

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – June 20, 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, Krueger and Wright were present. Commissioner County Administrator Patrick Melvin and Administrative Assistant, Donna Rickeman, were also present.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA ITEMS

- A) Move from under Consent to County Administration Item F through K
Approve Memorandum of Agreement with Teamsters Clerical for expansion of sick leave usage; Approve Memorandum of Agreement with Teamsters Highway for expansion of sick leave usage; Approve Memorandum of Agreement with LELS Licensed Sergeants for expansion of sick leave usage; Approve Memorandum of Agreement with LELS Non-Licensed Sergeants for expansion of sick leave usage; Approve Memorandum of Agreement with MNPEA Deputy Unit for expansion of sick leave usage; Approve Memorandum of Agreement with MNPEA Communications/Corrections Unit for expansion of sick leave usage.
- B) Remove under Constituents Item A: Concerns related to approval of the Conditional Use Permit JP-17-C3 requested by Adam Kaping to operate a home occupation of a landscaping business.
- C) Remove under Closed Meeting Item A: Discuss settlement offer for Shopko in Hutchinson.

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

CONSENT AGENDA

- A) June 6, 2017 Meeting Minutes and Synopsis.
- B) June 2, 2017 Auditor's Warrants.
- C) June 6, 2017 Auditor's Warrants.
- D) June 9, 2017 Auditor's Warrants.
- E) June 12, 2017 Auditor's Warrants.
- F) Approve Memorandum of Agreement with Teamsters Clerical for health insurance opt out provision.

- G) Approve Memorandum of Agreement with Teamsters Highway for health insurance opt out provision.
- H) Approve Memorandum of Agreement with LELS Licensed Sergeants for health insurance opt out provision.
- I) Approve Memorandum of Agreement with LELS Non-Licensed Sergeants for health insurance opt out provision.
- J) Approve Memorandum of Agreement with MNPEA Deputy Unit for health insurance opt out provision.
- K) Approve Memorandum of Agreement with MNPEA Communications/Corrections Unit for health insurance opt out provision.
- L) Approve gambling permit for VFW Post 906 Hutchinson, 247 1st Ave SE in Hutchinson to conduct pull-tabs on August 12, 2017 at Gopher Campfie located at 24718 County Road 7, Hutchinson, Minnesota.
- M) Approve renewal of Abatement Facility License for the Waste Management Demolition Landfill to operate as a demolition disposal facility from July 1, 2017 to June 30, 2018.
- N) Approve renewal of Abatement Facility License for Spruce Ridge Resource Management Facility to operate as a recycling, MSW, and demolition disposal facility from July 1, 2017 to June 30, 2018.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

Road and Bridge Fund	\$41,425.27
County Ditch Fund	\$35,568.18

Shimanski/Pohlmeier motion carried unanimously to approve payment of bills totaling \$76,993.45 from the aforementioned funds.

CONTEGRITY – Construction Manager Sam Lauer

- A) Sam Lauer with Contegrity informed the Board of current construction progress including about 66% of exterior completed along with security glass on jail cells installation. Tile for floors, walls and bathrooms have arrived. Currently pulling up Ives Avenue to install diagonal parking. Sod has been delivered for Judd Avenue. Current plan is for Phase 1 to be complete on August 1st; approval from Department of Corrections could take up to one month.

ROAD AND BRIDGE – Engineer John Brunkhorst

- A) John Brunkhorst requested rejection of all bids for SAP 43-603-30 & SAP 43-603-31, reconstruction projects on County State Aid Highway 3 between CSAH 1 and Carver County and authorize Highway Department to rebid the projects.

The reasons for rejecting the bids were as follows:

1. Project was approximately \$250,000 over the engineers estimate.
2. Rebidding allows us to include the CSAH 15 reconstruction project (SAP 43-615-14) and possibly SAP 43-615-15, a concrete overlay north of Glencoe.
 - a. This should realize lower prices because of economy of scale.
 - b. This allows 1 contract for all these projects, which is easier to manage.

This should provide a better bidding climate (bidding this winter (Jan/Feb) vs. May/June).

Nagel/Pohlmeier motion carried unanimously to reject all bids for SAP 43-603-30 & SAP 43-603-31 and authorize Highway Department to rebid the projects.

- B) John Brunkhorst requested approval of an Agreement with the State of Minnesota through the DNR for the installation, maintenance and use of a new well located near the County Annex building in Glencoe, MN.

The well is used to obtain geologic and hydrologic information.

There is no cost to the County for this agreement. The DNR will also seal the existing well adjacent to this location.

Hwy Dept. recommends approval of this agreement for mutual benefit of both parties. The well location will not impact any potential future building plans on this site.

Krueger/Wright motion carried unanimously to approve an Agreement with the State of Minnesota through the DNR for the installation, maintenance and use of a new well located near the County Annex building in Glencoe, MN.

AUDITOR-TREASURER – Chief Deputy Connie Kurtzweg

- A) Connie Kurtzweg requested approval of an agreement between McLeod County and McLeod County Soil & Water Conservation District (SWCD), pursuant to authority granted to them by Minnesota Statutes, Section § 471.59, Subdivision 1-11 which authorizes the joint and cooperative exercise of powers common to contracting parties.

