accessibility and Structural Code. A copy of the inspection shall be provided to the Zoning Office upon completion.
4. An official contact person shall be on-site during all events for opening, closing and emergency purposes.
5. Security shall be provided when 200 or more people are in attendance and alcohol is served. Applicant may provide and shall offer security for all other events.
6. Alcohol shall only be served by a licensed alcohol vendor.
7. All waste hauling shall be performed by licensed waste haulers.
8. Hours of operation shall not exceed midnight with music and alcohol not exceeding later than 11:00 p.m.
9. Proof of insurance shall be provided to the Zoning Office along with a copy of the form used by the customer requiring additional rider insurance coverage.
10. Installation of proper lighting in parking lot and pathway to accessory structure shall be in place.
11. Applicant shall notify Sheriff's Office of each event due to increased traffic and large attendance of people.
12. If disturbing greater than one (1) acre, applicant shall obtain a NPDES permit from Minnesota Pollution Control Agency (MPCA).
13. Applicant shall obtain permits as required by all other State, Federal and Local agencies with copies provided to the Zoning Office.
14. The Planning Advisory Commission or the Zoning Administrator will conduct an on-site inspection after 18 months of County Board approval.
15. All events shall be kept within 1000' of the event center accessory building.

**Wright/Pohlmeier motion carried unanimously to approve Conditional Use Permit 17-01 requested by Tom and Sheila Hagel, Brownton, MN to utilize an existing permitted accessory structure as a business to book and host weddings, receptions and other events for up to 250 people with catered in foods and beverages with additional condition # 15 listed above.**

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

A) Cindy Schultz Ford gave an update County Board on Tax Court Settlement on State of Minnesota assessed utilities properties owned by CenterPoint Energy Resources Corporation dba CenterPoint Energy Minnesota Gas, aka CenterPoint Energy Minnegasco for the years 2014, 2015, 2016, and 2017 and the taxation impact on McLeod County, and Municipalities, Schools Districts, State of Minnesota and Special Taxing Districts in the County.

This Tax Court Settlement affected 39 counties in Minnesota; Anoka, Blue Earth, Brown, Carver, Chippewa, Crow Wing, Dakota, Dodge, Douglas, Faribault, Freeborn, Hennepin, Isanti, Kanabec, Kandiyohi, Le Sueur, McLeod, Meeker, Mille Lacs, Morrison, Nicollet, Pipestone, Pope, Ramsey, Renville, Rice, Rock, Scott, Sherburne, Sibley, Stearns, Steele, Stevens, Swift, Todd, Waseca, Washington, Watonwan, and Wright.

All parcels are assessed by the State of Minnesota, not by McLeod County, total tax adjustment \$63,170.00 from settlement plus interest \$2,327.67 equals \$65,497.67.

For 2014, 2015 and 2016 tax years, a check in the amount of \$52,023.67 including interest was paid on 03/24/2017 to Minnegasco Inc. Tax year 2017 tax adjustments decreased \$13,474.00 and revised 2017 tax statements were mailed out.

A 4% interest rate was used to calculate the interest as certified each year by the Minnesota Department of Revenue.

McLeod County's share of the Tax Court Settlement refund for 2014, 2015, and 2016 totaled \$12,017.18 plus interest \$2,327.67 equals \$14,344.85. McLeod County's share for tax year 2017 adjustment totaled \$3,560.89. The total direct tax impact to the 2017 budget year is \$17,905.74.

2017 legislation HF1628 (Kiel, R-Crookston) State Payments of Refunds on State-Assessed Property; requires that the state rather than local taxing jurisdiction pay the full amount of a refund on property owned by railroads and utilities if tax court decides that the property's market value is lower than initially determined and they have paid more tax than would be owed at the lower valuation.

Another Minnesota Tax Court Appeal filed by Northern Natural Gas Company has named 60 Counties, includes McLeod County, for taxes payable 2016 and 2017.

## **COUNTY ADMINISTRATION**

A) Pat Melvin reported to the compliance with MN Pay Equity Report for 2017.

**Wright/Shimanski motion carried unanimously to approve the 2017 MN Pay Equity Report.**

B) Commissioner Nagel requested approval to hire replacement of the Sheriff's Department Software Specialist (Grade 14) due to promotion.

**Shimanski/Nagel motion carried unanimously to hire replacement of the Sheriff's Department Software Specialist (Grade 14) due to promotion.**

C) Commissioner Nagel requested appointment of Jerry Eggert to the Park Commission to replace Tom Prieve.

**Nagel/Pohlmeier motion carried unanimously to appoint Jerry Eggert to the Park Commission to replace Tom Prieve.**

D) Commissioner Nagel requested appointment of Keith Froemming and Kevin Klucas to the Trails Committee.

**Pohlmeier/Shimanski motion carried unanimously to appoint Keith Froemming and Kevin Klucas to the Trails Committee.**

**Pohlmeier/Wright motion carried unanimously to recess at 10:51 a.m. until 9:00 a.m. April 18, 2017 at the Glencoe City Center.**

ATTEST:

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Joe Nagel, Board Chair

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Patrick Melvin, County Administrator

McLEOD COUNTY  
BOARD OF COMMISSIONERS  
SYNOPSIS – April 4, 2017

1. Commissioners Nagel, Wright, Shimanski, Wright and Pohlmeier were present.
2. Krueger/Pohlmeier motion carried unanimously to approve the agenda as revised.
3. Wright/Krueger motion carried unanimously to approve the consent agenda including March 21, 2017 Meeting Minutes and Synopsis; March 17, 2017 Auditor's Warrants; March 24, 2017 Auditor's Warrants; Approve Confession of Judgment for Shannon L. Carrigan on Property ID 23.056.1710 in the City of Stewart; Approve Confession of Judgment for Shannon L. Carrigan on Property ID 23.056.1750 in the City of Stewart; Approve Confession of Judgment for Claude D and Barbara Schultze on Property ID 23.056.0850 in the City of Hutchinson; Approve Final Plat JP17-FP1 requested by Preston Fox for a townhouse plat to be known as "Fox Garage Addition" for the purpose of building 3 condo garages with 7 separate units per building; Approve agreement with Glencoe Co-op Association of Glencoe, MN for lease of a liquid propane gas system.
4. Shimanski/Pohlmeier motion carried unanimously to approve payment of bills totaling \$328,189.92 from the aforementioned funds.
5. Shimanski/Pohlmeier motion carried unanimously to approve the 2017 County Law Library Program at a cost of \$250 a year.
6. Pohlmeier/Wright motion carried unanimously to hire full-time Assistant Attorney (grade 180) due to resignation.
7. Krueger/Wright motion carried unanimously to award contingent on MnDOT approval, of SAP 43-599-043, Glencoe Township bridge replacement on Hamlet Avenue to S.M. Hentges & Sons (Jordan, MN) with a low bid of \$1,046,423.80.
8. Shimanski/Pohlmeier motion carried unanimously to award, contingent on MnDOT approval, of SP 43-070-012, Countywide 6" pavement marking to Traffic Marking Services (Maple Lake, MN) with a low bid of \$64,287.05 with funding coming from 90% federal funds and 10% local funds.
9. Krueger/Wright motion carried unanimously to award culvert installation to Wuetherich Drainage Inc. (Norwood, MN) with low quote of \$27,405 and culvert materials to Cretex Inc. (Maple Grove, MN) with a low quote of \$15,573.12 on above projects.
10. Wright/Pohlmeier motion carried unanimously to approve quote from Pellinen Land Surveying (Hutchinson, MN) to re-monument numerous Public Land Survey Section Corners. Fee based on an hourly rate, not to exceed \$9,000 with funding coming from the Records Compliance Fund.
11. Krueger/Pohlmeier motion carried unanimously to approve contract with Duane Radtke, Radtke Sewer Service, for conducting septic inspections and soil verifications on an as needed basis in the Environmental Services Department at a cost not to exceed \$25,000.

12. Shimanski/Pohlmeier motion carried unanimously to approve agreement between McLeod County Public Health and SteppingStone Therapeutic, Inc. for Mary Anderson, MA, LMFT-S, to provide monthly sessions in reflective consultation to McLeod County Public Health Home Visiting Nurses, at a total cost not to exceed \$4,200 between February 1, 2017 and December 31, 2017.
13. Nagel/Krueger motion carried unanimously to approve hiring Dwight Dahlen to do an appraisal on Shopko in Hutchinson for payable years 2015 and 2016 at a cost not to exceed \$8,750.
14. Shimanski/Krueger motion carried unanimously to approve application of "Licenses to Permit Large Assemblies in McLeod County for the upcoming 2017 Winstock Country Music Festival. The event is scheduled June 8<sup>th</sup> through June 10<sup>th</sup>.
15. Wright/Pohlmeier motion carried unanimously to approve Conditional Use Permit 17-01 requested by Tom and Sheila Hagel, Brownton, MN to utilize an existing permitted accessory structure as a business to book and host weddings, receptions and other events for up to 250 people with catered in foods and beverages with additional condition # 15 listed above.
16. Wright/Shimanski motion carried unanimously to approve the 2017 MN Pay Equity Report.
17. Shimanski/Nagel motion carried unanimously to hire replacement of the Sheriff's Department Software Specialist (Grade 14) due to promotion.
18. Nagel/Pohlmeier motion carried unanimously to appoint Jerry Eggert to the Park Commission to replace Tom Prieve.
19. Pohlmeier/Shimanski motion carried unanimously to appoint Keith Froemming and Kevin Klucas to the Trails Committee.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 10:51 a.m. until April 18, 2017.

Attest:

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Joe Nagel, Board Chair

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Patrick Melvin, County Administrator

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/6/17 8:32AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

POOL  
4/6/17 8:32AM  
1 GENERAL REVENUE FUND

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5	DEPT			BOARD OF COUNTY COMMISSIONERS		
70	658 MCLEOD PUBLISHING INC		164.94	MEETING MINUTES		PRINTING AND PUBLISHING
	01-005-000-0000-6241					
	658 MCLEOD PUBLISHING INC		164.94		1 Transactions	
5	DEPT Total:		164.94	BOARD OF COUNTY COMMISSIONERS	1 Vendors	1 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
10	11580 CENTURYLINK		57.89	LONG DISTANCE	320439462	COMMUNICATIONS
	01-013-000-0000-6203			03/21/2017 04/20/2017	0	
	11580 CENTURYLINK		57.89		1 Transactions	
42	812 GAVIN WINTERS DONLEY & OSTLUND L1		146.25	COURT APPT AS/BS JV-17-12	2007980-002M	COURT APPT ATTY-DEP/NEG/TER
35	01-013-000-0000-6272		161.25	COURT APPT TM/EM/MK JV-16-189	20100311-001M	COURT APPT ATTY-DEP/NEG/TER
45	01-013-000-0000-6272		240.00	COURT APPT SW/JW JV-15-134	20120122-000M	COURT APPT ATTY-DEP/NEG/TER
37	01-013-000-0000-6272		135.00	COURT APPT NO/BB JV-17-26	20130181-002M	COURT APPT ATTY-DEP/NEG/TER
52	01-013-000-0000-6272		123.75	COURT APPT KH/TC JV-16-207	20150003-001M	COURT APPT ATTY-DEP/NEG/TER
38	01-013-000-0000-6272		15.00	COURT APPT CP/JD JV-15-189	20150276-000M	COURT APPT ATTY-DEP/NEG/TER
44	01-013-000-0000-6272		15.00	COURT APPT CT/JW JV-16-36	20160084-000M	COURT APPT ATTY-DEP/NEG/TER
46	01-013-000-0000-6272		15.00	COURT APPT RT/MJ JV-16-54	20160089-000M	COURT APPT ATTY-DEP/NEG/TER
47	01-013-000-0000-6272		15.00	COURT APPT HS/RR JV-16-75	20160154-000M	COURT APPT ATTY-DEP/NEG/TER
51	01-013-000-0000-6272		127.50	COURT APPT PJ/JH JV-16-88	20160155-000M	COURT APPT ATTY-DEP/NEG/TER
39	01-013-000-0000-6272		52.50	COURT APPT JR/MR JV-16-118	20160207-000M	COURT APPT ATTY-DEP/NEG/TER
50	01-013-000-0000-6272		142.50	COURT APPT AP/RJ JV-16-140	20160222-000M	COURT APPT ATTY-DEP/NEG/TER
32	01-013-000-0000-6272		150.00	COURT APPOINT PH/JH JV-16-142	20160223-000M	COURT APPT ATTY-DEP/NEG/TER
48	01-013-000-0000-6272		615.00	COURT APPT ER/SA JV-16-135	20160236-000M	COURT APPT ATTY-DEP/NEG/TER
49	01-013-000-0000-6272		86.25	COURT APPT MA/NP JV-16-175	20160256-000M	COURT APPT ATTY-DEP/NEG/TER
33	01-013-000-0000-6272		11.25	CRT APPT JK/AA/MK/TS JV-16-185	20160260-000M	COURT APPT ATTY-DEP/NEG/TER
43	01-013-000-0000-6272		86.25	COURT APPT AS/TS JV-16-176	20160274-000M	COURT APPT ATTY-DEP/NEG/TER
29	01-013-000-0000-6272		101.25	COUTY APPT DC/JG JV-16-182	20160275-000M	COURT APPT ATTY-DEP/NEG/TER
41	01-013-000-0000-6272		487.50	COURT APPT AS/JJ/DB JV-16-209	20160298-000M	COURT APPT ATTY-DEP/NEG/TER
36	01-013-000-0000-6272		30.00	COURT APPT KO/MO JV-16-228	20160300-001M	COURT APPT ATTY-DEP/NEG/TER
53	01-013-000-0000-6272		296.25	COURT APPT NC/KK/JL JV-16-229	20160325-000M	COURT APPT ATTY-DEP/NEG/TER
31	01-013-000-0000-6272		153.75	COURT APPT MH/JH JV-16-78	20170004-000M	COURT APPT ATTY-DEP/NEG/TER
40	01-013-000-0000-6272		176.25	COURT APPT JR/NR JV-17-6	20170009-000M	COURT APPT ATTY-DEP/NEG/TER
34	01-013-000-0000-6272		127.50	COURT APPT MK/MN/LK/JH JV-17-5	20170010-000M	COURT APPT ATTY-DEP/NEG/TER
30	01-013-000-0000-6272		142.50	COUTY APPT CD/JG/SV JV-17-35	20170043-000M	COURT APPT ATTY-DEP/NEG/TER

