

**JANUARY 3, 2017
MCLEOD COUNTY
BOARD MEETING WILL
BE HELD AT
THE GLENCOE CITY
CENTER
1107 11TH STREET
GLENCOE, MN**

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING AGENDA
JANUARY 3, 2017**

1 9:00 CALL TO ORDER

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.

2 9:02 CONSIDERATION OF AGENDA ITEMS *

3 9:04 CONSENT AGENDA *

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

ADJOURN

The 2016 County Board will adjourn sine die.

4 9:06 ELECTION OF BOARD CHAIR *

County Administrator Pat Melvin will request nominations for the 2017 Board Chair.

5 9:08 ELECTION OF VICE CHAIR *

The Board Chair will request nominations for the 2017 Vice Chair.

OATH OF OFFICE

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

"I, Sue Schulz swear and affirm that I will support the constitution of the United States and of the State of Minnesota that I will be diligent, faithful, and impartial in the performance of the duties of the office and trust that I now assume as County Assessor for the County of McLeod. So help me God."

6 9:10 CONSIDERATION OF AGENDA ITEMS *

7 9:12 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.

8 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST *

9 PAYMENT OF BILLS - ADDITIONAL MISCELLANEOUS BILLS TO BE PAID BY AUDITORS WARRANTS *

10 9:15 SHERIFF'S DEPARTMENT - Emergency Services Director Kevin Mathews

- A. Consider 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.

11 9:20 ATTORNEYS OFFICE – Attorney Mike Junge

- A. Consider approval to issue a request for proposal (RFP) for privatizing the processing of recyclables.*

12 9:30 ESTABLISHMENT OF COMMITTEES

- A. Consider approval of 2017 committee appointments.*

13 10:00 PANNING AND ZONING – Assistant Administrator Marc Telecky

- A. Consider 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 Hutchinson Area Joint Planning Board did not make a recommendation at their December 21, regular meeting.

14 COUNTY ADMINISTRATION

- Review of Commissioners Calendar

- Commissioner reports of committee meetings attended since December 27, 2016.
 - A. Consider approval to allow Sibley County to be the claims processing agent (in place of MCIT) with Roxy Traxler as the administrator.*
 - B. Consider approval to purchase a walking floor transfer trailer from Wilkens Industries Inc. (Morris, MN) for a total cost of \$28,297.50.*
 - C. Consider approval to set the next Solid Waste Advisory Committee (SWAC) meeting on the first Wednesday after the due date of the request for proposals for privatizing the processing of recyclables.*

OTHER

Open Forum
Press Relations

RECESS

Next board meeting January 17, 2017 at 9:00 a.m. at the Glencoe City Center.

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING MINUTES – December 20, 2016**

CALL TO ORDER

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Paul Wright at the Glencoe City Center. Commissioners Shimanski, Nagel, Nies and Krueger were present. County Administrator Patrick Melvin, Administrative Assistant Donna Rickeman and County Attorney Michael Junge were also present.

PLEDGE OF ALLEGIANCE

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

RECOGNITION

Recognition of Janet Visher's retirement and presentation of a plaque in appreciation for her twenty-five years of service to the McLeod County Social Service Department from January 24, 1991 through December 30, 2016.

Recognition of Curtis Carrigan for his dedicated service on the McLeod County Planning Advisory Commission and Board of Adjustment, January 2008 through December 2016. Mr. Carrigan was appointed by Commissioner Nies in January 2008 representing the 4th District and has served as Vice Chair and is currently Chairman on both committees.

CONSIDERATION OF AGENDA ITEMS

Nagel/Shimanski motion carried unanimously to approve the agenda.

CONSENT AGENDA

- A) November 22, 2016 Meeting Minutes and Synopsis.
- B) December 1, 2016 Meeting Minutes and Synopsis.
- C) December 2, 2016 Auditor's Warrants.
- D) December 9, 2016 Auditor's Warrants.
- E) Approve Highway Right of Way Plat 65. This plat is for the reconstruction project on County State Aid Highway 3.
- F) Approve \$140 rent per acre for 7.5 acres of property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for Mark Ahlbrecht (Lester Prairie, MN) effective Crop-Year 2017 with rent due

October 31, 2017. Mark Ahlbrecht has been renting the property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for seven years from the county. His wish is to continue to rent our land in 2017. He owns and operates the land that is adjacent to the county property. The rent agreement is effective November 1, 2016 to October 31, 2017.

- G) Approve the Sale of Cigarette and other Tobacco Products License for Cactus Jacks II, in Stewart, MN from January 1, 2017 through December 31, 2017.
- H) Approve the Sale of Cigarette and other Tobacco Products License for Hutchinson Co-op, in Silver Lake, MN from January 1, 2017 through December 31, 2017.
- I) Approve the Sale of Cigarette and other Tobacco Products License for Krausers Dodge House, Lester Prairie, MN from January 1, 2017 through December 31, 2017.
- J) Approve renewal of Non-Intoxicating 3.2% Liquor Licenses for Shadow Brooke Golf Course, Inc. in Lester Prairie, MN from March 1, 2017 through December 31, 2017.
- K) Approve renewal of Non-Intoxicating 3.2% Liquor Licenses for Major Ave Hunt Club, Inc. in Glencoe from January 1, 2017 through December 31, 2017.
- L) Approve renewal of Non-Intoxicating 3.2% Liquor Licenses for Gopher Campfire Club, in Hutchinson, MN from January 1, 2017 through December 31, 2017.
- M) Approve renewal of Liquor, Wine, Club or 3.2% Licenses for Crow River Winery in Hutchinson, MN from January 1, 2017 through December 31, 2017.
- N) Approve renewal of Liquor, Wine, Club or 3.2% Licenses for Lake Marion Supper Club in Brownton, MN from January 1, 2017 through December 31, 2017.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue Fund	\$169,484.68
Road & Bridge Fund	\$179,605.63
Solid Waste Fund	\$58,750.93

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$407,841.24 from the aforementioned funds.

