

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – March 21, 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, 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) Remove under Consent Agenda Item I and add under Administration Item H:
Approve Tentative Agreement for MNPEA Communication
Officer/Correctional Officer Unit for 2017 – 2019.

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

CONSENT AGENDA

- A) March 7, 2017 Meeting Minutes and Synopsis.
- B) March 3, 2017 Auditor's Warrants.
- C) March 10, 2017 Auditor's Warrants.
- D) March 13, 2017 Auditor's Warrants.
- E) Approve Confession of Judgment for Bryan P. Larson on Property ID 23.050.5000 in the City of Hutchinson.
- F) Approve Confession of Judgment for Santiago R & Andrea M Martinez on Property ID 22.060.4720 in the City of Glencoe.
- G) Approve Confession of Judgment for John P. Thompson on Property ID 23.050.1610 in the City of Hutchinson.
- H) Approve Confession of Judgment for Bruce M & Lori J Dahl on Property ID 21.088.0330 in the City of Winsted.
- I) Approve an application and permit for a 2 day temporary on-sale liquor license for Hutchinson Center for the Arts for the Minnesota Pottery Festival for their event being held on July 29-30, 2017 on the grounds of Clay Coyote Pottery & Gallery, 17614 240th St., Hutchinson, MN.
- J) Approve agreement with the State of Minnesota DNR to operate the annual Sheriff's Boat and Water Safety Program. This grant allows the Sheriff's

Office to continue its annual Boat and Water Safety Program. This is a matching fund grant not to exceed \$3,375.00.

- K) Approve renewal of Consumption & Display Permit for Brownton Rod and Gun Hunt Club Inc. in Brownton from April 1, 2017 through March 31, 2018.
- L) Approve out of state travel for Highway Engineer to attend the National Local Technology Assistance Program (LTAP) annual conference July 17-20, 2017 in Norfolk, VA. All costs are covered by the MN Local Road Research Board (LRRB). The Highway Engineer is currently a member of the Research Implementation Committee (RIC) of the LRRB. The LRRB sends members to research related conferences and activities to bring back ideas that may be worthwhile implementing in MN.
- M) Adopt Resolution 17-CB-10 Operational Enhancement Grant Program in the amount of \$10,000 to be used for unbudgeted outreach. The Minnesota State Legislature has established annual enhancement grants to augment the normal operating budgets of the county veterans service office to improve outreach to the county's veteran population; assist in the re-integration of combat veterans into society; enhance collaborate with other social service agencies or community organizations and to reduce homelessness among veterans.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund	\$49,054.24
Road and Bridge Fund	\$62,500.00
Solid Waste Fund	\$39,307.57
Human Service Fund	\$97,109.00

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$247,970.81 from the aforementioned funds.

CONTEGRITY – Construction Manager Sam Lauer

- A) Sam Lauer with Contegrity informed the Board of current construction progress including interior mechanical in main lobby complete, roof top set and putting in electronics and security walls done next week.

Currently working on some challenges including shaft wall between new and old building, secure hallway alignment is off by about a foot and logistics of public stairwell from main to lower level.

HUMAN RESOURCES – Director Mary Jo Wieseler

A) Mary Jo Wieseler requested approval of March 14, 2017 Personnel Committee Recommendations.

1. Discuss positions for Solid Waste: Summer Worker/HHW Intern, Truck Driver and Recycling Operator.

Recommendation: Hire HHW Summer Intern for 40 hours per week for up to 12 weeks. Starting wage is \$11.00 per hour. The County acknowledges the need for additional staff at the MRF facility but will wait until there is a decision from the RFP process regarding management of the MRF facility before deciding on hiring more staff.

Krueger/Pohlmeier motion carried unanimously to Hire HHW Summer Intern for 40 hours per week for up to 12 weeks and table Truck Driver and Recycling Operator until a decision is made decision from the RFP process regarding management of the MRF facility.

