

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES – August 22, 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 Glencoe City Center. Commissioners Pohlmeier, Shimanski, Wright and Krueger were present. County Administrator Patrick Melvin and Administrative Assistant Donna Rickeman were also present.

**PLEDGE OF ALLEGIANCE**

**INTRODUCTION OF NEW EMPLOYEE**

Adam Leske started employment as the Drainage Inspector on August 14, 2017.

**CONSIDERATION OF AGENDA ITEMS**

- A) Add under Administration Item E: Consider acceptance of an armored vehicle from Brooklyn Park Police Department at no cost.

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

**CONSENT AGENDA**

- A) August 8, 2017 Meeting Minutes and Synopsis.
- B) August 4, 2017 Auditor's Warrants.
- C) August 4, 2017a Auditor's Warrants.
- D) August 11, 2017 Auditor's Warrants.
- E) Approve Pat Melvin's performance evaluation summary.
- F) Renew School Nursing Contract between McLeod County Public Health and New Discoveries Montessori Academy (Hutchinson) to provide 4 hours/week of Registered Nursing Services for 38 weeks @ \$40/hour for the 2017-2018 school year.
- G) Renew School Nursing Contract between McLeod County Public Health and Lester Prairie School District #424 to provide 6 hours/week of Registered Nursing Services for 38 weeks @ \$40/hour for the 2017-2018 school year.
- H) Approve Michael Becker's request of Conditional Use Permit to utilize four (4) existing accessory structures totaling greater than 2,400 square feet to be used for storage units as a home occupation business within the Agricultural District on a 6.70 Acre tract in the NE ¼ NE ¼, Section 27 of Rich Valley Township. Rich Valley Township unanimously recommended approval on

August 9, 2017. The Planning Advisory Committee unanimously recommended approval on August 16, 2017.

- I) Approve Sue Trautman's request of Conditional Use Permit on property owned by Froemming to construct an agricultural accessory structure to be greater than 2,400 sq. ft. in size and to be located more than 660' from the applicant's primary residence for the purpose of cold storage. The structure will be the only agricultural accessory on site. This property is described as 39.89 Acres in Section 4 of Hutchinson Township. Hutchinson Township unanimously recommended approval on August 9, 2017. The Planning Advisory Committee unanimously recommended approval on August 16, 2017.
- J) Approve gambling permit for Hutchinson Hockey Association Inc., PO Box 594, Hutchinson, MN to conduct a raffle on October 7, 2017 at York Farm Barn 21161 York Road, Hutchinson, MN.
- K) Approve an application and permit for a 1 day temporary on-sale liquor license for Hutchinson Hockey Association, Hutchinson, Minnesota for their event being held on October 7, 2017 at York Farms, 21161 York Road, Hutchinson, Minnesota.
- L) Approve Minnesota premises permit for lawful gambling for Wildlife Habitat Conservation Society McLeod County, Inc. to conduct pull-tabs at Major Avenue Hunt Club located at 11721 Major Ave., Glencoe, Minnesota.

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

#### **PAYMENT OF BILLS – COMMISSIONER WARRANT LIST**

General Revenue Fund	\$9,191.50
Human Service Fund	\$22,586.00
Special Revenue Fund	\$37,766.50

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$69,544.00 from the aforementioned funds.**

#### **CONTEGRITY – Construction Manager Sam Lauer**

Sam Lauer with Contegrity informed the Board of construction progress including the completion of the exterior brick except for a final wash, outside work has begun, painting is almost complete and ceiling grid panels and lights are being installed.

Contegrity is coordinating with a cell door manufacturer and a components company to hopefully get the doors by the middle of September. The board heard that although the work will be substantially completed in September, it may be quite a while before the cells can be occupied. The project will

undergo a number of inspections from the Department of Corrections, the fire marshal and other agencies before occupancy can take place.

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

- A) John Brunkhorst requested acceptance and payment of \$395,644.37 to Scott Construction (Lake Delton, WI) for CP 17-000-01 & CP 17-000-02, countywide pavement marking and sealcoat project.

