

**McLEOD COUNTY  
BOARD OF COMMISSIONERS  
MEETING MINUTES – December 7, 2017**

**CALL TO ORDER**

The evening meeting of the McLeod County Board of Commissioners was called to order at 4:30 p.m. by Chair Joe Nagel in the County Board Room. Commissioners Shimanski, Nagel, Krueger and Pohlmeier were present. Administrative Assistant Donna Rickeman and County Auditor-Treasurer Cindy Schultz were also present.

**PLEDGE OF ALLEGIANCE**

At the request of the Board Chair, all present recited the Pledge of Allegiance.

**CONSIDERATION OF AGENDA ITEMS**

- A) Remove under Consent Item U and add under Administration Item C:  
Approve upgrade in license to Liquor, Wine, Club or 3.2% On Sale and Sunday Sale Licenses for Brownton Rod & Gun Club in Brownton, MN from January 1, 2018 through December 31, 2018.
- B) Remove under Building Services Item 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.

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

**CONSENT AGENDA**

- A) November 21, 2017 Meeting Minutes and Synopsis.
- B) November 17, 2017 Auditor's Warrants.
- C) November 22, 2017 Auditor's Warrants.
- D) Approve agreement with State of Minnesota for Safe and Secure Courthouse Initiative Grant in an amount not to exceed \$22,535.
- E) Approve annual renewal of Southwest Metro Drug Task Force Joint Powers Agreement.
- F) Approve annual renewal of contract with Hutchinson Health Outpatient Mental Health Services and Mental Health Hold Orders.
- G) Approve annual renewal of contract with Village Ranch Family Services – Children's Therapeutic Services and Supports.
- H) Approve annual renewal of contract with Laural Olson, Independent Contractor – Independent Living Skills.
- I) Approve annual renewal of contract with Jeanne M. Fritz, Independent Contractor – Children's Mental Health Clinical Supervision.

- J) Approve annual renewal of contract with Richard Decker, Independent Contractor – Mental Health Clinical Supervision.
- K) Approve annual renewal of contract with SW MN Adult MH Consortium - ARMHS (Adult Rehabilitative MH Services), ACT (Assertive Community Treatment) Services, and Regional Housing Services.
- L) Approve annual renewal of contract with Woodland Centers – Adult and Youth Crisis Stabilization and Detoxification.
- M) Approve annual renewal of contract with TRIMIN Systems – Annual Support for ACS (Agency Collection) & SWS (Soc. Welfare) systems.
- N) Approve annual renewal of contract with DHS Child Support Interagency Cooperative Agreement – with Soc. Svc., Sheriff, and County Attorney.
- O) Approve annual renewal of contract with West Central Industries – Supportive Employment Services (Full Day; Partial Day; Monthly Service Unit).
- P) Approve annual renewal of contract with County Attorney – Fraud Contract for Income Maintenance.
- Q) Approve annual renewal of contract with Seneca Family of Agencies – relative searches.
- R) Approve annual renewal of contract with Semi-Independent Living Services (SILS) Aveyron Homes, REM and Diversified Lifestyles.
- S) Approve the Sale of Cigarette and other Tobacco Products License for Hutchinson Co-op, in Silver Lake, MN from January 1, 2018 through December 31, 2018.
- T) Approve upgrade in license to Liquor, Wine, Club or 3.2% On Sale and Sunday Sale Licenses for Major Ave Hunt Club in Glencoe, MN from January 1, 2018 through December 31, 2018.

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

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

Road & Bridge	\$28,279.70
Special Revenue Fund	\$201,232.90

**Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$229,512.60 from the aforementioned funds.**

#### **BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna**

- A) Replace carpeting in the Annex building was removed from the agenda for further discussion.

#### **INFORMATION TECHNOLOGY – Director Vince Traver**

- A) Vince Traver requested acceptance of quote #15245753 from Xigent (Plymouth MN) off the state contract for \$51,248.51 to purchase and replace

our aging backup storage infrastructure with funding coming from the IT capital budget.

Two years of support are built into the price. Current Backup storage infrastructure is five years old needs to be replaced so IT can continue to backup up data and recover it as needed and not continue to pay higher costs for extended warranties.

**Nagel/Krueger motion carried unanimously to accept quote #15245753 from Xigent (Plymouth MN) off the state contract for \$51,248.51 to purchase and replace our aging backup storage infrastructure with funding coming from the IT capital budget.**

- B) Vince Traver requested acceptance of quote #4006150107-v4 from Xigent (Plymouth MN) off the state contract for \$22,445.56 to purchase two physical servers to replace three with funding coming from the IT capital budget.

