

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – November 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, Wright and Krueger were present. Administrative Assistant Donna Rickeman, County Attorney Michael Junge and Interim County Administrator/County Auditor-Treasurer Cindy Schultz Ford were also present.

PLEDGE OF ALLEGIANCE

CONSIDERATION OF AGENDA ITEMS

- A) Remove under Soil and Water Conservation District Item A: only CD #25 removed.

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

CONSENT AGENDA

- A) November 7, 2017 Meeting Minutes and Synopsis.
- B) November 3, 2017 Auditor's Warrants.
- C) November 9, 2017 Auditor's Warrants.
- D) Approve renewal of 5 year subscriptions with Thomson Reuters for Westlaw including online access for \$887 a month and library products for \$412.86 a month.
- E) Set a bid closing date for the 2018 Official McLeod County Newspaper and Second Publication for December 27, 2017 by 4:30 PM with the award scheduled for Tuesday, January 2, 2018.
- F) Approve renewal of Off Sale, Sunday, Liquor, Wine, Club or 3.2% Licenses for Crow River Winery in Hutchinson, MN from January 1, 2018 through December 31, 2018.
- G) Approve renewal of Off Sale, Sunday, Liquor, Wine, Club or 3.2% Licenses for Gopher Campfire in Hutchinson, MN from January 1, 2018 through December 31, 2018.
- H) Approve renewal of Off Sale, Sunday, Liquor, Wine, Club or 3.2% Licenses for Lake Marion Supper Club in Brownton, MN from January 1, 2018 through December 31, 2018.
- I) Approve the Sale of Cigarette and other Tobacco Products License for Casey's General Store #3505 in Stewart, MN from January 1, 2018 through December 31, 2018.

- J) Approve the Sale of Cigarette and other Tobacco Products License for Casey's General Store #3474 in Lester Prairie, MN from January 1, 2018 through December 31, 2018.
- K) Approve the Sale of Cigarette and other Tobacco Products License for Big Don's Cathedral, Inc. in Lester Prairie, MN from January 1, 2018 through December 31, 2018.
- L) Approve the Sale of Cigarette and other Tobacco Products License for Krausers Dodge House, Lester Prairie, MN from January 1, 2018 through December 31, 2018.
- M) Approve printing of the 2016 Financial Statement to McLeod Publishing Inc. for the amount of \$765. Additional bid received: Herald Journal \$1,559.65.
- N) Adopt Resolution 17-CB-39 Operational Enhancement Grant Program in the amount of \$10,000 to be used for unbudgeted outreach.
- O) Approval Memorandum of Understanding between Grand Canyon University College of Nursing and McLeod County Public Health to fulfill the Public Health Nursing clinical experience for graduate student Mandy Sturges. This MOU has previously been approved by the County Board for other graduate students at Grand Canyon University.
- P) Amend with the State of Minnesota to allow the installation of an ice shield at the ARMER site in Biscay. This will help prevent damage to the microwave equipment at the Biscay site. There was damage caused to the Hutchinson equipment last year by falling ice.
- Q) Approve the 2018 Outside Organizations Budget amounts as proposed by the budget committee totaling \$418,734.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

Road and Bridge Fund	\$130,131.59
Solid Waste Fund	\$40,122.68

Shimanski/Pohlmeier motion carried unanimously to approve payment of bills totaling \$170,254.27 from the aforementioned funds.

CONTEGRITY – Construction Manager Sam Lauer

Sam Lauer with Contegrity informed the Board of current construction progress including completion of city final inspection. State inspection uncovered elevator pipes located in space not allowed. This has been remedied and state inspectors will be back for final inspection soon. Phase I cell area and front lobby entrance are complete. Phase II demo will begin within two weeks.

PUBLIC HEALTH – Director Jennifer Hauser, CHS Director Allie Elbert and Attorney Consultant Scott Lepak

- A) Scott Lepak requested acceptance of Meeker, McLeod, Sibley Community Health Board Delegation Termination Notice.

Acceptance of notification of intent to terminate the delegation agreements, as approved by the Meeker-McLeod-Sibley Community Health Board joint powers board – this does not have to be approved by the McLeod County Board, but there should be an acknowledgement by the McLeod County Board that notice has been given and the 1-year countdown has started.

1. At the end of one year, anything that will be a delegated function has to be in a new delegation agreement
2. Anything not delegated will be considered integrated; i.e. if we did “nothing” between now and the 1 year point, MMS Community Health Services would be integrated by nature of the State statute.
3. A subcommittee has been formed to further explore and research cost savings and efficiencies of integration or where delegation is needed. Commissioner Nagel and Public Health Director Jennifer Hauser represent McLeod County.