CONTEGRITY – Construction Manager Sam Lauer

- A) Sam Lauer with Contegrity informed the Board the Board that most of the walls are up and the roofing of the main jail area is being completed. The

crew will be concentrating on the lobby area during good weather. The interior is now heated, so if the weather doesn't cooperate, crews can still do interior work.

PARKS – Director Al Koglin

- A) Al Koglin requested approval to add a \$5.00 administrative fee to all park reservations that are made through the MaxGalaxy System.

Krueger/Nagel motion carried unanimously to add a \$5.00 administrative fee to all park reservations that are made through the MaxGalaxy System.

- B) Al Koglin requested approval to limit camping to a 14 day limit which will be monitored through the MaxGalaxy System. This new system is not currently available to take reservations but will be prior to April 1st, 2017.

Currently campers can stay up to 30 days and then have to leave the park for 24 hours.

Krueger/Shimanski motion carried unanimously to limit camping to a 14 day limit.

- C) Al Koglin notified the Board of the Legacy Grant received by the county of \$647,000 for Phase 1 of the Dakota Trail project which will pave the trail from the Carer County border through the city of Lester Prairie.

Al Koglin is hoping to get the Trails Committee and the County Board meet in a workshop session to discuss direction to move towards for Phase 2. Al is hoping to have a plan for Phase 2 in place by spring, so that another Legacy Fund Grant application can be submitted in September of 2017.

EXTENSION – Educator Karen Johnson

- A) Karen Johnson introduced the 2016 McLeod County Farm Family of the Year; Robert, Lori & Bryce Lindeman from Brownton. The family has been farming 900 acres in southern McLeod County since 1981. Family is also involved in many committees and outside organizations.

Karen Johnson also introduced herself as the new extension educator as of August 2016. Prior to coming to McLeod County Karen worked for both Rice and Steele counties for 2 ½ years.

ATTORNEYS OFFICE – Attorney Mike Junge

A) Mike Junge requested approval of deed for conveyance of Judd Ave to the City of Glencoe.

Nies/Krueger motion carried unanimously to approve deed for conveyance of Judd Ave to the City of Glencoe.

PUBLIC HEARING – 2017 Fee Schedule

A) Donna Rickeman presented the below proposed changes for the 2017 fee schedule to be implemented on 1/1/2017.

Department	Fee	2016	2017	Justification
Room Rental	County Boardroom	\$50.00 up to 2 hrs	NA	Room will not be available in 2017
Assessment Fees	Acoma Township	\$7,896.00/yr	\$6,152.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Bergen Township	\$7,298.00/yr	\$5,544.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Brownton City	\$4,200.00/yr	\$3,200.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Glencoe City	\$25,568.00/yr	\$19,304.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Glencoe Township	\$5,523.00/yr	\$4,344.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Hale Township	\$7,508.00/yr	\$5,840.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Hassan Valley Township	\$6,384.00/yr	\$5,040.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Helen Township	\$6,920.00/yr	\$5,376.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Hutchinson City	\$61,005.00/yr	\$46,496.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Lester Prairie	\$8,379.00/yr	\$6,408.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Plato	\$2,384.00/yr	\$1,781.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Winsted City	\$12,023.00/yr	\$9,200.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Winsted Township	\$7,287.00/yr	\$5,632.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Corrections to Assessment Books	NA	\$30.00/acre	Charge townships if the local assessors do not do their job.
Assessment Fees	Request for Assessment Info	NA	\$500.00/run	Services provided for sorting and sending information to companies
Highway	Access/Entrance Permits	\$50.00 / each	NA	No Charge - rationale is they probably paid once already, also it is very

