

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – January 3, 2017**

CALL TO ORDER

The organizational meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Paul Wright in the County Board Room. Commissioners Nies, Shimanski, Nagel and Krueger were present. 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

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

A moment of silence observed to commemorate the passing of McLeod County Sheriff's Office Manager Rhonda Zajicek.

Recognition of Sheldon Nies' retirement and presentation of a plaque in appreciation for his twenty-two years of service as a McLeod County Commissioner from January 3, 1995 through January 3, 2017.

CONSIDERATION OF AGENDA ITEMS

- A) Add under Administration Item A: Consider setting new wage for 4 non-union employees who are currently above the new salary range maximum.
- B) Add under Administration Item B: Cancel Solid Waste Advisory Committee (SWAC) meeting scheduled for January 11th.

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

CONSENT AGENDA

- A) December 20, 2016 Meeting Minutes and Synopsis.
- B) December 27, 2016 Meeting Minutes and Synopsis.

Nies/Krueger motion carried unanimously to approve the consent agenda including the following changes to the December 27, 2016 Meeting Minutes:

Under discussion about the continuation of the 12/20/16 Fee Schedules Public Hearing, Item A should read **Wright/Nagel motion carried unanimously to remove the fee for corrections to the assessment books at \$30/parcel.**

Under discussion about Item K should read **Nies/Krueger motion carried unanimously to approve the revised Keystone job description with the changes to date from the Review Committee.**

ADMINISTRATION

- A) Consider setting new wage for 4 non-union employees who are currently above the new salary range maximum.

Wright/Shimanski motion carried unanimously to freeze salaries of for 4 non-union employees who are currently above the new salary range maximum until ranges advance.

- B) Consider cancelling the Solid Waste Advisory Committee (SWAC) meeting scheduled for January 11th.

Wright/Shimanski motion carried unanimously to cancel the Solid Waste Advisory Committee (SWAC) meeting scheduled for January 11th.

ADJOURN

Krueger/Nagel motion carried unanimously to adjourn for 2016 sine die.

CALL TO ORDER

County Administrator Patrick Melvin called the 2016 organizational meeting to order.

Commissioners Wright, Pohlmeier, Shimanski, Krueger and Nagel were present.

ELECTION OF BOARD CHAIR

County Administrator Patrick Melvin requested nominations for the 2017 Board Chair. Commissioner Wright nominated Commissioner Joe Nagel for Board Chair for 2017.

Wright/Krueger motion carried unanimously to cease nominations and cast a unanimous ballot for Commissioner Joe Nagel as Board Chair for 2017.

ELECTION OF VICE CHAIR

Board Chair Joe Nagel requested nominations for the 2017 Vice Chair. Commissioner Wright nominated Commissioner Doug Krueger for Board Vice Chair for 2017.

Wright/Shimanski motion carried unanimously to cease nominations and cast a unanimous ballot for Commissioner Doug Krueger as Board Vice Chair for 2017.

Sue Schulz, McLeod County Assessor takes the Oath of Office, administered by Cindy Schultz Ford, McLeod County Auditor-Treasurer.

CONSIDERATION OF AGENDA ITEMS

- A) Add under Administration Item D: Consider approval to renew Non-Intoxicating 3.2% Malt Liquor Licenses for Brownton Rod & Gun Club in Brownton, MN from January 3, 2017 through December 31, 2017.

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

CONSENT AGENDA

- A) December 23, 2016 Auditor's Warrants.
- B) Approve Employee Dishonesty and Faithful Performance of Duty Coverage bonds for officers and employees.
- C) Adopt Resolution 17-RB01-01 designating the McLeod County website as the official publication for transportation projects.
- D) Approve annual renewal of contract for the McLeod County Public Health Hispanic Outreach Worker Contract (Carmen Patino), January 1, 2017-December 31, 2017.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue	\$602,717.76
Road & Bridge	\$6,071.47
Solid Waste	\$33,020.36

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$641,809.59 from the aforementioned funds.

SHERIFF'S DEPARTMENT - Emergency Services Director Kevin Mathews

- A) Kevin Mathews requested approval for the annual service for the CodeRED mass notification system (Ormond Beach, FL). The base package cost is

\$14,175.00, the CodeRED Weather Warning will cost \$5,815.00, and the IPAWS Submission App will cost \$1,200.00 for a total of \$21,190.00.