Nagel/Shimanski motion carried unanimously to accept Meeker, McLeod, Sibley Community Health Board Delegation Termination Notice.

- B) Scott Lepak requested adoption of Resolution 17-CB-41 Amending the Second Amended Joint Powers Agreement between Meeker, McLeod and Sibley Counties Creating the Joint Community Health Board.
1. Initial Administrative Integration Funding (seed money of \$60,000 total; \$29,148 for McLeod County at 48.58% of total, which will come from 2017 Public Health Budget. If the 2017 Public Health budget goes over budget we will do a budget revision). This percentage is based on population.
 - a. This money is needed *regardless* of the delegation agreement outcome.
 2. Program Transition Funding

Wright/Krueger motion carried to table adoption of Resolution 17-CB-41 Amending the Second Amended Joint Powers Agreement between Meeker, McLeod and Sibley Counties Creating the Joint Community Health Board to be brought to the upcoming Budget Committee scheduled for 11/29.

Roll Call: Wright – Yes, Pohlmeier – Yes, Nagel – Yes, Shimanski – No, Krueger – Yes.

ROAD AND BRIDGE – Engineer John Brunkhorst

- A) John Brunkhorst requested adoption of Resolution 17-RB08-40 sponsoring the City of Winsted's application for a Local Road Improvement Program grant for the reconstruction of McLeod Avenue between CSAH 1 and Kingsley Avenue in Winsted.

MnDOT requires any Non-State Aid City to have a County sponsor for any LRIP grant applications. There is no County funding obligation for this; the County just serves as the fiscal agent for any LRIP funding should the City be awarded a grant.

Shimanski/Krueger motion carried unanimously to adopt Resolution 17-RB08-40 sponsoring the City of Winsted's application for a Local Road Improvement Program grant for the reconstruction of McLeod Avenue between CSAH 1 and Kingsley Avenue in Winsted.

- B) John Brunkhorst requested authorizing county labor for the installation of Luce Line Trail guide signs in the City of Winsted. The estimated amount of time involved is 6 hours for an estimated cost of \$750.00.

The City of Winsted and Friends of the Luce Line West desire to install some directional signing along County State Aid Highways 1 and 9 to guide Luce Line Trail users around the current gap in the trail.

They are proposing to cover the \$833 cost of signs and posts.

Shimanski/Wright motion carried to authorize county labor for the installation of Luce Line Trail guide signs in the City of Winsted for an estimated cost of \$750.00.

Roll Call: Wright – Yes, Pohlmeier – Yes, Nagel – Yes, Shimanski – Yes, Krueger – No.

MINNESOTA DEPARTMENT OF TRANSPORTATION – District 8 Planning Director Lindsey Bruer

- A) The MnDOT team in District 8 plans, designs, constructs and maintains the state highway systems within district boundaries. They also manage the aid and assistance given to counties and cities that receive state and federal dollars. District 8 also assists with transit, trail, and rail transportation services as well. Eighty percent of District 8's capital resources over the next 10 years will be invested in system preservation to ensure a safe and reliable transportation system. The District recognizes the importance of a good transportation network for users, especially agriculture, manufacturing and food processing.

Lindsey notified the Board of new funding from the legislature for District 8 of an additional \$5M over the next 4 years. With the additional funding some projects have been moved up in the schedule and other projects have been combined. Up scoping projects will also take place which will increase the number of years projects will last.

Projects and other initiatives within McLeod County in the next few years include:

- Hwy 22 Glencoe – Bring pedestrian ramps, curb cuts and truncated domes up to ADA standards – Completed
- Hwy 15/ Main Street – Downtown Hutchinson Reconstruction Project from 2nd Ave. NW to 5th Ave. SW– Utility location and surveying work has begun – project will begin in 2020
- Concrete Rehabilitation and ADA work – 200' S. of Denver Ave. to 5th Ave. SE (Hutchinson) – 2020
- Reduced Conflict Intersection project east of Glencoe at CSAH 1/212 – will be applying for Highway Safety Improvement Program funding for a 2022 project. This project would be similar to what is in Colgne on Highway 212.
- Mill & Overlay of Highway 7 west of Hutchinson – potentially in 2026
- Glencoe area/Chandler & 212 – comprehensive transportation study and safety assessment will be done in next year.
- State Highway 7 – Highway safety assessment will be looked at soon from Hutchinson to Carver County, concentrating on Crow River Winery intersection and County Road 1 intersection.
- Highway 15 passing lane study – Hutchinson north to I94 – draft report is done and final report is soon to be completed.