				minimal on staff time. Remove fee because we haven't used it to date
Highway	Plat Review- Residential less than 6 lots	No Charge	NA	
Highway	Plat Review- Residential more than 6 lots	\$150.00 plus \$10.00 per lot	NA	Remove fee because we haven't used it to date
Highway	Plat Review- Commercial, Industrial, other	\$150.00 plus \$10.00 per lot	NA	Remove fee because we haven't used it to date
Law Enforcement Center	Electronic Home Monitoring - landline	\$13.50/day- \$94.50/wk	\$16.50/day-\$112.00/wk	Charges have gone up with the vendor that we use
Law Enforcement Center	Electronic Home Monitoring - cellular	\$14.50/day- \$101.50/wk	\$16.00/day-\$112.00/wk	Charges have gone up with the vendor that we use
Law Enforcement Center	Electronic Home Monitoring w/alcohol - landline	\$16.50/day- \$115.50/wk	\$18.00/day-\$126.00/wk	Charges have gone up with the vendor that we use
Law Enforcement Center	Sentenced Electronic Alcohol Monitoring - cellular	\$15.00/day- \$105.00/wk	\$13.00/day-\$91.00/wk	Charges have gone down with the vendor that we use
Law Enforcement Center	Monitoring- Hookup fee	\$40.00	\$30.00	Charges have gone down with the vendor that we use
Public Health	Foot Clinic	\$20.00	\$25.00	Rate increase was recommended and approved by Public Health Advisory Committee due to actual costs to Public Health being much higher and rate has not been changed in many years.
Public Health	Shelter	\$44.00/hr	\$61.46/hr	Rate increase was recommended and approved by Public Health Advisory Committee due to actual costs to Public Health being much higher and rate has not been changed in

				many years.
Solid Waste	Non-Contracted Single-Sort Proc. Fee	\$35.00/ton	\$40.00/ton	Cover cost associated with handling Hauler routes not contracted by the County or received from out of County sources
Solid Waste	Scaling Fee	NA	\$5.00/each	Cost of administration to assist non-county use of scale
Solid Waste	Problem Material Curbside Collection Pick-up Fee	NA	\$5.00/each+tax	Cost of administration to assist non-county use of scale
Solid Waste	County Collection Services	NA	\$5.00/cart/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the revenue received for material collected
Solid Waste	County Collection Services (every other week collection)	NA	\$20.00/basket/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the revenue received for material collected
Solid Waste	County Collection Services	NA	\$40.00/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the revenue received for material collected

Solid Waste	Out of County Contracted Collection Services	NA	\$60.00/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the revenue received for material collected
Planning & Zoning	Greenhouse or Tent Style Construction Structures >2,400 Sq. Ft.	NA	\$75.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures >2,400 Sq. Ft. - County	NA	\$50.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures >2,400 Sq. Ft. - Township	NA	\$25.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures <2,400 Sq. Ft.	NA	\$50.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures.

				These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures <2,400 Sq. Ft. - County	NA	\$35.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures <2,400 Sq. Ft. - Township	NA	\$15.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	LUP - Solar Arrays of 1 MW or More	\$200.00 or \$20.00/acre whichever is greater	1,000.00 - or \$50.00 per acre, whichever is greater	These uses require more staff time throughout the duration of its operation without the ability to recover those staff time costs, therefore those costs need to be built into the fee schedule on the front end of the project.
Planning & Zoning	LUP – Solar Project Not on Grid	\$25.00	\$200.00 No CUP Required	These uses require more staff time throughout the duration of its operation without the ability to recover those staff time costs, therefore those costs need to be built into the fee schedule on the front end of the project.

Further discussion took place on reducing the assessment fees for 2017. It was determined that constituents were having problems pulling up the packet with the conversion of our website and there may be residents who would like to be in attendance when the fee schedule is discussed. The fee changes for 2017 should be tabled until the next board meeting on December 27th at 9:30 a.m.

Wright/Krueger motion carried unanimously to table 2017 fee schedule Public Hearing until December 27, 2016 at 9:30 am.

ENVIRONMENTAL SERVICES – Technician Emily Gable

- A) Emily Gable requested adoption of Resolution 16-CB-39 Aquatic Invasive Species Prevention Aid.

Krueger/Nies motion carried unanimously to adopt Resolution 16-CB-39 Aquatic Invasive Species Prevention Aid.

PLANNING & ZONING – Administrator Larry Gasow

- A) Larry Gasow requested approval to accept vacating the existing utility and drainage easement and approval of a 1-lot Preliminary Plat / Final Plat requested by Fred Holasek of Lots 1 and 2 of Heigl Subdivision for the purpose of change in lot sizes. This re-plat is to be known as Holasek-Heigl Subdivision and is located in the SW ¼ of Section 1, Bergen Township.

The City of Lester Prairie was given notice and had no objections to this request. The Bergen Township Board recommended approval at their November 15, 2016 regular meeting. The Planning Advisory Commission recommended approval of both vacating of the easement and of the re-plat at their November 23, 2016 meeting.

Nies/Nagel motion carried unanimously to approve vacating the existing utility and drainage easement and approval of a 1-lot Preliminary Plat / Final Plat requested by Fred Holasek of Lots 1 and 2 of Heigl Subdivision for the purpose of change in lot sizes.

COUNTY ADMINISTRATION

- A) Pat Melvin requested consideration of December 13, 2016 Personnel Committee Recommendations.

1. Discuss full-time Technical Specialist I vacancy in Assessor's Department.

Recommendation: Contact Central Minnesota Jobs and Training Services to determine if there may be someone who would be eligible to assist in the office for several months. Also schedule our Floater position to assist on a part-time basis. Review required job duties to determine if vacancy should be filled at this classification level. This vacancy will be taken into account as the re-structuring process progresses.

Wright/Nies motion carried unanimously to table discussion of full-time Technical Specialist I vacancy in Assessor's Department and bring back for further discussion at the January 10th Personnel Committee.

2. Discuss Office Support positions in Public Health.

No Recommendation. More discussion needed on appropriate job classifications needed to perform required responsibilities in department.