2. Discuss working out of class in Environmental Services and Solid Waste.

Recommendation: Draw up a Memorandum of Agreement between McLeod County and Teamsters for a non-precedent setting agreement for the Solid Waste Mechanic for a temporary wage adjustment for working out of class.

Wright/Krueger motion carried unanimously to draw up a Memorandum of Agreement between McLeod County and Teamsters for a non-precedent setting agreement for the Solid Waste Mechanic for a temporary wage adjustment for working out of class.

Recommendation: No recommendation to increase the wage of the Environmental Technician. This will need to be reviewed as there is dissemination of the duties of the Environmentalist position.

3. Discuss Social Worker vacancy for Tri-Star ACT Team due to resignation.

Recommendation: Hire full-time Social Worker (grade 22) for Tri-Star ACT Team due to resignation. Position is dependent on reimbursement of all expenses from SW Mental Health Consortium of at least 105%.

Wright/Shimanski motion carried unanimously to hire full-time Social Worker (grade 22) for Tri-Star ACT Team due to resignation. Position is dependent on reimbursement of all expenses from SW Mental Health Consortium of at least 105%.

4. Discuss Technical Specialist I position in Assessor's Office.

Recommendation: Hire full-time Technical Specialist I (grade 11) in the Assessor's Office due to retirement. This position could evolve depending of the results of the re-structuring project, which is understood by the Department Head.

Krueger/Wright motion carried unanimously to hire full-time Technical Specialist I (grade 11) in the Assessor's Office due to retirement.

5. Discuss Summer Worker for Assessor's Office.

Recommendation: Hire Summer Worker to assist in the Assessor's Office for up to 40 hours per week for up to 12 weeks. The starting wage would be \$9.50 per hour.

Wright/Krueger carried unanimously to hire Summer Worker to assist in the Assessor's Office for up to 40 hours per week for up to 12 weeks.

SOLID WASTE – Interim Director Sarah Young

A) Sarah Young requested approval to set a minimum quarterly commercial rebate threshold, for cardboard and current newsprint generators, at \$50.00/quarter.

If things remain the same Solid Waste is competing with local haulers and will be dealing with small accounts which require extensive manpower.

Recommendation is any quarterly rebate totals which do not meet a \$50.00 value, will not be reimbursed. This will reduce annual costs associated with commercial collection service by an estimated \$1,500.00. This would take effect on April 1, 2017 (the first day of the 2nd quarter 2017).

Wright/Krueger motion carried unanimously to approve setting a minimum quarterly commercial rebate threshold, for cardboard and current newsprint generators, at \$50.00/quarter.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

A) Cindy Schultz Ford requested re-approval to purchase a Check Imaging System (Digital Check Processing) from Girard's Business Solutions, Inc. (Burnsville, MN) in the amount of \$13,088.00 (includes software, hardware, professional services and first year maintenance agreement) with funding coming from the Recorder's Compliance Account.

The Compliance Committee has approved the purchase. March 18, 2014 the County Board approved the purchase for a Check Imaging System (Digital

Check Processing) from Girard's Business Solutions, Inc. in the amount of \$14,883.00. This was to help with electronic scan and process tax collection payments with an interface to the property tax system. However, after approval, it was determined that the interface was not allowed by Xerox (the property tax system vendor). With this knowledge the Auditor-Treasurer made the decision not to purchase the equipment until Xerox would allow an interface. If the Auditor-Treasurer moved forward in 2014 with the purchase, it would not have seen the efficiency in the workload that was hoped for, and in fact this would have increased the workload for the office. However, recently the interface enhancement has been approved and installed to the tax system by Xerox, so efficiencies will now be improved with the purchase.

Shimanski/Wright motion carried unanimously to re-approve the purchase a Check Imaging System (Digital Check Processing) from Girard's Business Solutions, Inc. (Burnsville, MN) in the amount of \$13,088.00 (includes software, hardware, professional services and first year maintenance agreement) with funding coming from the Recorder's Compliance Account.