The general purpose of this agreement is to provide for an organization through which the parties may jointly and cooperatively carry out and exercise the powers common to each of the parties in a way that best utilizes the public funds, resources and technical expertise that the parties have to offer to one another.

Wright/Krueger motion carried unanimously to an agreement between McLeod County and McLeod County Soil & Water Conservation District (SWCD), pursuant to authority granted to them by Minnesota Statutes, Section § 471.59, Subdivision 1-11 which authorizes the joint and cooperative exercise of powers common to contracting parties.

MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST (MCIT) - Risk Management Consultant Bob Goede

- A) Bob Goede presented the 2017 Minnesota Counties Intergovernmental Trust (MCIT) Update. Minnesota Counties Intergovernmental Trust is a joint powers entity made up of counties and associated public entities that pool resources to provide property, casualty and workers' compensation coverage to members, along with risk management and loss control services.

Being a member owned entity; MCIT returns profits to its members. This resulted in a dividend to McLeod County of \$141,909 in 2016, \$132,716 in 2015, and \$160,574 in 2014. Dividends are based on a retrospective review of a member's claim history and the performance of MCIT's investments. Investment returns fuel dividends. MCIT only issues a dividend when it is actuarially sound and fiscally prudent. Dividends are not guaranteed. Since 1991, the MCIT Board of Directors has annually returned varying amounts of fund balance to its members for a total of more than \$313 million. Bob Goede also reviewed the training and other support services provided to member Counties.

BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna

- A) Scott Grivna requested approval to purchase two 2017 Dodge Caravans from Dodge of Burnsville (Burnsville, MN) with total cost for each vehicle and delivery not to exceed \$21,282 plus tax and license fees (state contract pricing) with funding coming from the Central Services 2017 budget.

The vehicles will be placed into the employee motor pool (one tagged for Information Technologies, one tagged for Social Services). Current vehicles will be retired.

Shimanski/Pohlmeier motion carried unanimously to approve the purchase two 2017 Dodge Caravans from Dodge of Burnsville (Burnsville, MN) with total cost for

each vehicle and delivery not to exceed \$21,282 plus tax and license fees (state contract pricing) with funding coming from the Central Services 2017 budget.

- B) Scott Grivna requested approval to sell a 2005 Dodge Durango and 2004 Chevy Venture at Fahey Auction (Glencoe, MN) upon the arrival of the above requested vehicles due to age and unreliability.

Nagel/Wright motion carried unanimously to approve the sale of a 2005 Dodge Durango and 2004 Chevy Venture at Fahey Auction (Glencoe, MN) upon the arrival of the above requested vehicles.

SOLID WASTE – Building Maintenance Supervisor Scott Grivna

- A) Scott Grivna requested approval of recommendation from Solid Waste Advisory Committee to enter into a two year agreement with GreenForest Recycling Systems, LLC, Brainerd, MN) to provide operational oversight and staffing for the McLeod County Material Recovery Facility at a cost of \$56 per ton of shipped commodities.

The term of the contract is from August 1, 2017 to July 31, 2019. The county is entering into this agreement to:

- a. Reduce expenses documented for the Material Recovery Facility
- b. Increase the number of tons processed
- c. Decrease the tons landfilled

Wright/Krueger motion carried unanimously to approve recommendation from Solid Waste Advisory Committee to enter into a two year agreement with GreenForest Recycling Systems, LLC, Brainerd, MN) to provide operational oversight and staffing for the McLeod County Material Recovery Facility at a cost of \$56 per ton of shipped commodities.

COUNTY ADMINISTRATION

- A) Pat Melvin requested approval of June 13, 2017 Personnel Committee Recommendations.

1. Discuss Social Worker vacancy in Social Services – TriStar Act Grade 22.

Recommendation: Take no action- this is a new position and the Board has a new position hiring freeze until all Union contracts are finalized.

2. Continue or finalize discussion on moving current employee into the Tech II position.

Recommendation: Following review by the County's Evaluation Committee approve the proposed Tech II position at a grade 140 with a salary range of \$18.15 to \$27.20.

Nagel/Pohlmeier motion carried unanimously to approve the proposed Tech II position at a grade 140 with a salary range of \$18.15 to \$27.20.

3. Consider replacing Office Manager position in Public Health. Current individual has submitted resignation notice effective at the end of July.

Recommendation: Approve replacing the Office Manager position at a grade 150 with a salary range of \$20 to \$29.95. This will be an internal and external job posting. If the position is filled internally allow department to backfill.

Nagel/Shimanski motion carried unanimously to approve the replacement of the Manager position at a grade 150 with a salary range of \$20 to \$29.95. If the position is filled internally allow department to backfill.

4. Consider replacing a case manager public health nurse that has resigned.

Recommendation: Approve replacing public health nurse position with a public health nurse at a grade 170 with a range of \$23.65 to \$35.45 or, if a Public Health nurse is not available, a Registered Nurse at a grade 160 with a range of \$21.80 to \$32.70.