3. Discuss workforce needs at Solid Waste.

Recommendation: Work with Temp Agency to contract with up to 6 temporary Recycling Operators to assist at Solid Waste facility.

Krueger/Shimanski motion carried unanimously to work with Temp Agency to contract with up to 6 temporary Recycling Operators to assist at Solid Waste facility.

Nagel/Krueger motion carried unanimously to hire summer intern back for up to three weeks during college break at previous wage.

- B) Pat Melvin requested approval of proposal from Gary Weiers of David Drown and Associates (Fairbult, MN) to conduct a re-structuring study of various departments within the County for a cost of \$16,000.

Krueger/Nagel motion carried unanimously to approve proposal from Gary Weiers of David Drown and Associates (Fairbult, MN) to conduct a re-structuring study of various departments within the County for a cost of \$16,000.

- C) Pat Melvin requested approval to set Public Hearing of the Ditch Authority on Judicial Ditch #9 for January 17th at 10:15 a.m. to review and accept the Engineer's Report.

Nagel/Shimanski motion carried unanimously to set Public Hearing of the Ditch Authority on Judicial Ditch #9 for January 17th at 10:15 a.m. to review and accept the Engineer's Report.

- D) Pat Melvin requested approval of correction to minutes from October 18, 2016 County Board Meeting; the minutes reflect the wrong Assessments Pay 2017 for County Ditch #26 and County Ditch #27. The \$130,000 is shared between CD #26 and CD #27 based on a percentage of drainage benefits. Revised tabulation is CD #26 \$34,112 and CD #27 \$95,888.

Krueger/Shimanski motion carried unanimously to approve correction to minutes from October 18, 2016 County Board Meeting; the minutes reflect the wrong

Assessments Pay 2017 for County Ditch #26 and County Ditch #27. The \$130,000 is shared between CD #26 and CD #27 based on a percentage of drainage benefits. Revised tabulation is CD #26 \$34,112 and CD #27 \$95,888.

E) Donna Rickeman discussed a list of Committees and upcoming vacancies that will be addressed at the January 3rd Board Meeting.

Nagel/Shimanski motion carried unanimously to recess at 11:15 a.m. until 9:00 a.m. December 27, 2016 at the Glencoe City Center.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

McLEOD COUNTY
BOARD OF COMMISSIONERS
SYNOPSIS – December 20, 2016

1. Commissioners Wright, Shimanski, Krueger, Nies and Nagel were present.
2. Nagel/Shimanski motion carried unanimously to approve the agenda.
3. Nies/Krueger motion carried unanimously to approve the consent agenda including November 22, 2016 Meeting Minutes and Synopsis; December 1, 2016 Meeting Minutes and Synopsis; December 2, 2016 Auditor's Warrants; December 9, 2016 Auditor's Warrants; Approve Highway Right of Way Plat 65. This plat is for the reconstruction project on County State Aid Highway 3; Approve \$140 rent per acre for 7.5 acres of property north and west of the Health and Human Services building on Ford Avenue in Glencoe, MN for Mark Ahlbrecht (Lester Prairie, MN) effective Crop-Year 2017 with rent due October 31, 2017; Approve the Sale of Cigarette and other Tobacco Products License for Cactus Jacks II, in Stewart, MN from January 1, 2017 through December 31, 2017; Approve the Sale of Cigarette and other Tobacco Products License for Hutchinson Co-op, in Silver Lake, MN from January 1, 2017 through December 31, 2017; Approve the Sale of Cigarette and other Tobacco Products License for Krausers Dodge House, Lester Prairie, MN from January 1, 2017 through December 31, 2017; Approve renewal of Non-Intoxicating 3.2% Liquor Licenses for Shadow Brooke Golf Course, Inc. in Lester Prairie, MN from March 1, 2017 through December 31, 2017; Approve renewal of Non-Intoxicating 3.2% Liquor Licenses for Major Ave Hunt Club, Inc. in Glencoe from January 1, 2017 through December 31, 2017; Approve renewal of Non-Intoxicating 3.2% Liquor Licenses for Gopher Campfire Club, in Hutchinson, MN from January 1, 2017 through December 31, 2017; Approve renewal of Liquor, Wine, Club or 3.2% Licenses for Crow River Winery in Hutchinson, MN from January 1, 2017 through December 31, 2017; Approve renewal of Liquor, Wine, Club or 3.2% Licenses for Lake Marion Supper Club in Brownton, MN from January 1, 2017 through December 31, 2017.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$407,841.24 from the aforementioned funds.
5. Krueger/Nagel motion carried unanimously to add a \$5.00 administrative fee to all park reservations that are made through the MaxGalaxy System.
6. Krueger/Shimanski motion carried unanimously to limit camping to a 14 day limit.
7. Nies/Krueger motion carried unanimously to approve deed for conveyance of Judd Ave to the City of Glencoe.
8. Wright/Krueger motion carried unanimously to table 2017 fee schedule Public Hearing until December 27, 2016 at 9:30 am.
9. Krueger/Nies motion carried unanimously to adopt Resolution 16-CB-39 Aquatic Invasive Species Prevention Aid.