- B) Cindy Schultz Ford gave public notification, McLeod County will host the annual cross-county Joint Ditch meeting on April 13, 2017 at 9:30 a.m., location McLeod County North Complex, 2391 Hennepin Avenue North, Glencoe, MN for the purpose to review and approve 2016 Joint Ditch expenditures and to discuss future Joint Ditch projects with Commissioners, Drainage Inspectors, County Auditors and staff from the following counties; Carver, Meeker, Renville, Sibley and Wright. This public notification is for the open meeting law, as we may potentially have a quorum of Commissioners from McLeod County at this meeting.
- C) Cindy Schultz Ford requested approval to set Public Hearing of the Ditch Authority on County Ditch #11 for May 3rd at 6:30 p.m. in Winsted City Hall.

Shimanski/Krueger motion carried unanimously to set Public Hearing of the Ditch Authority on County Ditch #11 for May 3rd at 6:30 p.m. in Winsted City Hall.

NEW CENTURY AND NEW DISCOVERY CHARTER SCHOOLS – Landlord Jim Fahey

- A) Jim Fahey requested adoption of Resolution 17-CB-11 to support the passage of Minnesota House File HF2403 and Minnesota Senate File SF2041 with regard to amending Minnesota statute section 272.02 subdivision 42 the real estate tax exemption to include property that is privately held and rented to Public Charter Schools.

Shimanski/Krueger motion carried unanimously to adopt Resolution 17-CB-11 to support the passage of Minnesota House File HF2403 and Minnesota Senate File SF2041 with regard to amending Minnesota statute section 272.02 subdivision 42 the real estate tax exemption to include property that is privately held and rented to Public Charter Schools.

UNIVERSITY OF MINNESOTA – Senior Economic Impact Analyst Brigid Tuck

- A) Brigid Tuck and Commissioner Wright requested approval for McLeod County to sponsor McLeod County Economic Vitality Meeting to be held in Glencoe on Thursday, April 20th at 6:30 p.m. at the Glencoe Silver Lake School at a cost not to exceed \$1,500.00 with funding coming from the 2017 Commissioners budget.

In the session, Extension will provide an overview of the county's economy. Included will be the following topics:

- Why is there a need for a discussion of McLeod County's economic vitality?
- What is McLeod County's economy? How has the economy changed with time? What is driving growth?
- In a tight labor market, what are McLeod County's workforce challenges?

Costs associated with this meeting include room rental, advertising and refreshments.

Wright/Pohlmeier motion carried unanimously to sponsor McLeod County Economic Vitality Meeting to be held in Glencoe on Thursday, April 20th at 6:30 p.m. at the Glencoe Silver Lake School at a cost not to exceed \$1,500.00 with funding coming from the 2017 Commissioners budget.

MEDICAL EXAMINER'S OFFICE – Chief Medical Examiner Dr. A. Quinn Strobl

- A) Dr. Strobl presented the 2016 McLeod County Medical Examiner's Annual Report. She informed the Board that the total number of deaths investigated in 2016 was 224, an increase of 27 from 2015. Of the 224 deaths, 69 were registered hospice and 173 cremations were approved. Scene investigations were required in 53 cases. Jurisdiction was assumed in 8 cases. Of these, 2 autopsies were performed.

There was 1 motor vehicle-related crash deaths in McLeod County in 2016 a decrease of 3 from 2015. Eight people died accidental deaths which were non-motor vehicle related. There were 9 deaths due to suicide an increase of 5 from 2015. No deaths were classified as homicide in McLeod County in 2016.

COUNTY ADMINISTRATION

A) Pat Melvin requested approval of March 10, 2017 Budget Committee Recommendations.

1. Discussion regarding Court Administration's request to upgrade audio in Courtroom #2 at a cost of \$33,980.99.

Recommendation: Revisit this issue in June when the County has learned if it has been awarded Courthouse Security Grant funding.