This will replace current backup server in Glencoe and replace two servers in the HATS building with one that will combine functionality of the current two servers in Hutchinson.

**Pohlmeier/Shimanski motion carried unanimously to accept quote #4006150107-v4 from Xigent (Plymouth MN) off the state contract for \$22,445.56 to purchase two physical servers to replace three with funding coming from the IT capital budget.**

- C) Vince Traver requested acceptance of quote #JKVQ093 from CDW-G (Chicago, IL) off the state contract for \$13,848.80 to purchase and replace aging routers with funding coming from the IT capital budget.

Replacing aging routers, one in Glencoe and one in Hutchinson. The price includes a trade in on some other equipment and annual maintenance.

**Krueger/Pohlmeier motion carried unanimously to accept quote #JKVQ093 from CDW-G (Chicago, IL) off the state contract for \$13,848.80 to purchase and replace aging routers with funding coming from the IT capital budget.**

- D) Vince Traver requested acceptance of quote #219578904 from Insight Public Sector (Tempe, AZ) off the state contract for \$6,629.40 to purchase CheckPoint Smart Event software with funding coming from the IT capital budget.

This software works in conjunction with an agreement that was made with the state when McLeod County put in the new CheckPoint firewalls. This

software will allow IT to report on things recorded in log files faster and more efficiently.

**Wright/Shimanski motion carried unanimously to accept quote #219578904 from Insight Public Sector (Tempe, AZ) off the state contract for \$6,629.40 to purchase CheckPoint Smart Event software with funding coming from the IT capital budget.**

#### **PARKS – Director Al Koglin**

- A) Al Koglin requested acceptance of proposal from Braun Intertec (Minneapolis, MN) for at least 3 core samples of the gym floor in the Commercial Building at a cost of \$7,535 with funding coming from the Fairgrounds 2017 budget.

This will be done to help determine the cause of the rubber floor rising in certain areas of the gym.

**Nagel/Shimanski motion carried unanimously to accept proposal from Braun Intertec (Minneapolis, MN) for at least 3 core samples of the gym floor in the Commercial Building at a cost of \$7,535 with funding coming from the Fairgrounds 2017 budget.**

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

- A) John Brunkhorst requested concurrence with award of SAP 43-598-015 (bridge L5809 replacement on CR 90) to lowest responsible bidder, which was Landwehr Construction (St. Cloud, MN) with a low bid of \$69,890 for alternate A (completion this year).

Other bids included: Mathiowetz Construction (Sleepy Eye, MN) \$71,010; Midwest Contracting, LLC (Marshall, MN) \$98,040; R & R Excavating (Hutchinson, MN) \$102,529.63; Ram Excavating, Inc. (Winsted, MN) \$115,850 and Land Pride Construction, LLC (Paynesville, MN) \$123,681.

On 11/21/17 the Board authorized award to lowest responsible bidder as determined by the Engineer.

**Wright/Krueger motion carried unanimously to concur with award of SAP 43-598-015 (bridge L5809 replacement on CR 90) to lowest responsible bidder, which was Landwehr Construction (St. Cloud, MN) with a low bid of \$69,890 for alternate A (completion this year).**

- B) John Brunkhorst requested approval to purchase a 2017 John Deere 5085E Utility Tractor from Midwest Machinery (Glencoe, MN) for \$48,877.48 (State Contract).

This tractor will replace a 2007 similar model that was involved in a traffic crash on 11/6/17.

Insurance will cover \$26,998.33; the remainder will come from Highway reserves.

**Shimanski/Pohlmeier motion carried unanimously to approve purchase of a 2017 John Deere 5085E Utility Tractor from Midwest Machinery (Glencoe, MN) for \$48,877.48 (State Contract) with insurance covering \$26,998.33 and remaining coming from Highway reserves.**

- C) John Brunkhorst requested final acceptance and payment of \$186,381.24 to PCI Roads (St. Michael, MN) for SAP 43-603-032, concrete overlay on CSAH 3.

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

**Pohlmeier/Krueger motion carried unanimously of final acceptance and payment of \$186,381.24 to PCI Roads (St. Michael, MN) for SAP 43-603-032, concrete overlay on CSAH 3.**

**AUDITOR-TREASURER – Property Records & Elections Administrator Janet Betsinger**

- A) Janet Betsinger requested adoption of Resolution 17-CB-38 Authorizing the County to make application to the Minnesota Secretary of State for the Elections Voting Equipment Grant.

