

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – July 18, 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 Krueger and Wright were present. Commissioners Pohlmeier and Shimanski had excused absences. 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

CONSIDERATION OF AGENDA ITEMS

- A) Add under Administration Item H: Consider approval of gambling permit for Ducks Unlimited to conduct a raffle on September 7, 2017 at Crow River Winery, 14848 Highway 7 E, Hutchinson MN. The application is acknowledged with no waiting period.

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

CONSENT AGENDA

- A) July 5, 2017 Meeting Minutes and Synopsis.
- B) June 30, 2017 Auditor's Warrants.
- C) July 7, 2017 Auditor's Warrants.
- D) Approve payment to RTVision Inc. (Little Falls, MN) of \$4,120 for annual support/maintenance of OneGov (permitting and land management software) from 9/2017 – 9/2018 with funding coming from the Records Compliance Funds.
- E) Approve the Radiological Emergency Preparedness 2018-19 grant agreement in the amount of \$12,000.
- F) Approve out of state travel for Investigator Jim Nielsen to attend the United Council of Welfare Fraud (UCOWF) in Orlando, OH August 28-31. Airfare, conference registration and lodging paid for by MN Fraud Investigators' Association.
- G) Renew Memorandum of Agreement between Children's Dental Services and McLeod County Public Health for the time period of July 19, 2017 through July 19, 2018. Public Health will utilize Southwest Initiative Foundation

grant funding to pay \$250.00 per dental clinic to Children's Dental Services to off-set clinic operational costs.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

Special Revenue Fund	\$75,323.87
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Nagel/Wright motion carried unanimously to approve payment of bills totaling \$75,323.87 from the aforementioned funds.

CONTEGRITY – Construction Manager Sam Lauer

Sam Lauer with Contegrity informed the Board of construction progress that has moved into the finishing stages on the jail expansion including exterior brick which is about 85% complete with aluminum glass being installed next making the building fully enclosed. Acoustical tile is being installed and interior painting is nearly finished. Contractors are now starting to schedule the installation of furnishings. Work had begun to construct a parking area and other landscaping work in the former Ives Avenue area east of the courthouse, but there was an issue with a gas main and work was temporarily halted. This issue should be resolved in a day or two.

ROAD AND BRIDGE – Assistant Engineer Phil Schmalz

- A) Phil Schmalz requested approval to reject bid from Astech Corp. (St Joseph, MN) for CP 17-054-01, cement stabilized reclamation project on CR 54 (Tagus Ave). Bid was for \$196,104.18 which was 15% over engineering estimate and only bid received. Will re-bid for 2018 construction.

Wright/Krueger motion carried unanimously to reject bid from Astech Corp. (St Joseph, MN) for CP 17-054-01, cement stabilized reclamation project on CR 54 (Tagus Ave) and re-bid for 2018 construction.

ASSESSOR – Assessor Sue Schulz

- A) Sue Shultz presented the Board with a settlement offer from Best Buy. The offer includes reducing payable 2015 from \$1,494,300 to \$1,100,000, reducing payable 2016 from 1,414,900 to \$1,100,000 and reducing payable 2017 from \$1,452,500 to \$1,100,000.

Wright/Krueger motion carries unanimously to approve the tax abatement for payable 2015 reducing from \$1,494,300 to \$1,100,000, reducing payable 2016 from

1,414,900 to \$1,100,000 and reducing payable 2017 from \$1,452,500 to \$1,100,000 and authorize Michael Junge to sign on behalf of the County.

B) Sue Shultz presented the Board with a settlement offer from Inland (old Cub Foods building). The offer includes reducing payable 2014 from \$3,028,900 to \$2,869,200 and reducing payable 2015 from \$3,028,900 to \$2,869,200.

Wright/Nagel motion carries unanimously to approve the tax abatement for payable 2014 reducing from \$3,028,900 to \$2,869,200 and reducing payable 2015 from \$3,028,900 to \$2,869,200 and authorize Michael Junge to sign on behalf of the County.

Wright/Krueger motion carries unanimously to open public hearing.

PUBLIC HEARING – Fee Schedule

A) Consider approval for new fee schedule.

Wright/Krueger motion carried unanimously to table public hearing to discuss new fee schedule until 9:30 A.M. August 8th when the full board is in attendance.

PLANNING AND ZONING – Assistant Administrator Marc Telecky

A) Marc Telecky requested approval of Application for Licenses for Assemblage of Large Numbers of People for the Annual St. Mary's Craft Beer Festival scheduled for Saturday, September 9, 2017 in Winsted on the site of the Winstock Festival.

The assembly will be a one day event on September 9, 2017 from the hours of 2:00 p.m. to 6:00 p.m. There will be food and live music provided on site. A Large Assembly License is required at the time of more than 500 people when alcohol is served; the attendance is expected to be approximately 750 persons.

The purpose is to raise funds to help support St. Mary's Care Center in Winsted, MN. St. Mary's provides long term, short term and memory care in its facility. This event is a major fundraiser in their Foundations annual budget. St. Mary's Care Center is a non-profit religious organization under the Benedictine Healthy System.

Krueger/Wright motion carried unanimously to approve Application for Licenses for Assemblage of Large Numbers of People for the Annual St. Mary's Craft Beer Festival scheduled for Saturday, September 9, 2017 in Winsted on the site of the Winstock Festival.

MCLEOD COUNTY EMERGENCY FOOD SHELF –Secretary Lloyd Graupmann

- A) Lloyd Graupmann presented background information on McLeod Emergency Food Shelf (MEFS) which serves any and all needy patrons out of McLeod County's 34,898 residents who may be seeking assistance in satisfying food security as well as other basic needs and/or services. The food shelf began deficit spending when the economy took a down turn in 2009, and had an operating loss each year after that until 2016, which it showed a profit of \$20,947. That profit was helped by two factors – the food shelf reduced the amount of food recipients get by 15%, and the food shelf received a bequest from Joyce Beytien of \$45,186. A bequest from Geraldine Tews in 2012 of \$480,000 was also used to weather the recession.