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

**Wright/Pohlmeier motion carries unanimously to approve payment of \$395,644.37 to Scott Construction (Lake Delton, WI) for CP 17-000-01 & CP 17-000-02, countywide pavement marking and sealcoat project.**

- B) John Brunkhorst requested acceptance and payment of \$3,318.08 to Traffic Marking Services (Maple Lake, MN) for SP 43-070-012, countywide 6” federal safety edge line pavement marking project.

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

**Nagel/Krueger motion carries unanimously to approve payment of \$3,318.08 to Traffic Marking Services (Maple Lake, MN) for SP 43-070-012, countywide 6” federal safety edge line pavement marking project.**

#### **VETERAN SERVICES – Assistant Veteran Services Officer Cassandra Carrigan**

- A) Cassandra Carrigan presented the annual report on Beyond the Yellow Ribbon. The McLeod County Yellow Ribbon is here to provide support and information to veterans, and those looking to support veterans. The organization is looking to position itself as a clearing house for all veteran related resources available in McLeod County.

Accomplishments this past year include: Annual Welcome Home Recognition Event; stakeholder engagement; assistance provided for deployed service members including resource referral to deployed family member and snow removal for disabled veteran; Veteran and Family Flu Shot Clinic in partnership with Veteran Services and Public Health.

Focus for upcoming year will be to continue growing the resource listing and opportunities for stakeholder engagement and training.

## **HOUSING AND REDEVELOPMENT AUTHORITY – Executive Director Jill Bengston**

- A) Jill Bengston requested adoption of Resolution 17-CB-26 which would allocate \$970,000 of McLeod County's small issuer arbitrage rebate allotment to the Housing and Redevelopment Authority (HRA) and approve a certain 5% Pilot Agreement between the County and the HRA.

**Krueger/Pohlmeier motion carries unanimously to adopt Resolution 17-CB-26 to allocate \$970,000 of McLeod County's small issuer arbitrage rebate allotment to the Housing and Redevelopment Authority (HRA) and approve a certain 5% Pilot Agreement between the County and the HRA.**

## **CENTRAL MN JOBS AND TRAINING - Chief Executive Officer Barbara Chaffee, Finance Director Tricia Bigaouette, Workforce Development Division Manager Leslie Wojtowicz**

- Central MN Jobs and Training updated the board on Central MN Jobs and Training and Services (CMJTS) that offer individualized employment and job training assistance for dislocated workers, prepare teens and young adults for success through education, support employment and economic stability for people receiving financial assistance through the county and provide paid work and employment opportunities for eligible persons age 55 and older. Joint Powers Board legal duties were reviewed:
  - Review the annual Fiscal audit
  - Review the schedule of insurance
  - Ensure that CMJTS annual report is completed
  - NEW Rule (Workforce Innovation & Opportunity Act): For the state to receive Federal Allotments, the Governor and CLEO's must identify regions

The following statistics were presented:

- Unemployment in Minnesota for the year is at 3.9%
- McLeod County unemployment rate is at 4.3 % up from 3.9% last year.
- CMJTS received over \$7M from 70 grants in 2016.

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

- A) Larry Gasow requested approval of professional service agreement with Duane Radtke Sewer Service. This agreement is to purchase the services as the secondary inspector of new subsurface treatment systems until December 31, 2017.

Compensation for inspection services of new subsurface sewage treatment systems (septic systems) will be \$175.00 per inspection not to exceed the sum of \$15,000 in the 2017 calendar year. Compensation for soil verification services for the siting of new septic systems will be \$125 per soil verification not to exceed the sum of \$10,000 in the 2017 calendar year. Compensation for review and issuing of new subsurface sewage treatment systems, will be per SSTS permit not to exceed the sum of \$10,000.00 the 2017 calendar year.

**Krueger/Pohlmeier motion carries unanimously to approve professional service agreement with Duane Radtke Sewer Service.**

- B) Larry Gasow requested approval of Letter of Understanding to purchase services from Scott County's Environmental Service Division to engage the Scott County certified septic inspector, Mary VonEschen, to conduct soil verification inspections and review and approve septic permits until December 31, 2017. Compensation will be \$50.00 an hour and all mileage costs at Federal mileage rates for the services.