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
					Service Dates	Paid On Bhf #	On Behalf of Name
54		01-013-000-0000-6272		116.25	COURT APPT JW/MB JV-17-50	20170056-000M	COURT APPT ATTY-DEP/NEG/TER
	812	GAVIN WINTERS DONLEY & OSTLUND L1		3,768.75	26 Transactions		
13	DEPT Total:			3,826.64	COURT ADMINISTRATOR'S	2 Vendors	27 Transactions
31	DEPT				COUNTY ADMINISTRATOR'S		
	137	HUTCHINSON LEADER					
61		01-031-000-0000-6241		683.71	ADV HELP WANTED	317363597	PRINTING AND PUBLISHING
	137	HUTCHINSON LEADER		683.71	1 Transactions		
	658	MCLEOD PUBLISHING INC					
69		01-031-000-0000-6241		212.72	HELP WANTED		PRINTING AND PUBLISHING
	658	MCLEOD PUBLISHING INC		212.72	1 Transactions		
31	DEPT Total:			896.43	COUNTY ADMINISTRATOR'S	2 Vendors	2 Transactions
65	DEPT				INFORMATION SYSTEMS		
	182	CPS TECHNOLOGY SOLUTIONS					
21		01-065-000-0000-6269		4,529.16	I SERIES OS MAINTENANCE 3 YRS	372284	CONTRACTS
	182	CPS TECHNOLOGY SOLUTIONS		4,529.16	1 Transactions		
	2589	SHI INTERNATIONAL CORP					
92		01-065-000-0000-6404		15.70	POWER SUPPLY TESTER	B06306235	COMPUTER SUPPLIES
	2589	SHI INTERNATIONAL CORP		15.70	1 Transactions		
65	DEPT Total:			4,544.86	INFORMATION SYSTEMS	2 Vendors	2 Transactions
76	DEPT				CENTRAL SERVICES-COUNTY WIDE		
	11580	CENTURYLINK					
9		01-076-000-0000-6203		473.81	LONG DISTANCE	320439462	COMMUNICATIONS
					03/21/2017 04/20/2017	0	
	11580	CENTURYLINK		473.81	1 Transactions		
76	DEPT Total:			473.81	CENTRAL SERVICES-COUNTY WIDE	1 Vendors	1 Transactions
101	DEPT				COUNTY RECORDER'S		
	3096	BURNET TITLE					
3		01-101-000-0000-6810		10.00	REFUND OVER PAYMENT	#42969&697	REFUNDS AND REIMBURSEMENTS

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
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1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
3096	BURNET TITLE				10.00						
63	6009	INNOVATIVE OFFICE SOLUTIONS LLC									
		01-101-000-0000-6402			259.98	4 TONER CARTRIDGES		IN1559865		OFFICE SUPPLIES	
	6009	INNOVATIVE OFFICE SOLUTIONS LLC			259.98				1 Transactions		
101	DEPT Total:				269.98	COUNTY RECORDER'S			2 Vendors		2 Transactions
107	DEPT					COUNTY PLANNING AND ZONING					
	658	MCLEOD PUBLISHING INC									
106		01-107-000-0000-6241			25.19	LGL PUBL (PAC)				PRINTING AND PUBLISHING	
	658	MCLEOD PUBLISHING INC			25.19				1 Transactions		
107	DEPT Total:				25.19	COUNTY PLANNING AND ZONING			1 Vendors		1 Transactions
117	DEPT					FAIRGROUNDS					
	5771	NU-TELECOM									
78		01-117-000-0000-6203			79.90	PHONE FOR APRIL		81993575		COMMUNICATIONS	
						04/01/2017	04/30/2017	0			
	5771	NU-TELECOM			79.90				1 Transactions		
	268	QUADE ELECTRIC INC									
86		01-117-000-0000-6425			75.00	BATTERIES		94410		REPAIR AND MAINTENANCE SUPPLIES	
	268	QUADE ELECTRIC INC			75.00				1 Transactions		
	7118	RUNNINGS SUPPLY INC									
87		01-117-000-0000-6425			9.21	HINGE		4302120		REPAIR AND MAINTENANCE SUPPLIES	
	7118	RUNNINGS SUPPLY INC			9.21				1 Transactions		
117	DEPT Total:				164.11	FAIRGROUNDS			3 Vendors		3 Transactions
201	DEPT					COUNTY SHERIFF'S OFFICE					
	11580	CENTURYLINK									
11		01-201-000-0000-6203			89.37	LONG DISTANCE		320439462		COMMUNICATIONS	
						03/21/2017	04/20/2017	0			
	11580	CENTURYLINK			89.37				1 Transactions		

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POOL  
4/6/17 8:32AM  
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #
				On Behalf of Name
201 DEPT Total:		89.37	COUNTY SHERIFF'S OFFICE	1 Vendors 1 Transactions
485 DEPT			COUNTY PUBLIC HEALTH NURSING	
11580 CENTURYLINK				
12 01-485-000-0000-6203		66.94	LONG DISTANCE	320439462 COMMUNICATIONS
			03/21/2017 04/20/2017	0
11580 CENTURYLINK		66.94		1 Transactions
485 DEPT Total:		66.94	COUNTY PUBLIC HEALTH NURSING	1 Vendors 1 Transactions
603 DEPT			COUNTY EXTENSION	
5862 MASTER GARDENERS				
108 01-603-000-0000-6810		300.00	MASTER GARDENER HORT DAY	REFUNDS AND REIMBURSEMENTS
5862 MASTER GARDENERS		300.00		1 Transactions
603 DEPT Total:		300.00	COUNTY EXTENSION	1 Vendors 1 Transactions
1 Fund Total:		10,822.27	GENERAL REVENUE FUND	42 Transactions

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3 ROAD & BRIDGE FUND

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
310	DEPT			HIGHWAY MAINTENANCE		
4419	B W WELDING INC					
7	03-310-000-0000-6504		761.81	U-TIES #4597 QTY 72	13341	CULVERTS
8	03-310-000-0000-6504		49.01-	TAX EXEMPT	13341	CULVERTS
4419	B W WELDING INC		712.80	2 Transactions		
2715	COMPASS MINERALS AMERICA INC					
19	03-310-000-0000-6505		3,491.51	WINTER SALT 4219 GATS 47.98T	71622261	WINTER SALT
20	03-310-000-0000-6505		10,512.96	WINTER SALT 4239 BROWNTON	71622262	WINTER SALT
2715	COMPASS MINERALS AMERICA INC		14,004.47	2 Transactions		
273	GOPHER STATE ONE-CALL					
55	03-310-000-0000-6254		41.85	LOCATES 31 MARCH	7031108	INTERSECTION LIGHTING
273	GOPHER STATE ONE-CALL		41.85	1 Transactions		
2115	HERNESS CONSTRUCCION CO LLC					
56	03-310-000-0000-6425		1,275.00	MAILBOX SUPPORTS 24 PCS	2014	REPAIR AND MAINTENANCE SUPPLIES
2115	HERNESS CONSTRUCCION CO LLC		1,275.00	1 Transactions		
830	MIDSTATES EQUIPMENT & SUPPLY INC					
73	03-310-000-0000-6507		7,485.74	CRACK FILLER #4105-12,827 LBS	217150	CRACKFILLER
830	MIDSTATES EQUIPMENT & SUPPLY INC		7,485.74	1 Transactions		
5257	TAPCO					
93	03-310-000-0000-6503		147.29	SOLAR PANEL PACKAGE CR 3	1559241	TRAFFIC SIGNS & POST
94	03-310-000-0000-6503		147.28	SOLAR PANEL PACKAGE CR15	1559241	TRAFFIC SIGNS & POST
5257	TAPCO		294.57	2 Transactions		
310	DEPT Total:		23,814.43	HIGHWAY MAINTENANCE	6 Vendors	9 Transactions
320	DEPT			HIGHWAY CONSTRUCTION		
3853	AGSTAR FINANCIAL SERVICES, FLCA					
25	03-320-000-0000-6639		3,000.00	TEMP EASEMENT SAP 603-030	CSAH 3 PRCL 27	RIGHT-OF-WAY ACQUISITION-TEMP
1	03-320-000-0000-6640		12,400.00	PERM EASEMENT SAP 603-030	CSAH 3 PRCL 27	RIGHT-OF-WAY ACQUISITION
3853	AGSTAR FINANCIAL SERVICES, FLCA		15,400.00	2 Transactions		
3854	EHRKE/GLENDORA					
23	03-320-000-0000-6640		300.00	PERM EASEMENT SAP 603-030	CSAH 3 PRCL 35	RIGHT-OF-WAY ACQUISITION

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POOL  
4/6/17 8:32AM  
3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3854 EHRKE/GLENDORA		300.00	1 Transactions		
3850 ENGELMANN/ROGER T & PEGGY A					
27 03-320-000-0000-6639		1,100.00	TEMP EASEMENT SAP 603-031	CSAH 3 PRCL 7	RIGHT-OF-WAY ACQUISITION-TEMP
28 03-320-000-0000-6639		800.00	DAMAGES	CSAH 3 PRCL 7	RIGHT-OF-WAY ACQUISITION-TEMP
26 03-320-000-0000-6640		7,100.00	PERM EASEMENT SAP 603-031	CSAH 3 PRCL 7	RIGHT-OF-WAY ACQUISITION
3850 ENGELMANN/ROGER T & PEGGY A		9,000.00	3 Transactions		
3852 SCHUETTE/DWIGHT E					
91 03-320-000-0000-6639	AP 4	5,700.00	DAMAGES	CSAH 3 PRCL 18	RIGHT-OF-WAY ACQUISITION-TEMP
90 03-320-000-0000-6640	AP 4	1,050.00	PERM EASMENT SAP 603-031	CSAH 3 PRCL 18	RIGHT-OF-WAY ACQUISITION
3852 SCHUETTE/DWIGHT E		6,750.00	2 Transactions		
3851 VAN KEULEN/KENNETH E					
96 03-320-000-0000-6639		1,900.00	DAMAGES	CSAH 3 PRCL 9	RIGHT-OF-WAY ACQUISITION-TEMP
95 03-320-000-0000-6640		1,500.00	PERM EASMENT SAP 603-031	CSAH 3 PRCL 9	RIGHT-OF-WAY ACQUISITION
3851 VAN KEULEN/KENNETH E		3,400.00	2 Transactions		
320 DEPT Total:		34,850.00	HIGHWAY CONSTRUCTION	5 Vendors	10 Transactions
330 DEPT			HIGHWAY ADMINISTRATION		
5731 MINNESOTA DEPT OF AGRICULTURE					
76 03-330-000-0000-6245		15.00	LICENSE RENEWAL JASON ZAJICEK	20177283	DUES AND REGISTRATION FEES
5731 MINNESOTA DEPT OF AGRICULTURE		15.00	1 Transactions		
8564 OFFICE DEPOT INC					
79 03-330-000-0000-6402		28.69	OFFICE SUPPLIES	914039708001	OFFICE SUPPLIES
80 03-330-000-0000-6402		31.88	OFFICE SUPPLIES	914039886001	OFFICE SUPPLIES
8564 OFFICE DEPOT INC		60.57	2 Transactions		
6263 PRECISE MRM LLC					
85 03-330-000-0000-6321		61.54	FEB 2017 DATA FOR GPS UNITS	IN200-1012229	MAINTENANCE AGREEMENTS
6263 PRECISE MRM LLC		61.54	1 Transactions		
330 DEPT Total:		137.11	HIGHWAY ADMINISTRATION	3 Vendors	4 Transactions
340 DEPT			HIGHWAY EQUIPMENT MAINTENANCE		
1326 CULLIGAN WATER CONDITIONING					