10. Nies/Nagel motion carried unanimously to approve vacating the existing utility and drainage easement and approval of a 1-lot Preliminary Plat / Final Plat requested by Fred Holasek of Lots 1 and 2 of Heigl Subdivision for the purpose of change in lot sizes.
11. Wright/Nies motion carried unanimously to table discussion of full-time Technical Specialist I vacancy in Assessor's Department and bring back for further discussion at the January 10th Personnel Committee.
12. Krueger/Shimanski motion carried unanimously to work with Temp Agency to contract with up to 6 temporary Recycling Operators to assist at Solid Waste facility.
13. Nagel/Krueger motion carried unanimously to hire summer intern back for up to three weeks during college break at previous wage.
14. Krueger/Nagel motion carried unanimously to approve proposal from Gary Weiers of David Drown and Associates (Fairbult, MN) to conduct a re-structuring study of various departments within the County for a cost of \$16,000.
15. Nagel/Shimanski motion carried unanimously to set Public Hearing of the Ditch Authority on Judicial Ditch #9 for January 17th at 10:15 a.m. to review and accept the Engineer's Report.
16. Krueger/Shimanski motion carried unanimously to approve correction to minutes from October 18, 2016 County Board Meeting; the minutes reflect the wrong Assessments Pay 2017 for County Ditch #26 and County Ditch #27. The \$130,000 is shared between CD #26 and CD #27 based on a percentage of drainage benefits. Revised tabulation is CD #26 \$34,112 and CD #27 \$95,888.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 11:15 a.m. until December 27, 2016.

Attest:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

**McLEOD COUNTY
BOARD OF COMMISSIONERS
PROPOSED MEETING MINUTES – December 27, 2016**

CALL TO ORDER

The regular meeting of the McLeod County Board of Commissioners was called to order at 9:00 a.m. by Chair Paul Wright at the Glencoe City Center. Commissioners Shimanski, Nagel, Nies and Krueger were present. County Administrator Patrick Melvin, Auditor-Treasurer Cindy Schultz and County Attorney Michael Junge were also present.

PLEDGE OF ALLEGIANCE

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

CONSIDERATION OF AGENDA ITEMS

- A) Add under Administration Item I: Consider setting a closed meeting of the Board to discuss 2017 negotiations for 2:30 PM on December 27 in upstairs Courthouse Conference Room.
- B) Add under Administration Item J: Consider setting the 2017 Non-union employer contribution for health insurance.
- C) Add under Administration Item K: Consider approving the revised Keystone job description with the changes to date from the Review Committee.

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

CONSENT AGENDA

- A) December 16, 2016 Auditor's Warrants.
- B) December 19, 2016 Auditor's Warrants.
- C) Approve tax refund of \$1,853 for parcel number 23.298.0010. A fire occurred on July 4th 2016 in which the building was deemed unlivable. The refund is for 6 months of taxes just on the structure.
- D) Approve the renewal of Labor Contract with Adult Training & Habilitation Center (Winsted, MN) for recycling labor performed at the McLeod County Materials Recycling Facility (MRF) at a rate increase of \$.10/hour.

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

PAYMENT OF BILLS - COMMISSIONER WARRANT LIST

General Revenue	\$25,780.06
Road & Bridge	\$25,012.26
Solid Waste	\$67,125.92

Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$117,918.24 from the aforementioned funds.

ASSESSORS OFFICE – Assessor Sue Schultz

- A) Sue Shultz presented the Board with a settlement offer from Menards. The offer includes dismissing payable 2014 and 2015, reducing payable 2016 from \$6,304,000 to \$6,250,000 and reducing payable 2017 from \$6,422,100 to \$6,250,000. County Attorney Michael Junge supports the settlement.

Nies/Shimanski motion carries unanimously to approve the tax court settlement dismissing 2014 and 2015 and authorize Michael Junge to sign on behalf of the County.

Nies/Krueger motion carries unanimously to approve the tax abatement for payable 2016 reducing the value from \$6,304,000 to \$6,250,000 and reducing payable 2017 from \$6,422,100 to \$6,250,000.

BUILDING SERVICES – Building Maintenance Supervisor Scott Grivna

- A) Scott Grivna informed the Board that emergency repairs were needed to the Courthouse elevator at a cost of \$14,885. This is the only elevator in the Courthouse and is critical for bringing inmates to court. The thirty three year-old motor burned up requiring replacement. Funding came from the Building Services budget.
- B) Scott Grivna made the request for out of state travel to attend Alerton Certified Engineer Course in Lynnwood, Washington at a cost not to exceed \$2,600. Majority of the training will be on-line with one week of training in Washington. This will allow him to better manage the heating and cooling of County Facilities and trouble shoot problems resulting in less service calls.

Nies/Krueger motion passes unanimously to authorize Scott Grivna to have out of state travel to attend Alerton Certified Engineer Course in Lynnwood, Washington at a cost not to exceed \$2,600.

SOCIAL SERVICES – Supervisor Sally Aubol-Grangroth

- A) Sally Aubol-Grangroth reviewed with the Board a contract between McLeod County and City of Glencoe to renovate the Child Protection Interview Room

at the Glencoe Police Department at a cost not to exceed \$ 25,000 for equipment and enhancements. This room is used to interview children suspected of child abuse. The County is upgrading the equipment and the City of Glencoe is doing some sound proofing improvements.