**Pohlmeier/Shimanski motion carries unanimously to approve of Letter of Understanding to purchase services from Scott County's Environmental Service Division to engage the Scott County certified septic inspector, Mary VonEschen, to conduct soil verification inspections and review and approve septic permits.**

## **COUNTY ADMINISTRATION**

- A) Pat Melvin requested approval of August 16, 2017 Personnel Committee Recommendations.

1. Consider additional clerical needs for the Planning, Zoning and Environmental Department based on the increased workload created by supporting four additional Soil and Water Conservation District staff and other changes that are proposed within the department. Also discussed was how the department will manage septic inspections and develop staff to accommodate these needs in the future.

**Recommendation: Approve hiring a full-time Secretary II position at a grade 110 with a salary range of \$12.65 - \$ 19.00 and post vacancy internally.**

**Krueger/Wright motion carried unanimously to hire a full-time Secretary II position at a grade 110 with a salary range of \$12.65 - \$ 19.00 and post vacancy internally.**

2. Consider hiring a new Social Worker Peer Specialist TriStar Act Team employee. This position qualifies for the 105% reimbursement and is required by the Federal government.

**Recommendation: Approve hiring a full-time Peer Specialist Social Worker at a grade of 160 with 105% reimbursement from the 18 County Southwest Adult Mental Health Consortiums. This is a requirement from the Federal government.**

**Nagel/Pohlmeier motion carried unanimously to hire a full-time Peer Specialist Social Worker at a grade of 160 with 105% reimbursement from the 18 County Southwest Adult Mental Health Consortiums.**

3. Consider approving the re-grading of the Chief Deputy position in the Sheriff's Department from the current grade 220 to a 230. The 230 grade ranges from \$34.60 to \$51.95. This change stems from an increase in the level of responsibility/accountability and complexity/mental effort.

**Recommendation: Approve changing the Chief Deputy position within the Sheriff's Department from a grade 220 to a grade 230.**

**Wright/Pohlmeier motion carried unanimously to re-grade the Chief Deputy position in the Sheriff's Department from the current grade 220 to a 230.**

- B) Pat Melvin appointment of an alternate to serve on the McLeod/Sibley/Trailblazer Joint Powers Board as required in Article 3.02 of the Joint Powers Agreement. Commissioner Shimanski is currently appointed to the Board.

**Pohlmeier/Shimanski motion carried unanimously to appoint Commissioner Nagel as an alternate to serve on the McLeod/Sibley/Trailblazer Joint Powers Board as required in Article 3.02 of the Joint Powers Agreement.**

- C) Pat Melvin requested approval of the workshop agenda items for September 5<sup>th</sup> including: Discussion about AMC Policy Committee assignments, long range planning and health insurance.

**Shimanski/Krueger motion carried unanimously to approve September 5<sup>th</sup> Workshop agenda items.**

- D) Pat Melvin informed the Board that McLeod County will receive a dividend payment of \$29,895 for Worker's Compensation and \$83,091 for Property/Casualty from Minnesota Counties Intergovernmental Trust (MCIT) for the 2016 coverage year. The County is fortunate to have a

collaborative organization like MCIT that returns insurance money not spent throughout the year and rewards Counties for taking steps to be proactive and limit losses.

- E) Tim Langenfeld requested approval to accept a 1980 Peace Keeper armored vehicle from Brooklyn Park Police Department at no cost. Vehicle is in running condition and was used up until 2 weeks ago. This vehicle is intended as a stop gap measure until the county can afford a new one.

**Nagel/Krueger motion carried unanimously to accept a 1980 Peace Keeper armored vehicle from Brooklyn Park Police Department at no cost.**

### **CLOSED SESSION**

**Pohlmeier/Wright motion carried unanimously to close the meeting at 10:21 a.m. to discuss Jungclaus property located at 520 Chandler Avenue in Glencoe.**

**Shimanski/Pohlmeier motion carried unanimously to open the meeting at 11:30 a.m.**

**Krueger/Wright motion carried unanimously to direct county attorney to enter into discussions regarding Jungclaus property.**

**Pohlmeier/Shimanski motion carried unanimously to adjourn at 11:30 a.m. until 9:00 a.m. September 5, 2017 at the Glencoe City Center.**

ATTEST:

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Joe Nagel, Board Chair

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Patrick Melvin, County Administrator