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
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3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
22	03-340-000-0000-6257		BOTTLES WATER RENTAL	173X01795402	SEWER, WATER AND GARBAGE REMOVAL
		9.80	04/01/2017 04/30/2017	0	
1326	CULLIGAN WATER CONDITIONING	9.80	1 Transactions		
5555	L & P SUPPLY COMPANY INC				
68	03-340-000-0000-6590	41.20	MECH SHOP SUPPLIES	166912	TOOLS & SHOP MATERIALS
5555	L & P SUPPLY COMPANY INC	41.20	1 Transactions		
432	SAMS TIRE SERVICE				
89	03-340-000-0000-6563	41.50	TIRE REPAIR	129458	TIRES, TUBES & BATTERIES
432	SAMS TIRE SERVICE	41.50	1 Transactions		
1083	WEX BANK				
98	03-340-000-0000-6455	745.43	UNLEADED FUEL MARCH	49229407	MOTOR FUELS AND LUBRICATION
100	03-340-000-0000-6455	12.52-	MISC PREV PER REBATE	49229407	MOTOR FUELS AND LUBRICATION
99	03-340-000-0000-6567	941.00	DIESEL FUEL MARCH	49229407	DIESEL FUEL & TAX
1083	WEX BANK	1,673.91	3 Transactions		
495	ZIEGLER INC				
101	03-340-000-0000-6425	443.59	PARTS	OC001862131	REPAIR AND MAINTENANCE SUPPLIES
104	03-340-000-0000-6425	799.28	PARTS	PC001867640	REPAIR AND MAINTENANCE SUPPLIES
105	03-340-000-0000-6425	240.75	PARTS	PC001868018	REPAIR AND MAINTENANCE SUPPLIES
102	03-340-000-0000-6425	654.96-	PARTS	PR000154060	REPAIR AND MAINTENANCE SUPPLIES
103	03-340-000-0000-6425	42.30-	PARTS	PR000154139	REPAIR AND MAINTENANCE SUPPLIES
495	ZIEGLER INC	786.36	5 Transactions		
340	DEPT Total:	2,552.77	HIGHWAY EQUIPMENT MAINTENANCE	5 Vendors	11 Transactions
3	Fund Total:	61,354.31	ROAD & BRIDGE FUND		34 Transactions

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
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5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
13	11580 CENTURYLINK 05-391-000-0000-6203		8.88	LONG DISTANCE 03/21/2017 04/20/2017	320439462 0	COMMUNICATIONS
	11580 CENTURYLINK		8.88	1 Transactions		
391	DEPT Total:		8.88	SOLID WASTE TIP FEE	1 Vendors	1 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
2	8988 A L JORDAN INC 05-393-000-0000-6269		900.00	CONTRACTED SEWER & DRAIN CLEAN	13491	CONTACTS
	8988 A L JORDAN INC		900.00	1 Transactions		
14	11580 CENTURYLINK 05-393-000-0000-6203		4.81	LONG DISTANCE 03/21/2017 04/20/2017	320439462 0	COMMUNICATIONS
	11580 CENTURYLINK		4.81	1 Transactions		
18	5068 CITI CARGO & STORAGE 05-393-000-0000-6560		182.54	TRAILER REPAIR	S1044853	REPAIR AND MAINTENANCE-EQUIPMENT
	5068 CITI CARGO & STORAGE		182.54	1 Transactions		
24	5050 EMPLOYMENT PLUS OF WILLMAR INC 05-393-000-0000-6105		833.60	TEMP EMPLOYESS J NECAS	40467	SALARIES AND WAGES - FULL TIME
	5050 EMPLOYMENT PLUS OF WILLMAR INC		833.60	1 Transactions		
57	136 HUTCHINSON CO-OP 05-393-000-0000-6350		36.64	GAS RED TRUCK	672613	OTHER SERVICES & CHARGES
59	05-393-000-0000-6350		78.16	LP GAS	736847	OTHER SERVICES & CHARGES
60	05-393-000-0000-6350		78.16	LP GAS	737813	OTHER SERVICES & CHARGES
58	05-393-000-0000-6350		204.29	SHOP SUPPLIES	737966	OTHER SERVICES & CHARGES
	136 HUTCHINSON CO-OP		397.25	4 Transactions		
62	142 HUTCHINSON WHOLESALE SUPPLY COMI 05-393-000-0000-6560		155.05	SHOP SUPPLIES	296504	REPAIR AND MAINTENANCE-EQUIPMENT
	142 HUTCHINSON WHOLESALE SUPPLY COMI		155.05	1 Transactions		
67	4272 KENNEDY SCALES INC 05-393-000-0000-6269		818.46	YEARLY CALIBRATION& INSPECTION	125398	CONTACTS

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/6/17 8:32AM  
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4272 KENNEDY SCALES INC		818.46	1 Transactions	
393 DEPT Total:		3,291.71	MATERIALS RECOVERY FACILITY	7 Vendors 10 Transactions
397 DEPT			HOUSEHOLD HAZARDOUS WASTE	
11580 CENTURYLINK				
15 05-397-000-0000-6203		0.43	LONG DISTANCE	320439462 COMMUNICATIONS
			03/21/2017 04/20/2017	0
11580 CENTURYLINK		0.43	1 Transactions	
2826 S & S TRUCK & TRAILER REPAIR				
88 05-397-000-0000-6612		676.46	TITTB WINSTED	1150 CAPITAL - \$100-\$5,000 (INVENTORY)
2826 S & S TRUCK & TRAILER REPAIR		676.46	1 Transactions	
5049 VEOLIA ES TECHNICAL SOLUTIONS				
97 05-397-000-0000-6269		7,744.68	HHW DISPOSAL	707037930 CONTRACTS
5049 VEOLIA ES TECHNICAL SOLUTIONS		7,744.68	1 Transactions	
397 DEPT Total:		8,421.57	HOUSEHOLD HAZARDOUS WASTE	3 Vendors 3 Transactions
5 Fund Total:		11,722.16	SOLID WASTE FUND	14 Transactions

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/6/17 8:32AM  
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
420	DEPT			INCOME MAINTENANCE		
6090	BUSINESSWARE SOLUTIONS					
4	11-420-600-0010-6321		21.61	MONTHLY PRINT	269576	MAINTNENACE AGREEMENTS
5	11-420-640-0010-6321		74.37	MONTHLY PRINT	269576	MAINTENANCE AGREEMENTS
6090	BUSINESSWARE SOLUTIONS		95.98			2 Transactions
11580	CENTURYLINK					
16	11-420-600-0010-6203		140.45	LONG DISTANCE 03/21/2017	320439462 04/20/2017 0	COMMUNICATIONS/POSTAGE
11580	CENTURYLINK		140.45			1 Transactions
6009	INNOVATIVE OFFICE SOLUTIONS LLC					
64	11-420-600-0010-6402		25.64	TONER/FAX	IN1554290	OFFICE SUPPLIES
65	11-420-600-0010-6402		6.34	ENVELOPE	IN1558570	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC		31.98			2 Transactions
1857	METRO SALES INC					
71	11-420-600-0010-6321		18.30	RICOH MP 3554	INV761028	MAINTNENACE AGREEMENTS
1857	METRO SALES INC		18.30			1 Transactions
2734	PACT FOR FAMILIES COLLABORATIVE					
81	11-420-600-0001-6336		4.20	REGISTRATION RICH POHLMEIER		MEALS LODGING & PARKING - BOARD ME
83	11-420-600-0002-6245		4.20	REG GARY SPRYNCZYNATYK		REGISTRATION EXPENSE - DIRECTOR
2734	PACT FOR FAMILIES COLLABORATIVE		8.40			2 Transactions
420	DEPT Total:		295.11	INCOME MAINTENANCE		5 Vendors 8 Transactions
430	DEPT			INDIVIDUAL AND FAMILY SOCIAL SERVI		
6090	BUSINESSWARE SOLUTIONS					
6	11-430-700-0010-6321		1.65	MONTHLY PRINT	269576	MAINTENANCE AGREEMENTS
6090	BUSINESSWARE SOLUTIONS		1.65			1 Transactions
11580	CENTURYLINK					
17	11-430-700-0010-6203		327.72	LONG DISTANCE 03/21/2017	320439462 04/20/2017 0	COMMUNICATIONS/POSTAGE
11580	CENTURYLINK		327.72			1 Transactions
6009	INNOVATIVE OFFICE SOLUTIONS LLC					
64	11-430-700-0010-6402		59.83	TONER/FAX	IN1554290	OFFICE SUPPLIES

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POOL  
4/6/17 8:32AM  
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
65	11-430-700-0010-6402		ENVELOPE	IN1558570	OFFICE SUPPLIES
66	11-430-700-0010-6402		APPT BOOK (KT)	IN1558570	OFFICE SUPPLIES
6009	INNOVATIVE OFFICE SOLUTIONS LLC				3 Transactions
1857	METRO SALES INC				
72	11-430-700-0010-6321		RICOH MP 3554	INV761028	MAINTENANCE AGREEMENTS
1857	METRO SALES INC				1 Transactions
3770	NOW MIRCO INC				
77	11-430-700-0010-6612		LENOVO LAPTOP-DB	INV488866	CAPITAL - \$100-\$5,000 (INVENTORY)
3770	NOW MIRCO INC				1 Transactions
2734	PACT FOR FAMILIES COLLABORATIVE				
82	11-430-700-0001-6336		REGISTRATION RICH POHLMEIER		MEALS, LODGING, PARKING & MISCELLAN
84	11-430-700-0002-6245		REG GARY SPRYNCZYNATYK		REGISTRATION EXPENSE - DIRECTOR
2734	PACT FOR FAMILIES COLLABORATIVE				2 Transactions
430	DEPT Total:		1,573.69	INDIVIDUAL AND FAMILY SOCIAL SER	6 Vendors 9 Transactions
11	Fund Total:		1,868.80	HUMAN SERVICE FUND	17 Transactions

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POOL  
4/6/17 8:32AM  
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
862 DEPT			SHIP	
658 MCLEOD PUBLISHING INC				
107 82-862-000-0000-6350		225.78	SHIP PARTNER EXPENSE	Other Services & Charges
658 MCLEOD PUBLISHING INC		225.78	1 Transactions	
862 DEPT Total:		225.78	SHIP	1 Vendors 1 Transactions
82 Fund Total:		225.78	COMMUNITY HEALTH SERVICE	1 Transactions

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/6/17 8:32AM  
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
975 DEPT				DNR CLEARING ACCOUNT
509 MINNESOTA DNR				
75 86-975-000-0000-6850		1,076.00		DNR Collections For Other Agencies
				03/28/2017 04/04/2017
509 MINNESOTA DNR		1,076.00		1 Transactions
975 DEPT Total:		1,076.00		DNR CLEARING ACCOUNT 1 Vendors 1 Transactions
976 DEPT				GAME & FISH CLEARING ACCOUNT
509 MINNESOTA DNR				
74 86-976-000-0000-6850		121.00		G & F Collections For Other Agencies
				03/28/2017 04/04/2017
509 MINNESOTA DNR		121.00		1 Transactions
976 DEPT Total:		121.00		GAME & FISH CLEARING ACCOUNT 1 Vendors 1 Transactions
86 Fund Total:		1,197.00		TRUST & AGENCY FUND 2 Transactions
Final Total:		87,190.32		61 Vendors 110 Transactions

\*\*\*\*\*  
\*\*\*\*\*  
**McLeod County IFS**  
\*\*\*\*\*  
\*\*\*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	10,822.27	GENERAL REVENUE FUND	
	3	61,354.31	ROAD & BRIDGE FUND	
	5	11,722.16	SOLID WASTE FUND	
	11	1,868.80	HUMAN SERVICE FUND	
	82	225.78	COMMUNITY HEALTH SERVICE	
	86	1,197.00	TRUST & AGENCY FUND	
	All Funds	87,190.32	Total	Approved by, .....
				.....
				.....