ASSESSORS OFFICE – Assessor Sue Schulz

A) Sue Schulz gave an update to the board on market value adjustments for the 2018 assessment year. These are preliminary numbers as the final date for changes is 12/8/2017.

Following are the current estimates for residential taxing districts:

- 2 taxing districts staying the same
- 8 taxing districts are increasing about 3%
- 2 taxing districts are decreasing about 3%
- 2 taxing districts are increasing about 5%
- 6 taxing districts are increasing about 10%
- 3 taxing districts are increasing about 15%

The commercial taxing district in Hutchinson downtown is being reduced with the rest either staying the same or going up slightly. Apartments are staying the same. The agricultural is reducing approximately 15%. The agricultural is the biggest concern due to the time adjustment that the State of MN wants to put on it. If this occurs than we could see a larger reduction. McLeod County is waiting on Meeker County, who we are paired with, to get all their information in. Depending on the outcome of that, there is an appeal process as well that will be taken.

PLANNING AND ZONING – Administrator Larry Gasow

- A) Larry Gasow requested approval of Minnesota Pollution Control Agency (MPCA) County Feedlot Program Delegation Agreement Work Plan which demonstrates that the County will meet the State requirements. The Feedlot Delegation Agreement Work Plan is a required MPCA document to administer the Feedlot Program and receive State funding.

Dana Leibfried, Minnesota Pollution Control Agency Feedlot Compliance / Enforcement and Permitting, reviewed the completed Work Plan and approved on November 6, 2017. Michelle Minnesota Pollution Control Agency, County Feedlot Program Development Lead, approved of this completed Work Plan on November 6, 2017.

Wright/Pohlmeier motion carried unanimously to approve Minnesota Pollution Control Agency (MPCA) County Feedlot Program Delegation Agreement Work Plan which demonstrates that the County will meet the State requirements.

SOIL AND WATER CONSERVATION DISTRICT – District Manager Ryan Freitag

- A) Ryan Freitag requested approval of quote for CD #24 Lateral #17 Project #103 from Ewert Brothers Inc. (Hutchinson, MN) to reinstall approximately 2,850' of 15" and 10" CPE dual wall pipe tile at an estimated cost of \$51,109.00.

No other quotes were submitted.

Wright/Krueger motion carried unanimously to approve quote for CD #24 Lateral #17 Project #103 from Ewert Brothers Inc. (Hutchinson, MN) to reinstall approximately 2,850' of 15" and 10" CPE dual wall pipe tile at an estimated cost of \$51,109.00.

- B) Ryan Freitag requested approval of quote for CD #5 Project #102 from Mathews Drainage & Excavating (Glencoe, MN) to remove beaver dam for an

estimated cost of \$475.00 and quote for CD #5 Project #110 from Tyler Schwartz (Glencoe, MN) to trap beavers for an estimated cost of \$100.00.

Shimanski/Krueger motion carried unanimously to approve quote for CD #5 Project #102 from Mathews Drainage & Excavating (Glencoe, MN) to remove beaver dam for an estimated cost of \$475.00 and quote for CD #5 Project #110 from Tyler Schwartz (Glencoe, MN) to trap beavers for an estimated cost of \$100.00.

- C) Ryan Freitag requested approval of quote for CD #64 Branch 2 Project #106 from Ewert Brothers Inc. (Hutchinson, MN) to replace approximately 657' of 10" dual wall and 668' of 12" dual wall corrugated pipe at an estimated cost of \$22,071.00.

No other quotes were submitted.

Nagel/Wright motion carried unanimously to approve quote for CD #64 Branch 2 Project #106 from Ewert Brothers Inc. (Hutchinson, MN) to replace approximately 657' of 10" dual wall and 668' of 12" dual wall corrugated pipe at an estimated cost of \$22,071.00.

- D) Ryan Freitag requested approval of quote for CD #10 Project #107 from Mathews Drainage & Excavating (Glencoe, MN) for removal of culvert blockage at a cost of \$565.00.

Shimanski/Krueger motion carried unanimously to approve quote for CD #10 Project #107 from Mathews Drainage & Excavating (Glencoe, MN) for removal of culvert blockage at a cost of \$565.00.

- E) Ryan Freitag requested approval of quote for CD #64 Project #109 from Tree Top Clearing (Delano, MN) for removal of approximately 60 trees at an estimated cost of \$19,960.00.