2. Discussion regarding the 2017 per diem rate for citizen Committee members.

Recommendation: Approve a per diem rate for citizen Committee members at the same rate as Commissioners for 2017 which is \$50 for half day, \$100 for full day with the .35/mile reimbursement rate for mileage.

Krueger/Pohlmeier motion carried unanimously to adopt Resolution 17-CB-12 approve per diem rate for citizen Committee members at the same rate as Commissioners for 2017 which is \$50 for half day, \$100 for full day with the .35/mile reimbursement rate for mileage.

3. Recognition awards and cost of a speaker.

Recommendation: Pay \$1,350 from County wide account for Dr. Jody Janati to make two presentations to McLeod County employees at a cost not to exceed \$1,350. Also revise the current recognition awards by adding to the 5 year award a \$25 gift card and eliminating from the 15 year award the option of having a day of vacation.

More information was requested before moving forward with presentations.

Krueger/Pohlmeier motion carried unanimously to revise the current recognition awards by adding to the 5 year award a \$25 gift card and eliminating from the 15 year award the option of having a day of vacation.

4. Consider requests from Probation employees for cell phone reimbursement.

Recommendation: More information needed.

- B) Pat Melvin requested an extension on the 90 day timeline for allowing Sibley County to be the claims processing agent in place of Minnesota Counties Intergovernmental Trust (MCIT) with Roxy Traxler as the Administrator.

Shimanski/Pohlmeier motion carried unanimously to extend a 90 day timeline for allowing Sibley County to be the claims processing agent in place of Minnesota Counties Intergovernmental Trust (MCIT) with Roxy Traxler as the Administrator.

- C) Pat Melvin requested approval to pay for drinks and cookies at March 10th workshop with the City of Hutchinson in the amount of \$43.62.

Nagel/Wright motion carried unanimously to approve payment for drinks and cookies at March 10th workshop with the City of Hutchinson in the amount of \$43.62.

- D) Paul Wright requested authorization for Board Chair to sign Safe and Secure Courthouse Initiative Grant letter of support.

Pohlmeier/Wright motion carried unanimously to authorize Board Chair to sign Safe and Secure Courthouse Initiative Grant letter of support.

- E) Pat Melvin requested appointment of Commissioner to the updated McLeod Sibley Trailblazer Self-insured Health Insurance Board.

Shimanski/Nagel motion carried unanimously to appoint Commissioner Shimanski to the updated McLeod Sibley Trailblazer Self-insured Health Insurance Board.

- F) Pat Melvin requested approval of workshop agenda item scheduled for April 4th including: Presentation of restructure report from Gary Weiers (David Drown Associates).

Shimanski/Pohlmeier motion carried unanimously to approve workshop agenda item scheduled for April 4th including: Presentation of restructure report from Gary Weiers (David Drown Associates).

- G) Ron Shimanski led discussion on Student Government Day which will take place on Tuesday, April 4th at the Lester Prairie City Hall. A forum with the students will take place at 8:30 a.m. prior to the board meeting. The

students will be available to partake in the regular board meeting until 9:45 a.m.

H) Pat Melvin requested approval of Tentative Agreement for MNPEA Communication Officer/Correctional Officer Unit for 2017 – 2019.

This item was removed from the Consent Agenda and added under Administration due to the fact that an attachment titled 2017 Implementation of Revised Salary Structure was not included in the packet.

Shimanski/Wright motion carried unanimously to approve Tentative Agreement for MNPEA Communication Officer/Correctional Officer Unit for 2017 – 2019.

Wright/Krueger motion carried unanimously to approve setting an open meeting on April 4th at 7:30 p.m. at the Country Diner of the McLeod County Fairgrounds to discuss McCuen Creek.

Pohlmeier/Shimanski motion carried unanimously to recess at 10:27 a.m. until 9:00 a.m. April 4, 2017 at the Lester Prairie City Hall.

ATTEST:

Joe Nagel, Board Chair

Patrick Melvin, County Administrator