The United States Department of Labor, Division of Occupational Safety and Health Administration and the Minnesota Department of Labor, Division of Occupational Safety and Health Administration require employers to have documented proof of employee training and written procedures for certain specific standards. **The attached addendum and training schedule clarifies written and training requirements.**

**The required standards that apply to McLeod County General Services are listed below:**

**A.W.A.I.R.**

**MN Statute 182.653**

*"An employer covered by this section must establish a written Work-place Accident & Injury program that promotes safe & healthful working conditions".*

**EMERGENCY ACTION PLAN**

**29 CFR 1910.35 THRU .38**

*"The emergency action plan shall be in writing and shall cover the designated actions employers & employees must take to insure employee safety from fire & other emergencies".*

**CONTROL OF HAZARDOUS ENERGY**

**29 CFR 1910.147 &**

**MN Statute 5207.0600**

*"Procedures shall be developed, documented & utilized for the control of potentially hazardous energy when employees are engaged in the activities covered by this section".*

**HAZARD COMMUNICATIONS**

**29 CFR 1910.1200 &**

**MN Statute 5206.0100 thru 5206.1200**

*"Evaluating the potential hazards of chemicals, and communicating information concerning hazards and appropriate protective measures to employees may include, but is not limited to, provision for: development & maintaining a written hazard communication program for the work-place..."*

**RECORDING AND REPORTING OCCUPATIONAL INJURIES AND ILLNESSES 29 CFR 1904**

*"Each employer shall maintain in each establishment a log and summary of all occupational injuries and illnesses for that establishment....."*

**CONFINED SPACE**

**29 CFR 1910.146**

*If the employer decides that its employees will enter permit spaces, the employer shall develop and implement a written permit space program.....*

**RESPIRATORY PROTECTION**

**29 CFR 1910.134**

*Written standard operating procedures governing the selection and use of respirators shall be established.*

**OCCUPATIONAL NOISE EXPOSURE**

**29 CFR 1910.95**

*The employer shall institute a training program for all employees who are exposed to noise at or above an 8-hour time weighted average of 85 decibels, and shall ensure employee participation in such a program.*

**BLOODBORNE PATHOGENS**

**29 CFR 1910.1030**

*Each employer having an employee(s) with occupational exposure as defined by paragraph (b) of this section shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure.*

**POWERED INDUSTRIAL TRUCKS**

**29 CFR 1910.178**

*"Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operation of Powered Industrial Trucks".*

**GENERAL DUTY CLAUSE**

**PL91-596**

*"Hazardous conditions or practices not covered in an O.S.H.A. Standard may be covered under section 5(a)(1) of the act, which states: Each employer shall furnish to each of {their} employees employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to {their} employees."*

**PERSONAL PROTECTIVE EQUIPMENT**

**1926.95 a)**

*"Application." Protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers, shall be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards of processes or environment, chemical hazards, radiological hazards, or mechanical irritants encountered in a manner capable of causing injury or impairment in the function of any part of the body through absorption, inhalation or physical contact.*

**OVERHEAD CRANES**

**1910.179(j)(3)**

*Periodic inspection. Complete inspections of the crane shall be performed at intervals as generally defined in paragraph (j)(1)(ii)(b) of this section, depending upon its activity.....*

**ERGONOMICS**

**29 CFR PART 1910.900 THRU 1910.944**

*"Training required for each employee and their supervisors must address signs and symptoms of MSD's, MSD hazards and controls used to address MSD hazards."*

**MOBILE EARTHMOVING EQUIPMENT**

**MN RULES 5207.1000**

*Mobile earth-moving equipment operators and all other employees working on the ground exposed to mobile earth-moving equipment shall be trained in the safe work procedures pertaining to mobile earth-moving equipment and in the recognition of unsafe or hazardous conditions.*

In the interest of Quality Safety Management, it may be recommended that written procedures and documented employee training also be provided for the following Subparts. (Subparts represent multiple standards)

**1910 Subparts**

- Subpart D - Walking - Working Surfaces
- Subpart E - Means of Egress
- Subpart F - Powered Platforms, Man-lifts, and Vehicle-Mounted Work Platforms
- Subpart G - Occupational Health and Environmental Control
- Subpart H - Hazardous Materials
- Subpart I - Personal Protective Equipment
- Subpart J - General Environmental Controls
- Subpart K - Medical and First Aid
- Subpart L - Fire Protection
- Subpart M - Compressed Gas and Compressed Air Equipment
- Subpart N - Materials Handling and Storage
- Subpart O - Machinery and Machine Guarding
- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment.
- Subpart Q - Welding, Cutting, and Brazing.
- Subpart S - Electrical
- Subpart Z - Toxic and Hazardous Substances

**1926 Subparts**

- Subpart C - General Safety and Health Provisions
- Subpart D - Occupational Health and Environmental Controls
- Subpart E - Personal Protective and Life Saving Equipment
- Subpart F - Fire Protection and Prevention
- Subpart G - Signs, Signals, and Barricades
- Subpart H - Materials Handling, Storage, Use, and Disposal
- Subpart I - Tools - Hand and Power
- Subpart J - Welding and Cutting
- Subpart K - Electrical
- Subpart L - Scaffolds
- Subpart M - Fall Protection
- Subpart N - Cranes, Derricks, Hoists, Elevators, and Conveyors
- Subpart O - Motor Vehicles, Mechanized Equipment, and Marine Operations
- Subpart P - Excavations
- Subpart V - Power Transmission and Distribution
- Subpart W - Rollover Protective Structures; Overhead Protection
- Subpart X - Stairways and Ladders
- Subpart Z - Toxic and Hazardous Substances
- Applicable MN OSHA 5205 Rules
- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)

All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of McLeod County General Services to obtain as required to comply with OSHA standards.

Our contract year will begin on the signing of this proposal/contract. Classroom training will be accomplished at a time convenient to most employees/management and so selected as to disrupt the workday as little as possible.

**All documents and classroom training produced by SafeAssure Consultants for McLeod County General Services are for the sole and express use by McLeod County General Services and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.**

**It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to McLeod County General Services.**

**All written programs/services that are produced by SafeAssure Consultants, Inc. are **guaranteed** to meet the requirements set forth by MNOSHA/OSHA. SafeAssure Consultants, Inc. will reimburse McLeod County General Services should MNOSHA/OSHA assess a fine for a deficient or inadequate written program that was produced by SafeAssure Consultants, Inc. SafeAssure Consultants, Inc. does not take responsibility for financial loss due to MNOSHA/OSHA fines that are unrelated to written programs mentioned above.**

**ADDENDUM  
SAFETY PROGRAM RECOMMENDATIONS  
McLeod County General Services**

**Written Programs & Training**

**A.W.A.I.R. (A Workplace Accident and Injury Reduction Act)**

- review/modify or write site specific program
- documented training of all personnel
- accident investigation
- simulated OSHA inspection

**Employee Right to Know/Hazard Communication**

- review/modify or write site specific program
- documented training of all personnel (general and specific training)
- various labeling requirements
- assist with installing and initiating DAMARCO Solutions, LLC, MSDS and data base program

**Lock Out/Tag Out (Control of Hazardous Energy)**

- review/modify or write site specific program
- documented training of all personnel

**Emergency Action Plan**

- review/modify or write site specific program
- documented training of all personnel

**Respiratory Protection**

- review/modify or write site specific program
- documented training of all personnel

**Bloodborne Pathogens**

- review/modify or write site specific program
- documented training of all personnel

**Cranes-Chains-Slings**

- review/modify or write site specific program
- documented training of all personnel (inspections)

**Hearing Conservation (Occupational Noise Exposure)**

- review/modify or write site specific program
- documented training of all personnel
- decibel testing and documentation

**Personal Protective Equipment**

- review/modify or write site specific program
- documented training of all personnel

**Confined Space**

- review/modify or write site specific program
- documented training of all personal

### **Powered Industrial Trucks/Forklifts**

- review/modify or write site specific program
- documented training of all personnel
- testing and licensing

### **Ergonomics**

- review/modify or write site specific program
- documented training of all personnel
  - job hazards-recognition
  - control steps
  - reporting
  - management leadership requirements
  - employee participation requirements

### **Mobile Earthmoving Equipment**

- review/modify or write site specific program
- documented training of all personal

### **General Safety Requirements**

- review/modify or write site specific program
- documented training of all personnel

### **The "SafeAssure Advantage"**

- **On-Line training available for AWAIR, EAP, ERTK, ERGO, Bloodborne**
- Safety Committee Advisor
- Employee Safety Progress Analysis
- **SafeAssure "Client Discount Card" from Fastenal Stores or Catalogs (15% off any item)**
- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
- Training manual maintenance
- Safety manual maintenance
- Documented decibel testing
- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

# Contract/ Agreement

THIS AGREEMENT is made this first day of May, 2017, between McLeod County General Services, Glencoe, Minnesota, herein referred to as McLeod County General Services and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this contract/agreement, McLeod County General Services (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that McLeod County General Services will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges McLeod County General Services, its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless McLeod County General Services, its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of McLeod County General Services, and nothing in this agreement shall be considered to create the relationship of an employer/employee.

**In consideration** of this signed agreement/contract, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide McLeod County General Services, the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of McLeod County General Services.

**ANNUAL \$3,750.64**

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

**TWELVE MONTH CONTRACT** 

X \_\_\_\_\_  
**McLeod County General Services**

X \_\_\_\_\_  
**McLeod County General Services**

X  \_\_\_\_\_ **040417**  
**SafeAssure Consultants, Inc.**

SafeAssure Consultants Inc.

# Invoice

PO Box 281  
Willmar, MN 56201

Date	Invoice #
4/4/2017	1182

<b>Bill To</b>
McLeod County General Services Kevin Mathews, Emergency Mgmt. 801 10th Street East Glencoe MN 55336

<b>Ship To</b>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due by April 30th		4/4/2017			

Quantity	Item Code	Description	Price Each	Amount
1	Consulting	Safety Training	3,750.64	3,750.64

Thank you!! Work Safely!	<b>Total</b>	\$3,750.64
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**PL91-596**

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**1926.95 a)**

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- Applicable MN OSHA 5207 Rules
- Applicable MN OSHA 5206 Rules (Employee Right to Know)
- All training on the programs written by SafeAssure Consultants, Inc. will meet or exceed State and/or

Federal OSHA requirements.

These programs/policies and procedures listed on the addendum **do not** include the cost of hardware such as labels, signs, etc. and will be the responsibility of McLeod County Highway Dept. to obtain as required to comply with OSHA standards.

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**All documents and classroom training produced by SafeAssure Consultants for McLeod County Highway Dept. are for the sole and express use by McLeod County Highway Dept. and its employees and not to be shared, copied, recorded, filmed or used by any division, department, subsidiary, or parent organization or any entity whatsoever, without prior written approval of SafeAssure Consultants.**

**It is always the practice of SafeAssure Consultants to make modifications and/or additions to your program when necessary to comply with changing OSHA standards/statutes. These changes or additions, when made during a contract year, will be made at no additional cost to McLeod County Highway Dept..**

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- documented training of all personnel

**Cranes-Chains-Slings**

- review/modify or write site specific program
- documented training of all personnel (inspections)

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- decibel testing and documentation

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- testing and licensing

### **Ergonomics**

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  - control steps
  - reporting
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  - employee participation requirements

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- Job Hazard Analysis (JHA for more hazardous tasks/jobs)
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- Safety manual maintenance
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- Documented air quality readings-(CO2 testing in shops with 5 or more vehicle capacity)
- Documented foot-candle readings (if needed)
- OSHA recordkeeping
- General Duty Clause
- Assistance during an actual OSHA inspection
- General safety recommendations
- "ALERT" data base
- Unlimited consulting services

# Contract/ Agreement

THIS AGREEMENT is made this first day of May, 2017 between McLeod County Highway Dept., Hutchinson, Minnesota, herein referred to as McLeod County Highway Dept. and SafeAssure Consultants, Inc. 200 S.W. Fourth Street, Willmar, Minnesota, herein referred to as SafeAssure.

SafeAssure agrees to abide by all applicable federal and state laws including, but not limited to, OSHA regulations and local/state/national building codes. Additionally, SafeAssure will practice all reasonable and appropriate safety and loss control practices.

SafeAssure agrees to provide, at the time of execution of this contract/agreement, McLeod County Highway Dept. (upon request) with a current Certificate of Insurance with proper coverage lines and a **minimum of \$2,000,000.00** in insurance limits of general liability and statutory for workers' compensation insurance. SafeAssure is insured by "The Hartford" insurance companies.

SafeAssure further agrees that McLeod County Highway Dept. will not be held liable for any claims, injuries, or damages of whatever nature due to negligence, alleged negligence, acts or omissions of SafeAssure to third parties. SafeAssure expressly forever releases and discharges McLeod County Highway Dept., its agents, members, officers, employees, heirs and assigns from any such claims, injuries, or damages. SafeAssure will also agree to defend, indemnify and hold harmless McLeod County Highway Dept., its agents, members and heirs from any and all claims, injuries, or damages of whatever nature pursuant to the provisions of this agreement.

SafeAssure and its employees is an independent contractor of McLeod County Highway Dept., and nothing in this agreement shall be considered to create the relationship of an employer/employee.

**In consideration** of this signed agreement/contract, for the period of **Twelve Months** from the signing month, SafeAssure Consultants, Inc. agrees to provide McLeod County Highway Dept., the aforementioned features and services. These features and services include but are not limited to OSHA compliance recommendations and consultations, providing scheduled classroom-training sessions, writing and maintaining mandatory OSHA programs. These features and services will be prepared to meet the specific needs of McLeod County Highway Dept.