Nagel/Shimanski motion passes unanimously to authorize renovation to the Child Protection Interview Room at the Glencoe Police Department at a cost not to exceed \$ 25,000 for equipment and enhancements.

CONTINUATION OF 12/20/16 PUBLIC HEARING – 2017 Fee Schedule

A) Consider approval for 2017 fee schedule.

Department	Fee	2016	2017	Justification
Room Rental	County Boardroom	\$50.00 up to 2 hrs	NA	Room will not be available in 2017
Assessment Fees	Acoma Township	\$7,896.00/yr	\$6,152.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Bergen Township	\$7,298.00/yr	\$5,544.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Brownton City	\$4,200.00/yr	\$3,200.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Glencoe City	\$25,568.00/yr	\$19,304.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Glencoe Township	\$5,523.00/yr	\$4,344.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Hale Township	\$7,508.00/yr	\$5,840.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Hassan Valley Township	\$6,384.00/yr	\$5,040.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Helen Township	\$6,920.00/yr	\$5,376.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Hutchinson City	\$61,005.00/yr	\$46,496.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Lester Prairie	\$8,379.00/yr	\$6,408.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Plato	\$2,384.00/yr	\$1,781.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Winsted City	\$12,023.00/yr	\$9,200.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Winsted Township	\$7,287.00/yr	\$5,632.00/yr	McLeod County is reducing the fees they charge
Assessment Fees	Corrections to Assessment Books	NA	\$30.00/acre	Charge townships if the local assessors do not do their job.
Assessment Fees	Request for Assessment Info	NA	\$500.00/run	Services provided for sorting and sending information to companies

Highway	Access/Entrance Permits	\$50.00 / each	NA	No Charge - rationale is they probably paid once already, also it is very minimal on staff time.
Highway	Plat Review-Residential less than 6 lots	No Charge	NA	Remove fee because we haven't used it to date
Highway	Plat Review-Residential more than 6 lots	\$150.00 plus \$10.00 per lot	NA	Remove fee because we haven't used it to date
Highway	Plat Review-Commercial, Industrial, other	\$150.00 plus \$10.00 per lot	NA	Remove fee because we haven't used it to date
Law Enforcement Center	Electronic Home Monitoring - landline	\$13.50/day-\$94.50/wk	\$16.50/day-\$112.00/wk	Charges have gone up with the vendor that we use
Law Enforcement Center	Electronic Home Monitoring - cellular	\$14.50/day-\$101.50/wk	\$16.00/day-\$112.00/wk	Charges have gone up with the vendor that we use
Law Enforcement Center	Electronic Home Monitoring w/alcohol - landline	\$16.50/day-\$115.50/wk	\$18.00/day-\$126.00/wk	Charges have gone up with the vendor that we use
Law Enforcement Center	Sentenced Electronic Alcohol Monitoring - cellular	\$15.00/day-\$105.00/wk	\$13.00/day-\$91.00/wk	Charges have gone down with the vendor that we use
Law Enforcement Center	Monitoring-Hookup fee	\$40.00	\$30.00	Charges have gone down with the vendor that we use
Public Health	Foot Clinic	\$20.00	\$25.00	Rate increase was recommended and approved by Public Health Advisory Committee due to actual costs to Public Health being much higher and rate has not been changed in many years.
Public Health	Shelter	\$44.00/hr	\$61.46/hr	Rate increase was recommended and approved by Public Health Advisory Committee due to

				actual costs to Public Health being much higher and rate has not been changed in many years.
Solid Waste	Non-Contracted Single-Sort Proc. Fee	\$35.00/ton	\$40.00/ton	Cover cost associated with handling Hauler routes not contracted by the County or received from out of County sources
Solid Waste	Scaling Fee	NA	\$5.00/each	Cost of administration to assist non-county use of scale
Solid Waste	Problem Material Curbside Collection Pick-up Fee	NA	\$5.00/each+tax	Cost of administration to assist non-county use of scale
Solid Waste	County Collection Services	NA	\$5.00/cart/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the revenue received for material collected
Solid Waste	County Collection Services (every other week collection)	NA	\$20.00/basket/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the revenue received for material collected
Solid Waste	County Collection Services	NA	\$40.00/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the

				revenue received for material collected
Solid Waste	Out of County Contracted Collection Services	NA	\$60.00/month+tax	Partial cost of curbside transportation to assist city and rural residents with problem material recycling as an organized event. Commercial Services: to cover costs of providing the service; to include labor, equipment maintenance costs, trailer rental fees, fuel, and data management which are covered by the revenue received for material collected
Planning & Zoning	Greenhouse or Tent Style Construction Structures >2,400 Sq. Ft.	NA	\$75.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures >2,400 Sq. Ft. - County	NA	\$50.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures >2,400 Sq. Ft. - Township	NA	\$25.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures	NA	\$50.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than

	<2,400 Sq. Ft.			quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures <2,400 Sq. Ft. - County	NA	\$35.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	Greenhouse or Tent Style Construction Structures <2,400 Sq. Ft. - Township	NA	\$15.00	New category was considered part of accessory structure in 2016. 2017 reduced fee was put in place due to the less than quality of construction of these types of structures. These buildings will need to be replaced more often than stick built construction while also requiring less staff time to permit them.
Planning & Zoning	LUP - Solar Arrays of 1 MW or More	\$200.00 or \$20.00/acre whichever is greater	1,000.00 - or \$50.00 per acre, whichever is greater	These uses require more staff time throughout the duration of its operation without the ability to recover those staff time costs, therefore those costs need to be built into the fee schedule on the front end of the project.
Planning & Zoning	LUP – Solar Project Not on Grid	\$25.00	\$200.00 No CUP Required	These uses require more staff time throughout the duration of its operation without the ability to recover those staff time costs, therefore those costs need to be built into the fee schedule on the front end of the project.