Usage at the food shelf peaked in 2014, when it served 5,575 people and spent not quite \$138,000 on food. In 2016, the food shelf served 5,125 people (15% of the county's population) and spent not quite \$77,000 on food.

The food shelf's board decided to come up with a formula to determine how much to request from the county, and chose to multiply the percentage of county resident's served with the amount of cash the food shelf spent to meet needs. McLeod County Emergency Food Shelf is requesting funding from McLeod County of \$11,500.

After further discussion, it was determined that this request will be brought forward to the budget committee.

COUNTY ADMINISTRATION

- A) Pat Melvin requested approval of July 11, 2017 Personnel Committee Recommendations.
1. Consider replacing Environmental Technician in Planning, Zoning and Environmental.

Recommendation: Approve revisions to the current Environmental Technician I position based on consolidation with Planning and Zoning and not filling the Environmental Services Director position. Have the revised job description evaluated by the Evaluation Committee. Based on current workload for sewer system inspections authorize replacement seeking a licensed septic system inspector and if no licensed septic system inspector applies allow Planning, Zoning and Environmental to contract for additional septic inspection services.

Nagel/Krueger motion carried unanimously to approve the proposed Environmentalist I position at a grade 160 with a salary range of \$21.80 to \$32.70.

2. Consider proposed structure of the Planning, Zoning and Environmental Department.

Recommendation: hold for further discussion.

3. Consider proposed structure of Public Works which encompasses Highway, Parks and Fairgrounds.

Recommendation: Approve revisions to the Mechanic I position in the Highway Department to accommodate additional mechanic responsibilities of the Parks Department. Send the job description to the Evaluation Committee for re-rating. Direct the Highway and Parks Departments to work together more closely together including holding joint management meetings and direct highway, Parks and Solid Waste management to put together a possible plan for future consolidation.

Wright/Krueger motion carried unanimously to approve the proposed Mechanic I position at a grade 160 with a salary range of \$21.80 to \$32.70.

4. Consider increasing a PH Nurse from 28 hours up to 40 hour in response to state mandated work that was unforeseen.

Recommendation: Approve current 28 hour Public Health Nurse position to be increased to 40 hours week for a period of 3 months and then re-evaluate the need. Additional funding will come out of the 2017 Public Health budget.

Krueger/Wright motion carried unanimously to approve current 28 hour Public Health Nurse position to be increased to 40 hours week for a period of 3 months and then re-evaluate the need.

- B) Pat Melvin requested approval to set a deadline date of August 1, 2017 for transitioning Soil and Water Conservation District into Planning, Zoning and Environmental Office.

Nagel/Wright motion carried unanimously to approve deadline date of August 1, 2017 for transitioning Soil and Water Conservation District into Planning, Zoning and Environmental Office.

- C) Commissioner Joe Nagel requested approval of agreement with McLeod Treatment Program Inc. (MTP) for McLeod County to account for current and

previous resident/client storage of case file information following a programs closure. MTP is not shutting down any programs but simply needs to have this provision agreed to by the county.

Nagel/Wright motion carried unanimously to approve agreement with McLeod Treatment Program Inc. (MTP) for McLeod County to account for current and previous resident/client storage of case file information following a programs closure.

- D) Discussion took place in regards to a request from Glencoe Area Chamber of Commerce & Tourism to make a donation towards the cost for new light pole Christmas decorations. Under statute the county is not allowed to make this type of donation.
- E) Pat Melvin requested approval of \$54.82 for lunch at the Sibley/McLeod Joint Workshop held on July 13, 2017 at 11:30 A.M.

Wright/Krueger motion carried unanimously to approve payment of \$54.82 for lunch at the Sibley/McLeod Joint Workshop held on July 13, 2017 at 11:30 A.M.

- F) Pat Melvin requested approval of the workshop agenda items for August 8th including: space allocation and HRA update.

Wright/Krueger motion carried unanimously to approve August 8th Workshop agenda items.

- G) Commissioner Paul Wright requested authorization of the Highway Department to seek a cost proposal from SRF Consulting Group (Minneapolis, MN) for a preliminary engineering study of the Dakota Rail Trail at an estimated fee of \$50,000.

This study entails a comprehensive engineering evaluation of the trail corridor. The outcome will provide a preliminary design of the corridor and an accurate cost estimate of future construction. The Trail Committee recently approved a unanimous motion asking the County to consider a preliminary engineering study of this trail.

The Highway and Park Departments recommend SRF Consulting because they have a history doing engineering work on the Dakota Rail Trail in both Carver County and McLeod County.

Krueger/Nagel motion carried unanimously to authorize Highway Department to seek a cost proposal from SRF Consulting Group (Minneapolis, MN) for a

preliminary engineering study of the Dakota Rail Trail at an estimated fee of \$50,000.

H) Cindy Schultz Ford approval of gambling permit for Ducks Unlimited to conduct a raffle on September 7, 2017 at Crow River Winery, 14848 Highway 7 E, Hutchinson MN. The application is acknowledged with no waiting period.

Wright/Krueger motion carried unanimously to approve gambling permit for Ducks Unlimited to conduct a raffle on September 7, 2017 at Crow River Winery, 14848 Highway 7 E, Hutchinson MN.

Wright/Krueger motion carried unanimously to recess at 10:11 a.m. until 9:00 a.m. August 8, 2017 at the Glencoe City Center.

ATTEST:

Joe Nagel, Board Chair

Patrick Melvin, County Administrator