ANNUAL CONTRACT	\$ 5,404.88
MSDS ON-LINE SERVICES	\$ included
<b>ANNUAL</b>	<b>\$5,404.88</b>

IN TESTIMONY WHEREOF, we agree to the day and year first above written and, if representing an organization or similar entity, further certify the undersigned are a duly authorized agent of said entity and authorized to sign on behalf of identified entity.

**TWELVE MONTH CONTRACT**  X \_\_\_\_\_  
**McLeod County Highway Dept.**

X \_\_\_\_\_  
**McLeod County Highway Dept.**

X  \_\_\_\_\_ **040417**  
**SafeAssure Consultants, Inc.**

SafeAssure Consultants Inc.

# Invoice

PO Box 281  
Willmar, MN 56201

Date	Invoice #
4/4/2017	1183

<b>Bill To</b>
McLeod County Highway Dept Elvis Voight, Maint. Supt 1400 Adams Street SE Hutchinson MN 55350

<b>Ship To</b>

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due by April 30th		4/4/2017			

Quantity	Item Code	Description	Price Each	Amount
1	Consulting	Safety Training	5,404.88	5,404.88

Thank you!! Work Safely!	<b>Total</b>	\$5,404.88
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\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/12/17 1:59PM

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break by Dept  
3 - Vendor Number  
4 - Vendor Name

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/12/17 1:59PM

1 GENERAL REVENUE FUND

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
251 DEPT		COUNTY JAIL		
902 MEEKER COUNTY SHERIFFS OFFICE				
4 01-251-000-0000-6224		23,540.00	428 DAYS @ \$55 01/01/2017 01/31/2017	0 PRISONER BOARDING
5 01-251-000-0000-6224		16,390.00	298 DAYS @ \$55 02/01/2017 02/28/2017	0 PRISONER BOARDING
6 01-251-000-0000-6224		14,905.00	271 DAYS @ \$55 03/01/2017 03/31/2017	0 PRISONER BOARDING
902 MEEKER COUNTY SHERIFFS OFFICE		54,835.00	3 Transactions	
251 DEPT Total:		54,835.00	COUNTY JAIL	1 Vendors 3 Transactions
1 Fund Total:		54,835.00	GENERAL REVENUE FUND	3 Transactions

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/12/17 1:59PM  
3 ROAD & BRIDGE FUND

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
310 DEPT		HIGHWAY MAINTENANCE			
134 CITY OF HUTCHINSON					
1 03-310-000-0000-6534		41,240.00	FIRST 1/2 HATS CONTRIBUTION	0000042102	HAT'S OPERATING COSTS
134 CITY OF HUTCHINSON		41,240.00	1 Transactions		
2715 COMPASS MINERALS AMERICA INC					
3 03-310-000-0000-6505		44,677.29	WINTER SALT 4219 SLATS 603.41T	71622734	WINTER SALT
2 03-310-000-0000-6505		26,559.88	WINTER SALT 4243 SLATS 363.22T	71622735	WINTER SALT
2715 COMPASS MINERALS AMERICA INC		71,237.17	2 Transactions		
310 DEPT Total:		112,477.17	HIGHWAY MAINTENANCE	2 Vendors	3 Transactions
3 Fund Total:		112,477.17	ROAD & BRIDGE FUND		3 Transactions

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



POOL  
4/12/17 1:59PM  
5 SOLID WASTE FUND

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
393 DEPT				
3869 ROTOCHOPPER INC				
7 05-393-000-0000-6610		110,212.50	57229	CAPITAL - OVER \$5,000 (FIXED ASSETS)
3869 ROTOCHOPPER INC		110,212.50	1 Transactions	
393 DEPT Total:		110,212.50	1 Vendors	1 Transactions
5 Fund Total:		110,212.50		1 Transactions
Final Total:		277,524.67	4 Vendors	7 Transactions

\*\*\*\*\* McLeod County IFS \*\*\*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	54,835.00	GENERAL REVENUE FUND
	3	112,477.17	ROAD & BRIDGE FUND
	5	110,212.50	SOLID WASTE FUND
	All Funds	277,524.67	Total

Approved by, .....

.....

.....

# ***McLeod County Attorney's Office***

***Michael Junge, County Attorney***

*830 East 11<sup>th</sup> Street, Suite 112*

*Glencoe, MN 55336*

*(320) 864-1265*

*FAX: (320) 864-1455*

*TDD: (320) 864-6493*

*Hutchinson: (320) 484-4399*

*Stewart: (320) 328-4413*

*Winsted: (320) 395-2568*

***Amy E. Olson (320) 864-1243***

***Daniel Provencher (320) 864-1525***

***Elizabeth Smith (320) 864-1249***

*Assistant County Attorneys*

EQUAL OPPORTUNITY EMPLOYER

Date: March 30, 2017

To: The McLeod County Board of Commissioners  
Patrick Melvin, McLeod County Administrator

Re: Branch Chopper

---

## **STATEMENT OF FACTS**

In the year 2002, the McLeod County Board of Commissioners authorized purchase of a wood chopper in the approximate amount of \$500,000.00 that would then be used by the City of Hutchinson to chop trees and branches that got transported to their tree landfill site. The chopper was also to be made available to other cities throughout the county and was available for McLeod County's use. In about 2004, the machine burned. The chopper had been insured under the City's cover with the City insurance trust and the City's trust paid to replace the chopper. The chopper is now obsolete and has a scrap value of approximately \$50,000.00. There is no written agreement as to who owns the chopper at the end of its useful life. During the period of the useful life of the chopper, the City of Hutchinson paid all maintenance costs and paid all insurance cost.

## **ISSUE**

What claim, if any, does McLeod County have to the scrap value of approximately \$50,000.00?

Any action based on contract must be brought within six years, and since the chopper has been in the continuance possession of the City of Hutchinson since 2002, I do not believe

that McLeod County would have any reasonable expectation of prevailing in an action brought for the recovery of the chopper. Further, the equities in this matter rest on the side of the City of Hutchinson since they have paid all maintenance costs, operating costs, and insurance costs associated with the chopper since 2002. Therefore, it is my opinion that McLeod County does not have any lawful claim over the proceeds of the salvage value of the chopper.

**RECOMMENDED ACTION**

I would recommend that the McLeod County Board of Commissioners pass a resolution worded as follows:

“The McLeod County Board of Commissioners recognizes that it does not have a recognizable claim to the chopper that was originally purchased in 2002 nor to the replacement machine purchased in 2004 from the Hutchinson city’s insurance proceeds.”

**RECOMMENDATION**

It is my recommendation that in the future when we entered into such agreements, that there be a written document indicating ownership, and if the asset is that of McLeod County, it be included in the County’s asset identification program.

Respectfully Submitted,



Michael Junge  
McLeod County Attorney

FINDINGS AND ORDER OF THE MCLEOD COUNTY BOARD OF COMMISSIONERS  
ACTING AS DRAINAGE AUTHORITY FOR COUNTY DITCH NO. 20

Findings of Fact and Order  
Regarding Redetermination of Benefits  
For McLeod County Ditch No. 20

The Drainage Authority, having completed its public hearing, its examination of all files and records herein, its hearing of all interested persons, and its consideration of all reports, makes the following:

FINDINGS OF FACT

1. That after the benefits were adopted Scott Exsted filed an appeal on February 27, 2015, regarding Parcel No. 01.025.0100 owned by Rebecca Tuchtenhagen, etal.
2. That Ron Ringquist, John Dotolo, and Brad Wick acted as viewers.
3. That based upon the review the acreage must be reduced by 26 acres and the net benefits by \$23,395.20, since the 26 acres was included in the Ditch 20 watershed, but does not actually drain into Ditch 20.
4. That Scott Exsted agreed to the changed in acreage and benefits.
5. That the viewers also examined the claim that 100 – 200 acres west of MN State Highway 15 and north of the Catholic cemetery actually drained east under Highway 15 into Ditch 22. The viewers found that the primary drainage was to Ditch 20.
6. That the public was heard regarding Findings 1 – 5 at a public hearing on March 20, 2017.

NOW THEREFORE, IT IS ORDERED as follows:

1. That Findings 1 – 6 are adopted and the benefits for Ditch 20 are reduced as indicated in Findings No. 3.

Dated this 18<sup>th</sup> day of April, 2017

---

Joseph Nagel, McLeod County Board Chair

---

Patrick Melvin, McLeod County Board Clerk



# McLeod County Auditor-Treasurer

## *Cindy Schultz Ford*

2391 Hennepin Ave. N.  
Glencoe, MN 55336  
(320) 864-1210 office (320) 864-3268 fax  
E-mail: [cindy.schultz@co.mcleod.mn.us](mailto:cindy.schultz@co.mcleod.mn.us)

STATE OF MINNESOTA

BOARD OF COMMISSIONERS

COUNTY OF MCLEOD

MCLEOD COUNTY DITCH AUTHORITY

In the Matter of  
The Repair to Judicial Ditch No. 9

**NOTICE OF HEARING  
ON BIDS TO BE CONSIDERED**

**WHEREAS**, on the 15<sup>th</sup> day of December, 2015, the Ditch Authority approved a repair project on Judicial Ditch No. 9, and

**WHEREAS**, the notice of advertisement for bids to be received by the McLeod County Auditor-Treasurer until 11:00 a.m. on March 29, 2017 for the furnishing of all labor and material for the repair of Judicial Ditch No. 9 has been published as provided by law, and

**WHEREAS**, on March 29, 2017 at 11:00 a.m. the bids were opened.

**NOW, THEREFORE, TAKE NOTICE**, that the hearing on said bids to be considered will be held before the McLeod County Drainage Authority on **Tuesday, April 18, 2017 at 10:00 a.m.** in the **Glencoe City Center, South Ballroom, 1107 11<sup>th</sup> Street East, Glencoe, Minnesota.**

Items to be discussed and considered include:

1. Consider Awarding the Bid (Presented by SEH, Inc.)
2. Discussion on Inspection on Project.
3. Osmonson Lateral #4 Discussion.
4. Other items of business as deemed necessary.

All interested persons are invited to attend and be heard in this matter. If you have any questions, please contact the McLeod County Auditor-Treasurer's Office at 320-864-1210 or [cindy.schultz@co.mcleod.mn.us](mailto:cindy.schultz@co.mcleod.mn.us).

Dated: April 7, 2017

A handwritten signature in black ink that reads "Cindy Schultz Ford".

\_\_\_\_\_  
Cindy Schultz Ford, McLeod County Auditor-Treasurer

Posted: April 7, 2017

Mailed: April 7, 2017

{M.S. 103E.715, subd 3}

**NOTE THE LOCATION: GLENCOE CITY CENTER**



TABULATION OF BIDS

Shaded area denotes corrected figure

<b>Repair of McLeod County Judicial Ditch No. 9</b> <b>McLeod County, Minnesota</b> <b>SEH No.: MCLEO 137010</b> <b>Bid Date: 11:00 a.m., Wednesday, March 29, 2017</b>				Engineer's Estimate \$94,509.50		Rickert Excavating, Inc. 46556 180th Street Glencoe, MN 55336 \$44,380.20		Tony's Outdoor Services 23797 315th Avenue Henderson, MN 56044 \$81,457.00	
				(30% over = \$122,850)					
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Remove Trees and Brush from Ditch, One Rod Buffer, and as needed for Sediment Removal, Sta. 0+47 to 134+29	L.S.	1	\$18,000.00	\$18,000.00	\$9,000.00	\$9,000.00	\$38,000.00	\$38,000.00
2	Chemically Treat Stumps	L.S.	1	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00
3	Remove Sediment from Ditch	L.F.	13,382	\$2.25	\$30,109.50	\$1.10	\$14,720.20	\$1.00	\$13,382.00
4	Spoil Pile Leveling	L.S.	1	\$8,000.00	\$8,000.00	\$770.00	\$770.00	\$6,700.00	\$6,700.00
5	Turf Restoration on Side Slopes	L.S.	1	\$3,000.00	\$3,000.00	\$4,900.00	\$4,900.00	\$6,000.00	\$6,000.00
6	4" to 8" Tile Outlet Replacement	Each	5	\$500.00	\$2,500.00	\$300.00	\$1,500.00	\$425.00	\$2,125.00
7	10" to 15" Tile Outlet Replacement	Each	5	\$800.00	\$4,000.00	\$450.00	\$2,250.00	\$550.00	\$2,750.00
8	Grass Buffer	Acre	6	\$2,500.00	\$15,000.00	\$690.00	\$4,140.00	\$950.00	\$5,700.00
9	Bury Rock Piles	Each	1	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
10	Side Slope Repair	Each	14	\$600.00	\$8,400.00	\$400.00	\$5,600.00	\$200.00	\$2,800.00
<b>TOTAL BID PRICE</b>				<b>\$94,509.50</b>		<b>\$44,380.20</b>		<b>\$81,457.00</b>	