Minnesota State legislature passed in the 2017 Special Legislative Session that appropriated \$7 million in grant funding to be used to replace the aging voting equipment or enhance the integrity of the voting system through the use of electronic rosters, referred to as electronic pollbooks.

If all 87 Counties request enough funding for all precincts, the Grant would be limited to \$1,699 per precinct, which is far less than what would be needed. If the Grant requests are less than whole for every County in the state, the grant per precinct would be increased. The maximum grant per precinct is no more than \$5,000.

The County must agree to provide a match of at least 25% of the amount needed to be used for electronic pollbooks and/or an equal 50% match of the acquisition of any other voting equipment.

The total cost of the eligible costs for the Grant are \$140,000, which includes the hardware and software, and at a minimum, the County's contribution can be no less than \$75,125; based upon the estimates provided by the Minnesota Secretary of State, the minimum Grant will be no less than \$47,572, which will require the County to provide additional funding for the technology.

**Krueger/Pohlmeier motion carried unanimously to adopt Resolution 17-CB-38 Authorizing the County to make application to the Minnesota Secretary of State for the Elections Voting Equipment Grant.**

#### **HUMAN RESOURCES – Deputy Administrator Sheila Murphy**

- A) Sheila Murphy requested approval of recommendation from Evaluation Committee to re-rate Sign Technician/Maintenance II and Weed Sprayer/Maintenance II from a Grade 140 to a Grade 150.

**Wright/Shimanski motion carried unanimously to approve re-rating Sign Technician/Maintenance II and Weed Sprayer/Maintenance II from a Grade 140 to a Grade 150.**

- B) Sheila Murphy requested approval of recommendation from Evaluation Committee to hire a Jail Technical Specialist I Grade 130 to replace Technical Specialist I and post internally.

**Nagel/Shimanski motion carried unanimously to hire a Jail Technical Specialist I Grade 130 to replace Technical Specialist I and post internally.**

#### **COUNTY ADMINISTRATION**

- A) Cindy Schultz Ford requested approval to set the 2018 non-union salary increases at 3% for all full and part-time employees who are not at the salary range maximum. In addition, Sheriff Posse, Veteran Van Drivers, returning seasonal part-time (67 shifts) will receive a 3% wage increase. Effective date December 12/24/2017.

**Shimanski/Wright motion carried unanimously to set the 2018 non-union salary increases at 3% for all full and part-time employees who are not at the salary range maximum. In addition, Sheriff Posse, Veteran Van Drivers, returning seasonal part-time (67 shifts) will receive a 3% wage increase.**

- B) Cindy Schultz Ford requested of Resolution 17-CB-42 Setting the 2018 Commissioner Salary, Per Diem and Mileage reimbursement rate.

The Budget Committee recommended the Commissioners receive 3% salary increase as did the non-union employees resulting in a 2018 salary of \$29,352. The per diems increased from the current \$50/100 for half day/full day to \$75/\$125 and to continue the current mileage reimbursement rate of .35/mile.

**Shimanski/Krueger motion carried unanimously to adopt Resolution 17-CB-42 Setting the 2018 Commissioner Salary at \$29,352 Per Diem at \$75/\$125 and Mileage reimbursement rate of .35/mile.**

- C) Cindy Schultz Ford requested approval of upgrade in license to Liquor, Wine, Club or 3.2% On Sale and Sunday Sale Licenses for Brownton Rod & Gun Club in Brownton, MN from January 1, 2018 through December 31, 2018.

Brownton Rod & Gun Club would like to upgrade their liquor license without increasing their annual aggregate for dram shop insurance of \$1M. Discussion took place and it was determined that we need to be consistent throughout McLeod County.

**Wright/Nagel motion carried unanimously to approve upgrade in license to Liquor, Wine, Club or 3.2% On Sale and Sunday Sale Licenses for Brownton Rod & Gun Club in Brownton, MN from January 1, 2018 through December 31, 2018 pending \$1M dram shop insurance.**

**Wright/Krueger motion carried unanimously to recess the meeting until 6:00 p.m.**

#### **PUBLIC HEARING – Truth in Taxation**

- A) Connie Kurtzweg and Colleen Robeck presented the report on the 2018 budget and explained the hearing process; Colleen Robeck reviewed the prepared documents related to the proposed 2018 budget and levy.

**Nagel/Krueger motion carried unanimously to close the Truth in Taxation meeting at 7:09 p.m.**

**Wright/Shimanski carried unanimously to recess at 7:10 p.m. until 9:00 a.m. December 19, 2017 at the Glencoe City Center.**



ATTEST:

---

Joe Nagel, Board Chair

---

Cindy Schultz Ford, Interim County  
Administrator