The Emergency Management budget will cover \$11,195.00 and the 911 Fund will cover the remaining \$9,995.00.

Wright/Nagel motion carried unanimously to approve the annual service for the CodeRED mass notification system (Ormond Beach, FL) for a total cost of \$21,190.00 with funding coming from both the Emergency Management budget and 911 Fund.

ATTORNEYS OFFICE – Attorney Mike Junge

- A) Mike Junge requested approval to issue a request for proposal (RFP) for privatizing recyclables processing and marketing.

Proposals will be due to County Administration at noon on February 10th. Proposals will be received and publically acknowledged at the first public board meeting following the date set for receipt of the proposals (February 21st). Only the name of the applicants responding to this request shall be released. Other information shall not be released by the County during the proposal evaluation process or prior to contract award.

The successful proposal will include at a basic minimum that McLeod County will provide the facility equipment and product for processing 1,200 to 1,400 tons of recyclable materials per month from commercial and residential entities with a fixed rate per month fee based upon tonnage. Under this basic program, McLeod County would receive all tip fees generated from customers and would have ownership of all product. The successful contractor would be free to generate additional volumes from within and without McLeod County.

The successful contractor will provide supervision, labor, both full-time and part-time to operate the facility, and will include in its plan the current contracts the County has with the Adult Training and Habilitation Center (ATHC) and West Central Industries (WCI).

Wright/Krueger motion carried unanimously to approve issuance of a request for proposal (RFP) for privatizing recyclables processing and marketing.

ESTABLISHMENT OF COMMITTEES

- A) A list of Commissioners and associated committees was presented to the County Board by Donna Rickeman for approval of changes to the Commissioners and members serving on each committee for 2017.

The following were changes made during the meeting:

- Replace Sheldon Nies with Rich Pohlmeier and County Recorder with Paul Wright on AMC Delegate Committee
- Add County Recorder and Auditor-Treasurer as alternates on AMC Delegate Committee
- Remove Roger Berggren from AMC Environmental & Natural Resource Policy Committee
- Replace Curtis Carrigan with Merlin Mackenthun on Board of Adjustment Committee
- Replace Sheldon Nies with Doug Krueger on Budget Committee
- Remove Doug Krueger, Sheldon Nies and Paul Wright from Community Health Services
- Replace Sheldon Nies with Joe Nagel on Corrections Advisory Board
- Replace Sheldon Nies with Rich Pohlmeier on Security Sub Committee
- Replace Paul Wright with Joe Nagel and Ron Shimanski with Doug Krueger on Department Head Committee
- Replace Sheldon Nies with Rich Pohlmeier and Larry Gasow with Lynn Ette Schrupp on Employee Enrichment and Development
- Replace Madeline Kuehn with Emily Ward as Youth Rep on Extension Committee
- Replace Joe Nagel with Doug Krueger on GIS Committee
- Replace Doug Krueger with Rich Pohlmeier on United Community Action
- Remove Sheldon Nies from Heart of Minnesota Animal Shelter
- Replace Sheldon Nies with Rich Pohlmeier as alternate for Housing and Redevelopment Authority
- Replace Sheldon Nies with Paul Wright on Hutchinson Area Joint Planning Board
- Replace Doug Krueger with Rich Pohlmeier as alternate on Joint Powers Board of Directors of PrimeWest
- Appoint Joe Nagel as delegate and Ron Shimanski as alternate to McLeod Treatment Program
- Replace Sheldon Nies with Joe Nagel on Mental Health Advisory Committee
- Replace Sheldon Nies with Doug Krueger on Mid-Minnesota Joint Powers Board
- Replace Ron Shimanski with Rich Pohlmeier on Minnesota Rural Counties Caucus
- Replace Sheldon Nies with Doug Krueger on Material Recovery Facility Operations Committee
- Replace Nathan Winter with Karen Johnson on Noxious Weeds Appeal Board
- Replace Doug Krueger with Rich Pohlmeier as delegate and replace Sheldon Nies with Doug Krueger as alternate on PACT for Families