TABULATION OF BIDS

Shaded area denotes corrected figure

<b>Repair of McLeod County Judicial Ditch No. 9</b> <b>McLeod County, Minnesota</b> <b>SEH No.: MCLEO 137010</b> <b>Bid Date: 11:00 a.m., Wednesday, March 29, 2017</b>				Land Pride Construction, LLC 50480 368th Street Paynesville, MN 56362 \$92,164.00		Hutton, Inc. 18136 575th Street West Concord, MN 55985 <b>\$93,128.76</b>	
				(30% over = \$122,850)			
Item No.	Item	Unit	Est. Quantity	Unit Price	Total Price	Unit Price	Total Price
1	Remove Trees and Brush from Ditch, One Rod Buffer, and as needed for Sediment Removal, Sta. 0+47 to 134+29	L.S.	1	\$15,000.00	\$15,000.00	\$9,126.00	\$9,126.00
2	Chemically Treat Stumps	L.S.	1	\$2,500.00	\$2,500.00	\$1,135.84	\$1,135.84
3	Remove Sediment from Ditch	L.F.	13,382	\$2.00	\$26,764.00	\$2.06	<b>\$27,566.92</b>
4	Spoil Pile Leveling	L.S.	1	\$5,000.00	\$5,000.00	\$24,581.40	\$24,581.40
5	Turf Restoration on Side Slopes	L.S.	1	\$19,200.00	\$19,200.00	\$5,751.25	\$5,751.25
6	4" to 8" Tile Outlet Replacement	Each	5	\$1,000.00	\$5,000.00	\$384.66	\$1,923.30
7	10" to 15" Tile Outlet Replacement	Each	5	\$1,000.00	\$5,000.00	\$491.07	<b>\$2,455.35</b>
8	Grass Buffer	Acre	6	\$1,200.00	\$7,200.00	\$1,500.95	<b>\$9,005.70</b>
9	Bury Rock Piles	Each	1	\$3,000.00	\$3,000.00	\$936.00	\$936.00
10	Side Slope Repair	Each	14	\$250.00	\$3,500.00	\$760.50	\$10,647.00
<b>TOTAL BID PRICE</b>				<b>\$92,164.00</b>		<b>\$93,128.76</b>	



Building a Better World  
for All of Us®

March 30, 2017

RE: McLeod County, Minnesota  
Repair of McLeod County Judicial Ditch  
No. 9  
SEH No. MCLEO 137010

Cindy Schultz Ford  
McLeod County Auditor-Treasurer  
2391 Hennepin Avenue N  
Glencoe, MN 55336

Dear Cindy:

At 11:00 a.m., Wednesday, March 29, 2017, four bids were received for the above-referenced project. The bids ranged from a high of \$93,128.76 to a low of \$44,380.20. The Engineer's Estimate was \$94,509.50. The low bid was submitted by Rickert Excavating, Inc. The results were as follows:

<u>Contractor</u>	<u>Total Bid</u>
Rickert Excavating, Inc. Glencoe, MN	\$44,380.20
Tony's Outdoor Services Henderson, MN	\$81,457.00
Land Pride Construction, LLC Paynesville, MN	\$92,164.00
Hutton, Inc. West Concord, MN	\$93,128.76

We find no reason to deny awarding the contract to Rickert Excavating, Inc. Rickert Excavating, Inc. has done satisfactory work with McLeod County previously. If the Ditch Authority agrees, it is recommended that you make the award to this contractor.

Sincerely,

Chuck Vermeersch, PE  
Project Manager

jb  
P:\KOW\McCleO\137010\6-const-contract\Bidding Documents\RecAwdLtr.docx

**Budget Committee**

**Monday, April 3, 2017**

**9:00, N.C.- Small Conference Room**

**AGENDA**

- A) Discussion regarding offer to purchase Lester Prairie 2 acre garage property.

**Recommendation: Hold for further discussion.**

- B) Further discussion about speaker topic as proposed by Employee Enrichment and Development and employees in Public Health.

**Recommendation: After review of Dr. Janati's and Jim Holler's training topics the Committee felt that Dr. Janati's presentation would appeal to a larger spectrum of County employees and were willing to fund the speaker if participation from County employees or other organization was high and there was a follow up meeting to ensure that employees take away and implement something from the presentation.**

- C) Discuss Piepenburg bath house construction for fall of 2017.

**Recommendation: Authorize Parks to get bids for completing the septic system estimated at \$20,000-30,000 after the Parks close this fall. Bids will be brought to the County Board for approval and to determine the funding source with hopes that perhaps there are additional construction funds available.**

- D) Discuss cell phones for Probation

**Recommendation: Survey other Counties and revisit this issue at the next meeting.**

- E) Discussion regarding deferment of County ditch assessments for individuals over 65 years of age who are retired, disabled or permanently in the military as allowed under Minnesota Statute 435.193.

**Recommendation: Hold for further discussion.**

**Personnel Committee**

**Tuesday, April 11, 2017**

**10:30 AM, North Complex**

**AGENDA**

- A. Discuss Information Technology Technician I position due to less time being spent scanning other department's documents.

**Recommendation: Administration will have the position evaluated based on the new duties performed and approval of the reclassification will be revisited by the Personnel Committee at a later date.**

- B. Consider approval of posting for Community Service Work Coordinator in Probation.

**Recommendation: Approve posting for Community Service Work Coordinator in Probation.**

- C. Consider Administration vacancy for HR Manager

**Recommendation: Complete job description and bring to Board workshop on April 18 for further discussion.**

- D. Consider replacement of a Social Worker in the Child Protection/Child Welfare unit.

**Recommendation: Authorize Social Services to replace resigning Social Worker in the Child Protection/Child Welfare unit.**

## MEEKER COUNTY ADMINISTRATOR

325 Sibley Avenue North

Litchfield, MN 55355-2155

Phone: (320) 693-5200 Fax: (320) 693-5287

e-mail address: paul.virnig@co.meeker.mn.us

PAUL J. VIRNIG  
County Administrator

BRIGID M. BOWERS  
Human Resource Director

CORI L. HEACOCK  
Executive Secretary



April 3, 2017

Pat Melvin, Administrator  
McLeod County  
830 E 11<sup>th</sup> Street  
Glencoe, MN 55336

Good afternoon Pat:

About 25 years ago, Meeker, McLeod, Kandiyohi and Renville Counties formed a Mid-Minnesota Joint Powers Board in an effort to develop common water planning activities. The JPB consisted of staff from county environmental offices, two commissioners from each of the four counties, as well as representatives from the Mid-Minnesota Rural Development Commission and the Board of Water & Soil Resources. The JPB was an active and successful entity up until about 6 years ago, at which time, they stopped meeting due to other entities and programs successfully managing water planning activities.

During the Board's active years, a bank account was created with equal contributions from each of the four counties, to fund the development of water plans for each county. Due to the inactivity of the JPB, the account has been closed and the balance divided equally among the four counties.

Enclosed is McLeod County's equal  $\frac{1}{4}$  share of that account: \$381.52.

Please do not hesitate to contact me with any questions, and thank you for your past partnership in this endeavor.

Sincerely,

A handwritten signature in cursive script that reads "Paul J. Virnig".

Paul J. Virnig, Administrator  
Meeker County

PJV:ch

Enclosure

M 536075

P.O. Box 100  
Litchfield, MN 55355  
Phone: 320-693-3255



15705 - 37th Avenue North  
Plymouth, MN 55446  
Phone: 763-225-8888

114522

REMITTER

MID MN JT POWERS BOARD - CLOSED A/C

DATE 3-31-2017

75-189/919  
4760008

PAY TO THE  
ORDER OF MCLEOD COUNTY

\$ 381.52

*The sum of 381 and 52/100*

DOLLARS



THIS DOCUMENT HAS A MICRO-PRINT SIGNATURE LINE, WATERMARK AND A THERMOCHROMIC ICON; ABSENCE OF THESE FEATURES WILL INDICATE A COPY

**CASHIER'S CHECK**

TWO SIGNATURES REQUIRED OVER \$5000.00

*Amy J. Nelson*

MP

⑈ 114522⑈ ⑆ 091901891⑆ 4760008⑈

SecureStax

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***McLEOD COUNTY  
ORGANIZATIONAL STUDY  
-FINAL REPORT-***

---



**MARCH 24, 2017**

## Background Information

On December 12, 2016, the McLeod County Board of Commissioners approved having an organizational review conducted to examine the County's department structure. DDA Human Resources, Inc. (DDA) was retained to conduct the study.

The stated purpose of the study was "To develop and present to the Board no later than April 18, 2017, a re-structuring proposal for McLeod County based on the benefits of cost reduction, provision of quality services and increased staff accountability." A subcommittee was formed to help facilitate the process and establish good information flow. The list of task force members is attached as Addendum A.

## Assessment Process Summary

The study consisted of an examination of how McLeod County is organized, organizational information gathered from other counties and interviews with almost 40 individuals within McLeod County. Those interviewed included all Department Heads, some supervisory staff, all Commissioners, and some county partner agencies. The list of those interviewed is attached as Addendum B.

The interviews focused on McLeod County's organizational effectiveness, structure, communication and efficiency. Each person was asked to respond to the same set of questions which are attached as Addendum C. In addition, the consultant toured some county facilities as part of the information gathering process.

Upon conclusion of the fact-finding process, a meeting was held with the subcommittee to review information gathered from interviews and other counties. After this discussion, a draft report was prepared and reviewed with the subcommittee prior to presenting it to the County Board.

## Current Operational Summary

The current organizational structure is similar to many traditional county structures. The County has four elected department heads including the Attorney, Sheriff, Auditor/Treasurer and Recorder. A County Administrator oversees the other 10 County departments. Attached as Addendum D is the current table of organization.

The County serves its citizens from a multitude of locations throughout the County. The main service locations in Glencoe include the Courthouse, the North Service Center, and the Social Services and Public Health Building. In Hutchinson, the Highway Department, the Fairgrounds and the Solid Waste facility are the main service centers. The Highway facility is shared with the City of Hutchinson and the Minnesota Department of Transportation. The Solid Waste facility also serves clientele of Social Services and Court Services.

## Comments from Interviews

The extensive interviews of department heads, some management staff, commissioners and others yielded a great deal of information pertaining to the perceptions about organizational effectiveness. Comments received are summarized on the following pages.

## Strengths

- Dedicated staff
- People care about providing good services
- Some interdepartmental relationships are good
- People care about one another
- The subgroup of department heads work well together and get things done
- Equipment is provided as needed to help staff effectively perform their jobs
- Implementation of the new pay system is beneficial to employees and is appreciated by employees
- The Board is very supportive of meeting the equipment and technology needs of the organization
- The County Board functions well as a team
- The County is delivering good services
- Relationships with PrimeWest are excellent
- Overall, morale is good

## Concerns

- Leadership
  - Board
  - Administration
  - Human Resources
  - Department Heads
- Chain of command issues exist at every level of the organization
- County facilities
  - There are too many service locations
  - The buildings are too far apart from one another
  - Services are not logically grouped in all cases
  - Citizens get shifted from place to place, both physically and on the phone
  - The number of facilities adversely impacts technological consistency and limits opportunities for growth
- Planning
  - Lack of strategic management plan
    - Decisions are sometimes made in isolation and not connected to the overall mission
  - There is no plan to address the significant staff turnover that is coming in the next several years
  - There is too much crisis management going on and not enough planning for the future
  - There is no long-term capital plan for facilities, etc.
  - There is no succession planning taking place
- Departmental
  - Many departments have a silo mentality and see only what their department does
  - Many departments do not effectively work together with other departments
  - Some department heads require staff to copy them on all correspondence. This is inefficient

- There are too many departments
- Performance expectations are different depending on each department
- Each department is like a kingdom
- Organizational
  - There is a lack of commitment to make changes
  - Morale is not good
  - Having some departments operated by elected officials does not encourage teamwork as those staff are not accountable to the Board in the same way others are
  - Unions know more about the negotiations process than department heads
  - The County has lost sight of focusing on the needs of the citizen
  - Communication from the top down is an issue
  - There is no real appetite to change things to the point they need to be changed
  - In some areas, Commissioners are directly involved in the operation of a department and this should not be the case
  - There are significant issues with the Solid Waste operation
  - Commissioners are too involved in the operation of Solid Waste. Their role should be policy making not management
  - Top down communication is problematic but recently some progress has been made
  - People are stressed about the outcome of this process
  - Department heads don't present options to the Board. They should present options instead of just making a recommendation to do one thing
  - Administration is not empowered to make the needed decisions
  - Customer service varies considerably by department. There is no set of uniform expectations
  - Transparency is lacking
  - There is not a culture of pride
  - The County could do more to educate the public and other local government entities
  - The County does not seek enough grant opportunities
  - The County does not work effectively with cities and others in the County
  - There is too much attention paid to the little stuff and not enough attention to the big stuff
- Innovation
  - There is reluctance to embrace innovation
  - Electronic document scanning has not been embraced to the point that it should be. The County continues to fall behind in this area
  - Lean training was provided but follow through did not occur
  - The public does not have enough opportunity to transact business electronically
  - Some office practices are still being done like they were 20 years ago
  - Using tools like YouTube is sometimes difficult due to restrictions
  - Changes take too long to implement and are enforced differently by different departments
  - Teleworking is not being pursued aggressively enough and organizational support is lacking