5. Discussion about the role of the Personnel Committee.

Recommendation: Continue to bring department personnel requests to this Committee until such time as HR has been staffed and the role of this Committee can be evaluated further.

- B) Pat Melvin requested approval to authorize the Department of Corrections to access Supervision Fees to pay for completion of PSI Reports and ease the workload while short staffed.

Nagel/Shimanski motion carried unanimously to authorize the Department of Corrections to access Supervision Fees to pay for completion of PSI Reports and ease the workload while short staffed.

- C) Pat Melvin requested adoption of Resolution 17-CB-20 Planning and Zoning/Environmental Services Department Consolidation.

Krueger/Pohlmeier motion carried unanimously to adopt Resolution 17-CB-20 Planning and Zoning/Environmental Services Department Consolidation.

- D) Pat Melvin requested approval of revision to the McLeod/Sibley/ Trailblazer Joint Powers Agreement in section 2.19 that allows a Representative to be “an appointed board member or employee of the Board.” The original Joint Powers Agreement was previously approved on February 21, 2017 but stipulated that Representative must be elected Commissioner or Council Member.

Nagel/Shimanski motion carried unanimously to approve revision to the McLeod/Sibley/ Trailblazer Joint Powers Agreement in section 2.19 that allows a Representative to be “an appointed board member or employee of the Board.” The original Joint Powers Agreement was previously approved on February 21, 2017 but stipulated that Representative must be elected Commissioner or Council Member.

- E) Pat Melvin requested adoption of Resolution 17-CB-21 Election of Jurisdiction for the Minnesota Buffer Law.

On May 30, 2017 Governor Dayton signed two bills (tax bill and environment omnibus bill) authorizing Riparian Aid to counties and watershed districts that elect jurisdiction to enforce the Riparian Protection (Buffer) Law. In fiscal year 2018 (which begins July 1, 2017) the amount available is \$8 million and in fiscal year 2019, and annually thereafter, the amount is \$10 million. McLeod County’s estimated share is \$80,046 in 2017 and \$100,058 in 2018.

Krueger/Shimanski motion carried unanimously to adopt Resolution 17-CB-21 Election of Jurisdiction for the Minnesota Buffer Law.

Roll Call: Wright – Yes, Pohlmeier – Yes, Nagel – Yes, Shimanski – Yes, Krueger – Yes.

- F) Pat Melvin requested appointment of Ryan Freitag as the contact for ongoing Buffer implementation within McLeod County.

Krueger/Pohlmeier motion carried unanimously to appoint Ryan Freitag as the contact for ongoing Buffer implementation within McLeod County.

- G) Pat Melvin requested adoption of Resolution 17-CB-22 Participation in the Minnesota Council on Local Results and Innovation’s comprehensive performance measurement program.

This program consists of a standard set of ten performance measures for counties that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties in providing services and measure residents' opinions of those services. By participating in this program McLeod County is eligible for a reimbursement of \$5,000.

Shimanski/Wright motion carried unanimously to adopt Resolution 17-CB-22 Participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program.

H) Pat Melvin requested approval of McLeod County Board Guidelines.

Nagel/Wright motion carried unanimously to approve McLeod County Board Guidelines.

I) Pat Melvin requested approval of a contract with 217 Productions, Inc. for hosting on January 12, 2018 a murder mystery for McLeod County Employee Recognition at an expense of \$1,250 with funding coming from vending machine sales and Employee Enrichment and Development funds.

Pohlmeier/Nagel motion carried unanimously to approve contract with 217 Productions, Inc. for hosting on January 12, 2018 a murder mystery for McLeod County Employee Recognition at an expense of \$1,250 with funding coming from vending machine sales and Employee Enrichment and Development funds.

J) Pat Melvin requested approval of the workshop agenda items for July 5th including: long-range restructuring update, Discussion regarding the Sentence to Serve Program and consideration of a wheelage fee increase from \$10 to \$20.

Krueger/Wright motion carried unanimously to approve July 5th Workshop agenda items.

K) Pat Melvin requested approval of Memorandum of Agreements with Teamsters Clerical, Teamsters Highway, LELS Licensed Sergeants, LELS Non-Licensed Sergeants, MNPEA Deputy Unit, and MNPEA Communications/Corrections Unit for expansion of sick leave usage.

Wright/Shimanski motion carried unanimously to approve Memorandum of Agreements with Teamsters Clerical, Teamsters Highway, LELS Licensed Sergeants, LELS Non-Licensed Sergeants, MNPEA Deputy Unit, and MNPEA Communications/Corrections Unit for expansion of sick leave usage.

Pohlmeier/Wright motion carried unanimously to reschedule closed meeting to discuss settlement offer for Shopko in Hutchinson to July 5th, 2017.

Nagel/Wright motion carried unanimously to set a closed meeting to conduct Pat Melvin's 6 month performance review for August 8th following the board meeting.

Wright/Pohlmeier motion carried unanimously to recess at 10:45 a.m. until 9:00 a.m. July 5, 2017 at the Glencoe City Center.

ATTEST:

Joe Nagel, Board Chair

Patrick Melvin, County Administrator