

**AUGUST 8, 2017
MCLEOD COUNTY
BOARD MEETING WILL
BE HELD AT
THE GLENCOE CITY
CENTER
1107 11TH STREET
GLENCOE, MN**

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING AGENDA
AUGUST 8, 2017**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

2 9:03 CONSIDERATION OF AGENDA ITEMS*

3 9:04 CONSENT AGENDA*

- A. July 18, 2017 Meeting Minutes and Synopsis.
- B. July 14, 2017 Auditor's Warrants.
- C. July 21, 2017 Auditor's Warrants.
- D. July 21, 2017 Auditor's Special Warrants.
- E. July 28, 2017 Auditor's Warrants.
- F. Approve Tentative Agreement for AFSCME Unit for 2017 – 2019.
- G. Approve Memorandum of Agreement with MNPEA Deputy Unit who are assigned by the Employer to serve as Investigators will receive a one dollar (\$1.00) per hour differential in addition to their regular base wages.
- H. Adopt Resolution 17-CB-24 to appoint Zachary Lyngaas as Assistant County Attorney.
- I. Approve Confession of Judgment for Veniamin Verstyak on Property ID 23.139.0020 in the City of Hutchinson.
- J. Approve gambling permit for Brownton Rod & Gun Club, Inc., 19151 108th Street, Brownton, MN to conduct a raffle on February 3, 2018. The application is acknowledged with no waiting period.
- K. Set public hearing for 2018 Ditch Assessments September 19, 2017 at 10:15 a.m.
- L. Approve Government Management Group (Lakeville, MN) to prepare McLeod County's Central Services Cost Allocation plan for the plan years ending December 31, 2017, 2018 and 2019 for a fixed amount of \$5,250 per year. Government Management Group has provided this service to McLeod County on completing the Central Services Cost Allocation plan for McLeod County since 1997. The fees to produce the Cost Allocation will remain the same as the previous contract. Their work has been excellent and we continue to see revenues increase on the indirect cost dollars from the Federal Government for some of the Social Services programs. In 2008 we received \$103,179, 2009 was \$109,144, 2010 was \$122,047, 2011 was \$123,895, 2012 was \$112,067, 2013 was \$122,015, 2014 was \$127,443, 2015 was \$131,436 and 2016 was \$159,384. The revenue income recoveries for 2017 will be higher than 2016 and 2018 should increase about 17% or estimated \$167,000.
- M. Approve the purchase of one (1) desktop computer from ByteSpeed (Moorhead, MN) for \$1,319 and one (1) KIP 720 wide format scanner, annual maintenance, delivery, installation, and training for \$10,935 from Information Systems Corporation (Fargo, ND) with funds from the Recorder's Technology Fund.
- N. Approve increase in change drawer at the Household Hazardous Waste Facility from \$100 to \$200.
- O. Approve elimination of change drawer of \$200 at the Material Recovery Facility/Redemption Program.
- P. Approve 1-Lot Final Plat requested by Scott & Lorie Maurer's to be known as Maurer Heights in Section 15 of Lynn Township. The Hutchinson Joint Planning Board unanimously recommended

approval on July 2017. The County Attorney and County Recorder stated the Title Opinion and Plat are in proper form and may be recorded once they are approved and the current year taxes are paid.

- Q. Approve accessory structure (30' X 38) requested by Richard Nellis to be placed within the front yard area due to the placement well and septic system. Also, there are significant hills which prohibit the structure to be placed within in the side yard or back yard. The setback will be 115' from the centerline of Koglin Road. This property is located in Acres, 1.34 Acres, Lot 002, Block-001 in Section 26 of Acoma Township. The Hutchinson Joint Planning Board unanimously recommended approval on July 19, 2017.
- R. Approve Conditional Use Permit 17-15 requested by Joshua and Ashley Burtyk for the construction of a storage shed over 2,400 square feet (36' X 78') on a parcel less than 10 acres and to be built with living space for the purpose of family care for Mrs. Burtyk's Mother. This property is located at 6082 State Highway 212, Glencoe, MN 55336 in Section 18 of Helen Township.

Helen Township unanimously recommended approval on June 8, 2017. The Planning Advisory Committee unanimously recommended approval on July 18, 2017 subject to the following conditions:

- 1. Applicant shall remove the living quarters within six months after care is no longer needed.
- 2. The Zoning Office shall perform a review every 3 years from the date of approval.
- 3. A Doctor's letter of continued need shall be provided to the Zoning Office every 3 years from the date of approval.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST*

5 9:05 EXTENSION - Extension Educator Karen Johnson and Parks Director Al Koglin

- A. Discuss wild parsnip problem in McLeod County.

6 9:15 SAFE AVENUES – Executive Director Jen Johnson

- A. Annual summary of services provided by Safe Avenues and request for 2018 funding.

7 9:30 PUBLIC HEARING – Fee Schedule

- A. Consider approval for new fee schedule.*

8 10:00 PLANNING AND ZONING – Administrator Larry Gasow

- A. Review of Conditional Use Permit JP-17-C3 requested by Adam Kaping to operate a home occupation of a landscaping business.*

An on-site inspection was conducted on Tuesday, August 1, 2017 at 2:00 PM at the property accompanied by Adam Kaping, owner.

- B. Consider approval of request from Northern Lines Contracting to amend their original Mining Conditional Use Permit # 17-08 as approved by the County Board of Commissioners on June 6, 2017 requesting to delete Condition #16 which states, "Maximum of 30 round trips in and out of the pit per day." The property is owned by Jared Huepenbecker, located within a 31 acre tract within the N ½ SE ¼ Section 16 and the N ½ SW ¼ Section 15 of Helen Township.