- Department head meetings
  - Not all department heads attend
  - Meetings are too frequent
  - The content of the meetings is not what is needed for this group
  - There are not sufficient outcomes from the meetings
- Personnel
  - Accountability of staff at every level of the organization is problematic
  - Hiring processes take too long
    - Committee and Board approval are required in some cases
    - The staffing committee has run its course. It is no longer needed
  - Performance reviews are not consistently done in the County
  - Performance issues are not dealt with consistently in the organization
  - There is a significant disconnect between HR and payroll. They should be in one department
  - Onboarding of new employees is not sufficient
  - Performance issues are handled differently by department
  - The County relies too heavily on the Labor Attorney
- Enforcement of policy
  - Lacks consistency
  - Some policies are adopted countywide because a few employees did things inappropriately
  - Some departments choose not to follow policies
- Financial processes
  - Things take too long to process
  - Still using paper for some processes
  - Technology not used to enhance operations
  - New ideas are not welcomed or encouraged
  - There is a disconnect from County Administration
  - The budget process is flawed because there is no long-term budgeting, capital plans and other important elements integrated into the process
  - Investment revenues are not maximized

## Observations

The information gathering process led to the following organizational observations:

1. The County has committed staff at every level of the organization.
2. Services to the citizens are generally provided to the best of one's abilities.
3. Employees interviewed as part of this process were very open to sharing their thoughts and observations.
4. A general commitment to making positive changes was evident with most of those interviewed.
5. The County Board has demonstrated support for employees by providing the tools, equipment and technology needed to perform their jobs.

6. The County Board is to be commended for conducting a study such as this one. Inevitably there will be recommendations that require a commitment to change and the Board has indicated a willingness to do that.
7. The level of customer service appears to be good. Employees generally seem motivated to provide the best service to the citizens they serve.
8. People appear to be generally satisfied with their jobs and with working for the County.
9. The organizational structure is flawed;
  - a. The number of department heads contributes to an organization-wide silo mentality that is impacting overall County productivity
  - b. Policies are not uniformly enforced in the County
  - c. Working across departments does not occur to the point that it could or should
10. County budget processes are problematic:
  - a. There is a disconnect between the Auditor/Treasurers office and Administration concerning budget development
  - b. There is no long-term capital plan to drive budget priorities and plan for future investments
  - c. Ongoing budget monitoring is deficient
    - i. Since the Administrator is not responsible for the budget, there exists a lack of uniformity in budget enforcement. No one in a position of authority over the department heads is responsible to insure adherence to the budget
11. There is no current strategic plan in place that establishes the mission and guides decision making. Many decisions are made in isolation without attention to long term impacts.
12. There are leadership concerns at many levels of the organization. Because of the organizational structure issues, it is difficult to assess what is a performance concern and what is a structural concern. Solving structural issues will help clarify this issue.
13. Human Resources are deficient:
  - a. There are no consistent performance expectations
    - i. Performance reviews are not uniformly completed
    - ii. Employee accountability is not uniformly enforced
  - b. There may be too much reliance on labor attorneys
  - c. The industry standard for the ratio of HR staff to employees is 1 to 100 and the County ratio is at 1 to 275
  - d. Personnel files are not centrally located in all cases
  - e. Training for management staff is not sufficient
14. LEAN is a system for continuous process improvement that adds value by organizing and improving business processes throughout the organization. The County has done training on LEAN process improvement but those principles have not been implemented to the degree that is needed. Much of the service provision by the County is based on historical practices rather than on improving efficiency.
15. Department head meetings are not effective because of a lack of consistent attendance by all and because meetings are not as productive as they could be. These two issues are inseparable.

16. There are pockets of resistance to change that must be addressed if significant changes are to be made in the organization. Some have functioned in their own sphere of influence and want to maintain that status, even if it is not constructive to overall organizational functioning.

## Recommendations

Upon analysis of all the information, the following recommendations are put forth for consideration by the McLeod County Board of Commissioners:

1. Reconfigure the organizational structure as put forth in the attached organizational chart labeled Addendum E. The items shown in red on the addendum should be referred to as Divisions.
2. Hire a Finance Officer in Administration.
  - a. Move 1 FTE from the Auditor/Treasurers Office to Administration
3. Reconfigure the Human Resources Division.
  - a. Significantly enhance the Human Resource service provided by the County. This includes:
    - i. Hire a high-level department head position
    - ii. Eliminate the current Director position classification
    - iii. Create two HR Generalist positions
    - iv. Move payroll processing from the Auditor/Treasurers Office to Human Resources Department
      1. Move 1 FTE from the Auditor/Treasurers Office to Human Resources
    - v. The exact configuration of this department is shown in Addendum E.
    - vi. Making this change would result in the addition of two FTE's in this department
4. Create a new Land Management Division that encompasses several current departments.
  - a. This department will be a blend of current departments led by elected officials and appointed officials. This recommendation is not made to take away any statutory responsibilities from elected officials. It is intended to blend services in a manner that enhances efficiency and streamlines service delivery to the citizens. Included in this division are:
    - i. Planning and Zoning
    - ii. Environmental Services
    - iii. Assessor
    - iv. GIS
    - v. Auditor/Treasurer
    - vi. Recorder
    - vii. Soil and Water Conservation
      1. While this is not a County department, a strong working relationship with this division is important
  - b. Prior to creating this new Division, each job responsibility should be studied to determine where overlap exists and where efficiencies can be maximized. Duties for each position should be based on logical and efficient service delivery and not historical methods of providing the service

- c. By being in one Division, these services can bring together enormous talent and experience that will create a highly functional service delivery system
  - d. Utilize available Recorders office funds to enhance and modernize technological systems throughout the new Division
  - e. The Division Director position should be filled internally
  - f. At the logical time, the Board should consider the potential for an appointed Auditor/Treasurer and Recorder. This is a growing movement being considered by many County Boards and is worthy of evaluation
5. Rename the Highway Department to Public Works Division.
  6. Move Parks/Fairgrounds to the Public Works Division.
    - a. This allows for better allocation of staff resources and coordinated service delivery during peak times for both departments
  7. If Solid Waste remains a county department, move it to the Public Works Division.
    - a. This is an industrial operation and there may be opportunities for sharing of staff and increased efficiencies by having this managed by the County Engineer
  8. Move Veteran Services to the Human Services Division.
    - a. There is no point in this being a stand-alone department and the physical location is not consistent with other human service entities.
  9. Consider eliminating the committee process for filling vacant positions. The Administrator and Human Resources Manager should be empowered to give approval for filling vacancies. If they feel a position should be further evaluated, the Board could be involved at that point.
  10. Consider a comprehensive three county consolidation of Public Health into the CHS Joint Powers entity.
    - a. Conduct an evaluation regarding the viability of this option
      - i. It is certain there would be efficiencies gained by consolidation
        1. Each County is presently performing certain functions that could be consolidated by bringing operations together into a single entity
      - ii. While there would likely be needs for additional resources in some areas, that could be offset by efficiencies gained from consolidation
  11. If a three-county consolidation is not going to occur, then the Public Health Department should remain as a stand-alone Division. There does not appear to be significant organizational gain by merging this department with any other
  12. Develop a long-term facilities plan.
    - a. Since county facilities are spread out and in some cases, not arranged to most efficiently provide services, it is time to begin planning for how the County can address the long-term needs of the organization
    - b. Working with the County's Financial Advisor, develop various bonding scenarios that will help the County Board understand the long-term financial impact of a facilities plan
    - c. It is important to remember that maintaining current facilities is not without cost. A long-term plan should articulate the significant costs to keep doing the same thing. At times, a large price tag is intimidating, yet the cost of doing the same thing is not considered

13. Revise current service delivery locations until a long-term facilities plan is in place.
  - a. Since the long-term facilities plan is not an immediate remedy, it is suggested that services be in the manner described in Addendum F
  - b. Those services not listed on the Addendum would remain in their current locations
14. Shift budget responsibility to the Administrator.
  - i. When using a County Administrator form of government, the responsibility of budgeting falls under the scope of the Administrator
  - ii. This also ties together with the addition of the Finance Officer position described previously
15. Enhance financial processes.
  - a. The 2013 strategic plan identified priority areas for enhancing financial transactions and some of those goals have not yet been implemented. The use of paper processes is not an efficient methodology to use on either end of a financial transaction. This creates more work for all county departments and for processing those transactions
  - b. Modernization of these practices is critical to enhancing organizational efficiency and quality of service. Too much time is being spent on functions that could be more efficient and effective
16. Maintain the current County Board committee structure, however, keep committees functioning at a policy level and not an operational level. The Administrator should be part of all committees that involve Division Directors and County Commissioners.
17. Rewrite all current Department Head job descriptions to reflect new duties.
  - a. Work with the County's compensation system consultant to review and classify all modified positions
  - b. This will reduce the number of Department Heads
  - c. This could cause some of the new Division Director positions to be classified higher than they presently are
  - d. The County Board will need to determine how to handle those positions that will be classified lower than what they are in the current system. There are several options for addressing this issue
  - e. There does not appear to be a need to reduce the overall number of staff. However, some current department heads would not be department heads in the new structure
18. Enhance teleworking opportunities County-wide.
  - a. Done correctly, teleworking will enhance efficiency and positively impact office space issues
  - b. Each department head should examine viable areas for teleworking
  - c. It is important to continue to assess the impact of teleworking on IT staff capacity. The County may need to consider enhancing staff in IT to meet this expansion
19. Enhance staff and supervisory training.
  - a. With a more robust Human Resources department, there will be potential to provide for significantly more staff and supervisory training.
20. Succession planning for staff.
  - a. When hiring new employees, immediately begin to consider the possibility for employee growth and their potential for advancement in the organization

- b. Identify key positions and understand the impact of potential retirement scenarios that will take place in the next 10 years
- 21. Develop a comprehensive strategic plan for the County.
  - a. It is suggested this go beyond goal setting, and address organizational mission and consistent service delivery in the newly revised organization
- 22. Develop a comprehensive five-year capital planning process.
  - a. This tool goes hand in hand with the budget and will help the Board identify and prioritize future capital needs, and then plan for how those needs will be financially addressed
- 23. The Administrator and Finance Officer should provide periodic reports to the County Board
  - a. Quarterly review of year to date budget status
  - b. Comprehensive annual report after year end
  - c. Presentation of annual audit
- 24. Work with the Association of Minnesota Counties or others, to provide LEAN process improvement training for staff.
  - a. The training should include:
    - i. Definition of Lean
    - ii. The importance of value to customers
    - iii. Identify the types of waste within the workplace
    - iv. Explain goals of Lean implementation
    - v. Understand and apply Lean tools for structured change
  - b. In order for this effort to be successful, there needs to be support and accountability for results. This is a staff driven process that will die on the vine if not supported by departmental and organizational leaders. This concept is very empowering to staff, unless it is done poorly, which is disenfranchising to staff.

## Financial Impact

The estimated financial impact of implementing this plan is described below. It is important to be attentive to the fact that these are estimates and the actual impact could be different that what is put forth here.

Item	Projected Cost	Projected Savings	Notes
Hire a Finance Officer	\$30,000		Difference in salary and benefits from current FTE in Auditor/Treasurers office
Hire a Human Resources Manager	\$110,000		Salary and Benefits
Hire two HR Generalists	\$60,000		Because there is presently one person in HR, this change only increases costs by 1 FTE
Division Director compensation increases	\$20,000		Projected impact of positions being reclassified
Office changes for Human Resources, North Campus, Human Services	\$75,000		Minor facility modifications: one-time cost
Strategic Planning	\$5,000		Cost for a facilitator
<b>Total</b>	<b>\$300,000</b>		

## Implementation

Implementation of these changes will take time, commitment, energy and possibly financial resources. It is suggested that the County Board prioritize the recommendations and then attach a timeline to each priority area so that objectives are met. Given the significant tasks needed and a lack of internal resources, the County may wish to contract with someone to provide project management services so implementation is done consistent with the Board's expectations.

It is recommended that changes be made as soon as possible after the Board sets the priorities. Waiting for retirements or other staff changes will unnecessarily delay implementation and have lasting organizational ramifications. There are no layoffs recommended with this plan so the loss of a job should not be a concern for anyone.