Public comment was taken from a number of individuals with concerns including why the reduction of appraisal fees for the townships and was this the County's approach to requiring townships to become a True County form of Assessing. Residents inquired if the General Fund will be relied upon to supplement the cost of the Assessors Department lost by the decrease in revenues from appraisal fees.

There was also question about the new fee being charged to local assessors who the County determines did not complete their job. The question was asked as to who makes that determination. The County felt that County Assessor Sue Schultz would make that determination. Residents encouraged the County to work more effectively with the local appraisers and cited a time when the Assessors Department used to have a meeting with all the Local Assessors, this does not occur anymore.

Krueger/Shimanski motion to table the Assessor fees until February 7.

Roll Call Vote: Nies - Yes, Krueger - Yes, Nagel – No, Shimanski – Yes, Wright – No.

Kruger/Nagel motion carried unanimously to approve the remainder of the 2017 fee schedule.

Krueger/Nagel motion carried unanimously to close the public hearing.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz Ford

- A) Cindy Schultz asked the Board to consider issuing a permit for outdoor fireworks January 14, 2017 from 6:00 p.m. to 9:00 p.m. for Northern Lighter Pyrotechnics Inc. (Forest Lake, MN) at the location of 22232 Garden Avenue, Silver Lake MN. This fireworks demonstration on the Mike Mickolichek property is to test firework products and provide safety training and would not be open to the public. The fireworks products will not go any higher than 200 feet and the organizers have provided a certificate of insurance. This is the same company that has conducted this training for the last 5-6 years and Cindy will send out notification to residents in the area.

Shimanski/Nagel motion carried unanimously to approve the permit for outdoor fireworks January 14, 2017 from 6:00 PM to 9:00 p.m. for Northern Lighter Pyrotechnics Inc. (Forest Lake, MN) at the location of 22232 Garden Avenue, Silver Lake MN.

- B) Cindy Schultz Ford requested approval of the 2017 Tax Levy and Budget in the amount of \$19,733,264 which would be a 5% increase over 2016.

2017 Property Tax Levy

Certification Date: December 27, 2016

I hereby certify the 2017 Final Budget and Levy as approved by the County Board of Commissioners'.

County Board Chair

County Administrator

Fund	Total Revenues	Total Expenses	Reserves	2017 Certified Levy
<u>Levy Funds</u>				
01 Revenue	17,238,474	16,918,407	320,067	11,365,342
05 Library	194,217	194,217	-	194,217
	\$ 17,432,691	\$ 17,112,624	\$ 320,067	\$ 11,559,559
02 Road & Bridge	\$ 10,040,653	\$ 10,005,064	\$ 35,589	\$ 3,262,097
03 Social Services	9,387,857	9,452,764	\$ (64,907)	3,837,076
15 Trailblazer Transit	50,000	50,000	-	50,000
	\$ 9,437,857	\$ 9,502,764	\$ (64,907)	\$ 3,887,076
12 Special Revenue	\$ 1,240,718	\$ 1,297,762	\$ (57,044)	\$ 322,568
Debt Service				
10 Capital Improvement Plan	\$ 437,259	\$ 423,638	\$ 13,621	\$ 437,259
08 Capital Equipment Notes	\$ 264,705	\$ 256,900	\$ 7,805	\$ 264,705
Solid Waste Bonds	\$ 600,088	\$ 581,413	\$ 18,675	
	\$ 1,302,052	\$ 1,261,951	\$ 40,101	\$ 701,964
<u>Non-Levy Funds</u>				
Solid Waste	\$ 4,034,067	\$ 5,204,831	\$ (1,170,764)	
Capital Projects	0	1,385,250	(1,385,250)	
Grand Totals	\$ 43,488,038	\$ 45,770,246	\$ (2,282,208)	\$ 19,733,264

Nies/Wright motion passed to approve the 2017 Tax Levy and Budget in the amount of \$19,733,264 which would be a 5% increase over 2016.

COUNTY ADMINISTRATION

- A) Pat Melvin set the next Solid Waste Advisory Committee (SWAC) meeting for January 11th at 1:00 P.M. at the Solid Waste Facility.
- B) Pat Melvin notified the Board of receipt from Wright County Area Transportation's (WCAT) letter expressing WCAT's desire to withdraw from Trailblazer Transit Program was acknowledged.

Wright/Krueger motion carried unanimously to acknowledge WCAT's letter expressing desire to withdraw from Trailblazer Transit Program.

- C) Pat Melvin requested approval to hire full-time Correctional Officer (grade 14) in the Sheriff Office due to resignation.