Other quotes received: Castle Rock Contracting & Tree Service (Castle Rock, MN) \$20,500.00 and Central Applicators (Foley, MN) \$97,150.00.

Wright/Krueger motion carried unanimously to approve quote for CD #64 Project #109 from Tree Top Clearing (Delano, MN) for removal of approximately 60 trees at an estimated cost of \$19,960.00.

ATTORNEYS OFFICE – Attorney Michael Junge

- A) Michael Junge requested ratification of Agreement between MnCCC and Strategic Technologies Inc. (STI) for the maintenance and support of the Minnesota County Attorney Practice System (MCAPS) program.

Changed from DocuTech to STI for support and maintenance of the MCAPS Program.

Nagel/Shimanski motion carried unanimously to approve ratification of Agreement between MnCCC and Strategic Technologies Inc. (STI) for the maintenance and support of the Minnesota County Attorney Practice System (MCAPS) program.

HUMAN RESOURCES – Deputy Administrator Sheila Murphy

A) Sheila Murphy requested approval of November 17, 2017 Personnel Committee Recommendations.

1. Review Planning/Zoning/SWCD staffing.

Secretary II position in Zoning, change to Administrative Assistant to reflect current job duties in the department. This item was pulled from the agenda for further discussion.

Recommendation: Previously approved and posted environmental position to be updated to Environmentalist II to reflect desired job duties in this role. The Environmentalist II position was reviewed by the evaluation and personnel committees; we are proposing a grading of 160.

Shimanski/Wright motion carried unanimously to approve previously approved and posted environmental position to be updated to Environmentalist II at a Grade of 160 to reflect desired job duties in this role.

2. Discuss possibility of full-time PHN/RN transferring to current part-time opening and replacement for full-time opening this will cause.

Recommendation: Approve transfer of Public Health Nurse RN from current full-time role into open part-time role. Existing external candidates for the open part-time position will be notified of the full-time opening and the position will be posted internally and externally.

Nagel/Pohlmeier motion carried unanimously to approve transfer of Public Health Nurse RN from current full-time role into open part-time role and post full-time opening this will cause.

3. Extend temporary PHN contract through March 2018 if needed in order to provide coverage during the recruitment and training period for vacant WIC positions.

Recommendation: Approve extension of temporary Public Health Nurse Contract through March 2018 to provide coverage during the recruitment and training period for vacant WIC positions related to CHS.

Shimanski/Pohlmeier motion carried unanimously to approve extension of temporary Public Health Nurse Contract through March 2018 to provide coverage during the recruitment and training period for vacant WIC positions related to CHS.

Recommendation: Approve Public Health to hire a temporary employee if need be to backfill open position by employee who is on leave for 12 weeks unexpectedly (Office Aide position).

Wright/Krueger motion carried unanimously to approve Public Health to hire a temporary employee if need be to backfill open position by employee who is on leave for 12 weeks unexpectedly.

4. Hybrid engineering tech position

Recommendation: Approve the Highway Department to not fill the vacant Maintenance Worker position; the department will request a hybrid of this position at a board meeting in the near future after the job description has been updated.

CLOSED SESSION

Pohlmeier/Shimanski motion carried unanimously to close the meeting until 10:30 a.m. for closed meeting to discuss union negotiations specific to health insurance.

Krueger/Pohlmeier motion carried unanimously to open the meeting at 11:15 a.m.

A) Cindy Schultz-Ford requested approval to set the 2018 non-union employer contribution towards health insurance by increasing the employer contribution as follows:

- Increase employer contribution towards family health insurance from \$1,072.00 to \$1,300.00 for all 4 family plan options**
- Increase employer contribution for towards single health insurance as follows: from \$722.50 to \$766.50 for the three existing single health insurance plans (Bronze, Silver, \$3,000.00 HSA high-deductible plan), \$729.50 for the new \$4,000.00 HSA high-deductible plan, and \$660.50 for the new \$6,450.00 HSA high-deductible plan.**

The decision to increase the employer contribution amounts was made in response to the 30% increase in health insurance premiums over 2017.

Pohlmeier/Shimanski motion carried unanimously to set 2018 non-union employer contribution towards health insurance by increasing the employer contribution as listed above.

Nagel/Shimanski motion carried unanimously to set 2018 opt-out amount to \$140.50 which is the same as the 2017 amount.

Krueger/Wright motion carried unanimously to recess at 11:20 a.m. until 6:00 p.m. December 7, 2017 in the County Boardroom.

ATTEST:

Joe Nagel, Board Chair

Cindy Schultz Ford, Interim County
Administrator