## Addendum A: Committee Members

<b>Member Name</b>	<b>Position</b>
<b>Pat Melvin</b>	County Administrator
<b>John Brunkhorst</b>	County Engineer
<b>Jennifer Hauser</b>	Public Health Agency Coordinator
<b>Jim Lauer</b>	Veterans Service Officer
<b>Cindy Schultz Ford</b>	Auditor-Treasurer
<b>Mike Junge</b>	County Attorney
<b>Vince Traver</b>	IT Director
<b>Lynn Ette Schrupp</b>	Recorder
<b>Gary Sprynczynatyk</b>	Human Services Director
<b>Paul Wright</b>	Commissioner
<b>Joe Nagel</b>	Commissioner
<b>Mary Jo Wieseler</b>	Human Resources Director

## Addendum B: List of Interviewees

Name	Position	Department
<b>John Brunkhorst</b>	County Engineer	Highway
<b>Christy Christensen</b>	GIS Director	Highway
<b>Elvis Voigt</b>	Maintenance Supervisor	Highway
<b>Deb Crooks</b>	Office Manager	Highway
<b>Sarah Young</b>	Director	Solid Waste
<b>Joe Nagel</b>	Commissioner	Administration
<b>Paul Wright</b>	Commissioner	Administration
<b>Ron Shimanski</b>	Commissioner	Administration
<b>Doug Krueger</b>	Commissioner	Administration
<b>Rich Pohlmeier</b>	Commissioner	Administration
<b>Pat Melvin</b>	Administrator	Administration
<b>Donna Rickeman</b>	Administrative Assistant	Administration
<b>Mary Jo Wieseler</b>	HR Director	Administration
<b>Karen Johnson</b>	Extension Educator	U of M
<b>Al Koglin</b>	Director	Parks
<b>Mike Junge</b>	Attorney	Attorneys Office
<b>Vince Traver</b>	Director	IT
<b>Gary Spryczynatyk</b>	Director	Social Services
<b>Social Service Supervisors</b>	Supervisor	Social Services
<ul style="list-style-type: none"> <li>• Gladys Kirsch</li> <li>• Lori Kaczmarek</li> <li>• Sally Aubol-Grangroth</li> <li>• Donna Birk</li> <li>• Leah Lundgren-Tersteeg</li> <li>• Donna Krauth</li> </ul>		
<b>Tim Langenfeld</b>	Deputy Sheriff	Sheriff Department
<b>Scott Rehmann</b>	Sheriff	Sheriff Department
<b>Larry Gasow</b>	Administrator	Planning & Zoning
<b>Mark Telecky</b>	Assistant Zoning Administrator	Planning & Zoning
<b>Kelly Schultz</b>	Sentence to Serve	Department of Corrections
<b>Jim Pryzbilla</b>	Executive Director	PrimeWest Health
<b>Cindy Schultz</b>	Auditor-Treasurer	Auditor-Treasurers Office
<b>Sue Schulz</b>	Assessor	Assessors Office
<b>Jim Lauer</b>	Veteran Services Officer	Veteran Services
<b>Lynn Ette Schrupp</b>	Recorder	Recorders Office
<b>Jennifer Hauser</b>	Director	Public Health
<b>Public Health Supervisors</b>	Supervisor	Public Health
<ul style="list-style-type: none"> <li>• Amanda Maresh</li> <li>• Laurie Snegosky</li> <li>• Cheryl Schmidt</li> </ul>		
<b>Ryan Freitag</b>	Program Director	Soil & Water District
<b>Allie Frierichs</b>	CHS Director	CHS



**McLeod County Organizational Study  
Individual Meeting Questions**

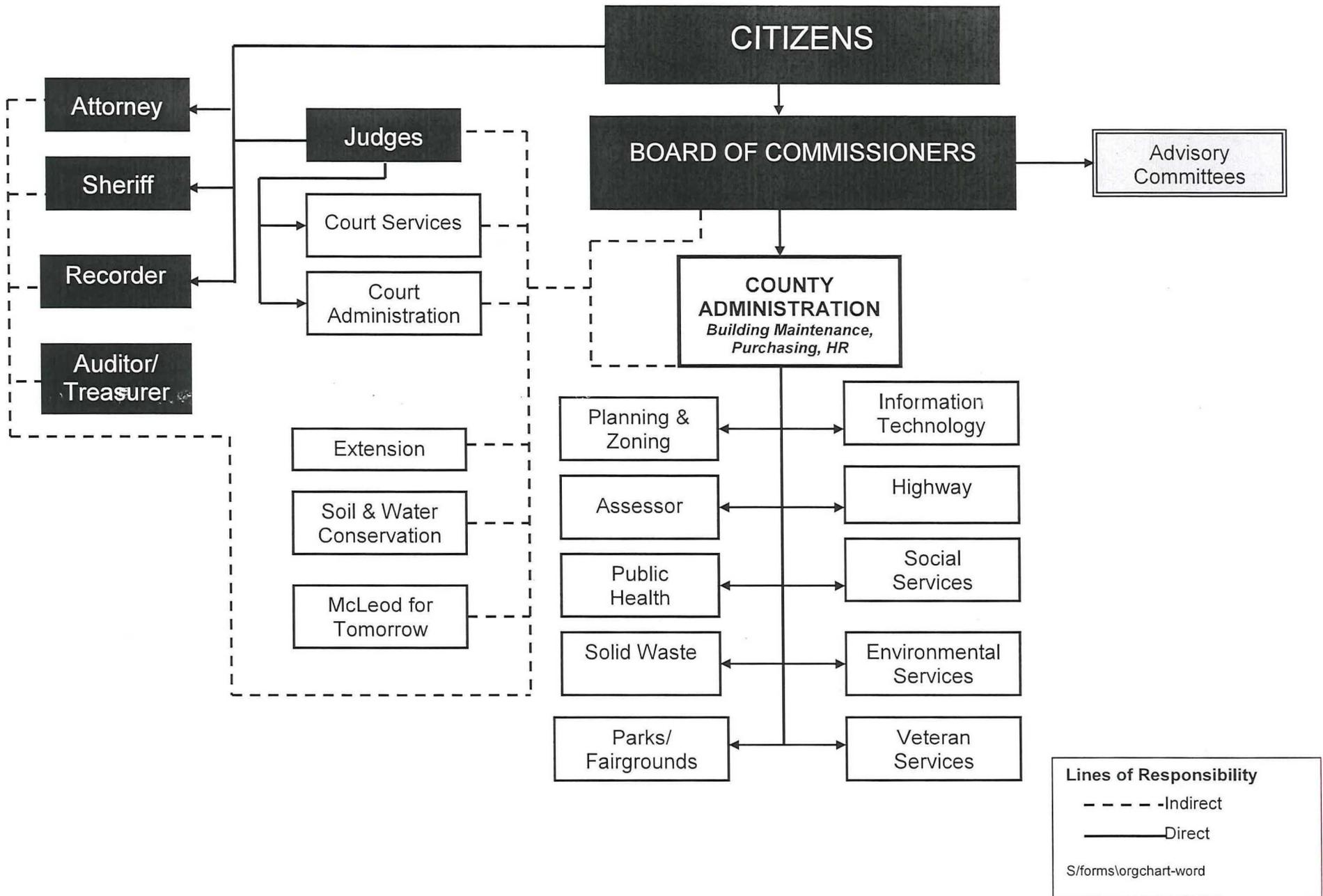
Name: \_\_\_\_\_

The questions below will be covered during your meeting with consultant Gary Weiers. Please review these in advance, as the meeting time is limited to 30 minutes for each person. If you want to write answers in advance and give them to Gary during your meeting, that is fine. Thank you.

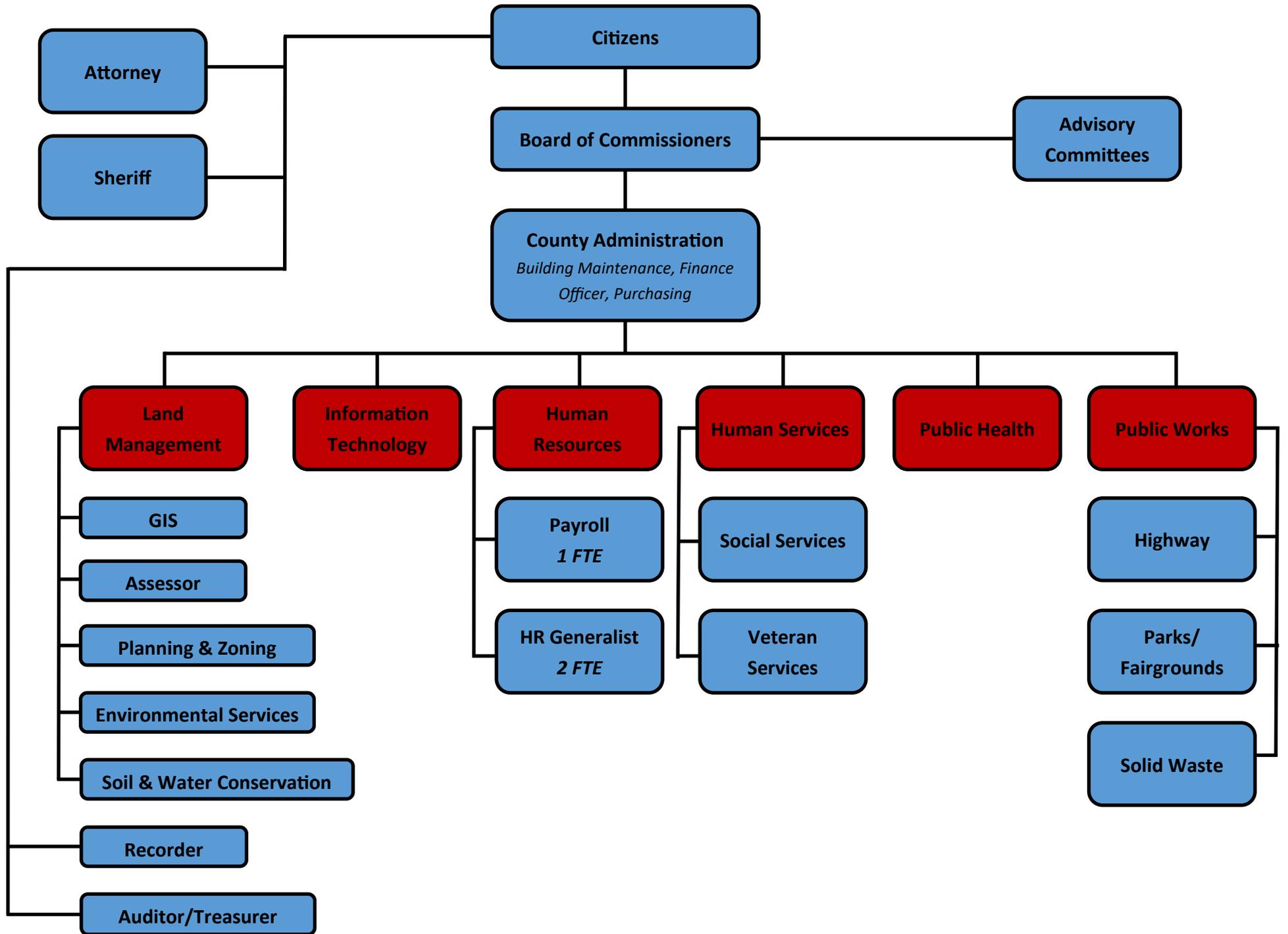
1. Describe what is working particularly well with the current McLeod County organizational structure.
2. What is not working well with the organizational structure?
3. Describe how department heads and staff work across departments.
4. What County departments do you work closely with?
5. Do you have any suggestions for improving efficiency in your department or the County as a whole?
6. Describe how the number of County facilities impacts service delivery.
7. Describe how workload is balanced between County departments.
8. What are the obstacles to making changes to the organizational structure?
9. Describe county processes that could be improved and made more efficient and/or provide better customer service.
10. Describe how technology can be better used to improve efficiency and enhance services.
11. Describe how the organizational structure could be improved.
12. Describe the organizational culture in McLeod County?
13. Describe how the County carries out its organizational mission.
14. Do you have the resources and equipment you need to do your job successfully?
15. Describe how performance issues are managed in the County?
16. Do you have anything else you would like to add?

# MCLEOD COUNTY ORGANIZATIONAL CHART

updated November, 2013



Addendum D: Current McLeod County Organizational Chart



Addendum E: Proposed McLeod County Organizational Chart

## Addendum F: Service Locations

### Courthouse

1. Administration
  - a. Facilities
  - b. Finance
2. Human Resources
3. Information Technology
4. Child Protective Services
5. Attorney
6. Sheriff
7. Courts
8. Court Administration
9. Court Services

### North Campus and Annex

1. New Land Management Division
2. License Services

### Health and Social Services Building

1. Social Services
2. Health
3. Veterans

Board Workshop

May 2, 2017

Immediately following Board

**AGENDA**

- A. Discussion about wetland buffer laws and the County's role in enforcement, if any.
- B. Update on success of telecommuting employees.

CC: Commissioners  
Department Heads  
Ryan Freitag