The County Board approved of this original request, with a condition that the number of trucks hauling be limited to 30 round trips in and out of the pit per day on June 6, 2017. The Board of Helen Township recommended approval of the request to amend at their July 18, 2017 regular meeting. The Planning Advisory Commission recommended approval of CUP #17-16 to amend Conditional Use Permit #17-08 that Special Condition #16 shall be deleted as to not have limits of loads hauled per day out pit on July 26, 2017 with the following condition:

1. Delete: 16. Maximum of 30 round trips in and out of the pit per day.
2. Amend: 16. There shall be no limits placed on the number of trucks hauling in or out of the pit, the Zoning Office shall review any report to the County Board any traffic and highway safety issues every 4-6 months or as needed.

9 10:20 SHERIFFS OFFICE –Sheriff Scott Rehmann

- A. Consider approval of the Cooperative Agreement regarding public safety related to the 2018 National Football League Super Bowl security.*

A request has been made by the Minneapolis Police Department for officer assistance over a 10 day period during the 2018 Super Bowl.

- B. Approve Kathy Ogren – Software Specialist/LETG Administrator, Loni Schroeder – Jail Module User and Leah Moll – CAD and RMS Module User to attend the Zuercher One User Conference for the Sheriff's Office Records Management software in Sioux Falls, SD from September 13th through September 15th at a cost estimated to be \$1,025.

10 10:30 AUDITOR-TREASURER – Chief Deputy Il Janet Betsinger

- A. Consider adoption of Resolution 17-CB-25 to classify tax forfeited land as non-conservation land.*

11 10:40 ROAD AND BRIDGE – Engineer John Brunkhorst

- A. Consider authorizing Engineer to proceed with letting dates for the following project(s):*

- SAP 43-624-01, bridge replacement on County State Aid Highway 24, south of Silver Lake
- SAP 43-615-15, concrete overlay on County State Aid Highway 15, between Glencoe and CSAH 22

SAP 43-624-01 has been on the waiting list to receive state bridge funds. Funding was recently approved by MnDOT. SAP 43-615-15 will be tied with the reconstruction projects planned on CSAH 3 and CSAH 15 in 2018/2019. Both projects are in our 5-year plan.

- B. Consider selling used Trimble GPS surveying equipment (R8, TSC2 controller, base station) to McLeod County SWCD for \$8,000.*

The Highway Department upgraded its surveying equipment and no longer has a need for this equipment. The SWCD Board authorized this purchase last month.

- C. Consider approval to purchase of a 2018 GMC Sierra 3500HD double cab pickup for \$28,279.70 (State Contract) plus applicable tax/license from Ranger Chevrolet (Hibbing, MN) with funding coming from the 2017 Highway budget.

This pickup would replace a 1997 Jeep 4x4 with 129,000 miles.

- D. Consider disposal of the 1997 Jeep via auction.*
- E. Authorize Highway Department labor, equipment, and materials to paint "Buckle Up" messages on participating McLeod County high school parking lots.*

The labor, equipment, and material cost for this is minor. This is an initiative by the McLeod County Safe Roads Coalition to raise awareness for teen drivers to buckle up.

- F. Update on SAP 43-615-13, construction on County State Aid Highway 15 (Morningside) in Glencoe.

The Legislature awarded the County a Local Road Improvement Program grant of \$2,350,000 to complete the Morningside corridor. The estimated construction cost is \$4.95 Million. The anticipated construction date is 2019.

12 11:00 BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna

- A. Consider approval to replace carpeting in the Annex building from MCI Inc. (Waite Park, MN) for \$12,122 with funding from building major repair funds.*

Additional quote received: Bergmann Interiors Inc. (Glencoe, MN) \$15,652.56 and Absolute (Minneapolis, MN) \$15,975.

- B. Consider approval for change orders #1, #2 and #4 from UHL (Maple Grove, MN) for additions to the camera/card access project:*
1. Change Order #1 – add two (2) additional doors for card access in Courtroom #3 for a cost of \$6,620.
 2. Change Order #2 – add a network switch to the Glencoe highway shop as the logistics do not allow to directly tie into our existing network at the Annex for a cost of \$2,123.
 3. Change Order #4 – add one (1) additional card access door at the fairgrounds at a cost of \$5,588.

13 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
 - Commissioner reports of committee meetings attended since July 18, 2017.
- A. Consider setting the 2018 tentative Board meeting dates including the evening meetings for the Board of Appeals and Equalization and Truth in Taxation.*
- B. Consider approval to combine Parks/Fairground and Highway under the new title of Public Works.*
- C. Consider approval to hire a full-time Social Worker (grade 22) vacancy due to resignation.
- D. Consider approval for out-of-state travel for Donna Rickeman to attend NEOGOV Annual Training Conference in Las Vegas NV from October 24th through October 27th at a cost not to exceed \$1,900.*

NEOGOV is a software for the public sector which has the capability to automate the entire hiring process, onboarding, and performance evaluation process. This is a once a year opportunity to meet with NEOGOV trainers and support personnel. They provide training on each module, allow the opportunity to have discussion with other jurisdictions to see how they use the software, and provide table top discussion for improvement suggestions.

- E. Notification of annual McLeod County employee pork chop feed, Thursday, August 31st 11:00 AM-12:30 PM at North Complex.

CLOSED MEETING

- A. Discuss Jungclaus property located at 520 Chandler Avenue in Glencoe.

CLOSED MEETING

- A. County Administrator Pat Melvin's 6 month Performance Evaluation.

OTHER

Open Forum
Press Relations

RECESS

Next board meeting August 22, 2017 at 9:00 a.m. at the Glencoe City Center.