- Replace Linda Senst with Amanda Maresh on PACT for Families
- Replace Doug Krueger with Joe Nagel on Personnel Policy Review Committee
- Replace Ron Shimanski with Rich Pohlmeier on Planning Advisory Committee
- Replace Sheldon Nies with Ron Shimanski on Public Health Nursing Advisory Board
- Replace Sheldon Nies with Rich Pohlmeier on Recorder Compliance Fund Committee
- Replace Sheldon Nies with Doug Krueger on Reinvest in MN Committee
- Replace Sheldon Nies with Joe Nagel as delegate and replace Doug Krueger with Rich Pohlmeier as alternate on Safety Committee
- Replace Doug Krueger with Rich Pohlmeier on Salvation Army Board/Emergency Food and Shelter Program
- Replace Sheldon Nies with Scott Rehmann as delegate and replace Scott Rehmann with Joe Nagel as alternate on South Central Regional Radio Board
- Replace Ron Shimanski and Doug Krueger with Joe Nagel and Rich Pohlmeier on Personnel Committee
- Replace Sheldon Nies with Rich Pohlmeier on Wellness Committee
- Replace Nathan Winter with Karen Johnson on Environmental Services Advisory Committee
- Replace Jim Hueser with Bruce Bargmann, replace Dale Hegland with Chad Steuwe and replace Nathan Winter with Karen Johnson on Feedlot Subcommittee

Wright/Pohlmeier motion carried unanimously to approve the 2017 Committee appointments with the above changes.

Krueger/Wright motion carried unanimously to table appointments for both Trails and Park Commission until a workshop can be held for further discussion.

Shimanski/Krueger motion carried unanimously to table appointments for Trailblazer Joint Power Board until the January 17th Board Meeting.

PANNING AND ZONING – Assistant Administrator Marc Telecky

- A) Marc Telecky requested approval of Hutchinson Joint Planning Sketch Plan application JP-SP1 requested by Preston Fox of a townhouse plat for the purpose of building three (3) condo garages with seven (7) separate units per building. Each unit would share at least one common wall with a neighboring unit. This parcel is described as 2.66 acres - Lot 19 and Part of Lot 18 of Auditor's Plat S ½ in Section 8 of Hassan Valley Township.

The City of Hutchinson and Hassan Valley did not have any issues with the sketch plan. The Hutchinson Area Joint Planning Board did not make a recommendation at their December 21, regular meeting.

Krueger/Shimanski motion carried unanimously to approve Hutchinson Joint Planning conceptual Sketch Plan application JP-SP1 requested by Preston Fox of a townhouse plat for the purpose of building three (3) condo garages with seven (7) separate units per building.

COUNTY ADMINISTRATION

- A) Pat Melvin requested approval to allow Sibley County to be the claims processing agent (in place of MCIT) with Roxy Traxler as the administrator.

Shimanski/Wright motion carried unanimously to allow Sibley County to temporarily be the claims processing agent (in place of MCIT) with Roxy Traxler as the administrator and review in 90 days.

- B) Paul Wright requested approval to purchase a walking floor transfer trailer from Wilkens Industries Inc. (Morris, MN) for a total cost of \$28,297.50 with funding coming from the 2017 Solid Waste budget.

Wright/Krueger motion carried unanimously to approve the purchase of a walking floor transfer trailer from Wilkens Industries Inc. (Morris, MN) for a total cost of \$28,297.50 with funding coming from the 2017 Solid Waste budget.

- C) Pat Melvin requested approval to set the next Solid Waste Advisory Committee (SWAC) meeting on February 15th at 9:30 AM which will be after the due date of the request for proposals for privatizing the processing of recyclables.

Wright/Pohlmeier motion carried unanimously to set the next Solid Waste Advisory Committee (SWAC) meeting on February 15th at 9:30 AM.

- D) Cindy Schultz Ford requested approval to renew Non-Intoxicating 3.2% Malt Liquor Licenses for Brownton Rod & Gun Club in Brownton, MN from January 3, 2017 through December 31, 2017.

Pohlmeier/Shimanski motion carried unanimously to renew Non-Intoxicating 3.2% Malt Liquor Licenses for Brownton Rod & Gun Club in Brownton, MN from January 3, 2017 through December 31, 2017.

Wright/Shimanski motion carried unanimously to recess at 10:43 a.m. until 9:00 a.m. January 17, 2017 at the Glencoe City Center.

ATTEST:

Joe Nagel, Board Chair

Patrick Melvin, County Administrator