Shimanski/Nagel motion carried unanimously to authorize replacement of full-time Correction Officer (Grade 14) in the Sheriff's Department.

- D) Pat Melvin presented proposed changes to Personnel Policy.

Hours of Work and Attendance, Section 1.7- Change including requesting that employee's note on their timecard in the comments section when their work schedule deviated from the regular work day.

Shimanski/Krueger motion carried unanimously to approve changes.

Reimbursable Expenditures, Section 2.3- Changes include requesting that employees have expenses in to the Auditor-Treasurer by the end of the pay period and no longer requiring agendas for training and conferences.

Wright/Krueger motion carried unanimously to approve changes.

Termination Entitlements, Section 2.4- Changes include specifying that employees resigning from the County prior to 15th will be responsible for the second half of their monthly health insurance cost.

Shimanski/Nies motion carried unanimously to approve changes.

Acceptable Use for Computer and Network Systems, Section 5.1. Changes include restricting use of the county e-mail and stipulating that County e-

mail should not be used to communicate with anyone other than those necessary to complete the duties of their position. There was some discussion among the Board based on employee concerns about whether or not this is too stringent and the example of having a spouse e-mail about a sick child was used as an example of a violation because it is not work related. Commissioner Krueger believes there needs to be something in Policy to address this issue.

Wright/Nagel motion carried unanimously to send this change back to the Policy Committee for more discussion.

- E) Pat Melvin requested consideration to set the general wage increase for Non-union employees.

Pat Melvin asked that the Board set the 2017 Non-union salary increases at the levels established by the Keystone market system. This includes first setting the 2017 pay ranges as outlined in the packet and secondly this includes bringing Non-union employee wages below minimum up to the new range minimum, providing an increase for some employees not at the market competitive rate and providing 2% movement for employees on the range for all full and part-time employees.

Nies/Shimanski motion carries unanimously to set the 2017 Non-union pay range as proposed by Keystone and provided in the packet.

Nies/Kruger motion carries unanimously to set the bringing Non-union employee wages below minimum up to the new range minimum, providing an increase for some employees not at the market competitive rate and providing 2% movement for employees on the range for all full and part-time employees.

- F) Pat Melvin requested consideration to establish Elected Officials 2017 salaries.

A survey was conducted of neighboring counties, Counties similar in population and the Keystone comparison Counties to aid in decision making since the elected officials were not included in the Keystone Study. The Keystone Study which the Budget Committee paid special attention in trying to be consistent with how employee were treated consisted of applying a labor differential being that these position are located in more rural McLeod County. This information showed that McLeod County elected officials are well behind market and so the Budget Committee is recommending a 5% increase for 2017.

COUNTY ATTORNEY

Nies/Shimanski motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 388.18 for County Attorney Michael Junge in the amount of \$111,714 based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.

COUNTY AUDITOR-TREASURER

Nagel/Nies motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 384.151 Auditor-Treasurer Cindy Schultz Ford in the amount of \$82,608 based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.

COUNTY SHERIFF

Nies/Shimanski motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 387.20 for County Sheriff Scott Rehmann in the amount \$85,246 of based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.

COUNTY RECORDER

Nagel/Shimanski motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 386.015 for County Recorder Lynn Ette Schrupp in the amount of \$75,036 based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.

- G) Pat Melvin requested adoption of Resolution 16-CB-40 Establish Salary, Schedule of Per Diem Payments and Expense Allowance for Commissioners and continue reimbursement of mileage at 2017 rate of .35/mile..

The Budget Committee recommendation is to not increase the 2017 Commissioner Salary but to increase the per diem from the current \$40/80 for half day/full day to \$50/100 and to keep the 2017 mileage reimbursement rate at .35/mile, the same as it was for 2016, based on a recommendation from Building Maintenance Supervisor Scott Grivna as it continues to accurately reflect the cost the County incurs to maintain its fleet of vehicles.

Shimanski/Krueger motion carries unanimously to approve Resolution 16-CB-40 Setting the 2017 Commissioner Salary at \$28,497 Per Diem at \$50/100 and Mileage reimbursement rate of .35/mile.

- H) Pat Melvin outlined the recommendation from the Budget Committee to combine account 25-105-5501 Lidar and Orthophotography into account 25-109-5912, GIS Aerial Photos. Ariel photos will be paid for from the Records Compliance Fund and funds from the cities will be deposited into this account.

Nies/Kruger motion carries unanimously to combine account 25-105-5501 Lidar and Orthophotography into account 25-109-5912, GIS Aerial Photos.

- D) Pat Melvin set a closed meeting of the Board to discuss 2017 labor negotiations for 2:30 PM on December 27 in upstairs Courthouse Conference Room.

Wright/Nagel motion carries unanimously to set a closed meeting to discuss 2017 labor negotiations for 2:30 PM on December 27 in the upstairs Courthouse Conference Room.

- J) Pat Melvin requested consideration to set the 2017 Non-union employer contribution for health insurance.

Pat Melvin requested to set the 2017 non-union employer contribution towards health insurance by increasing the employer contribution towards family health insurance by \$84.50 month for a total monthly contribution of \$1,072.00. Keep the non-union employer contribution for single health insurance at the 2016 level of 722.50 and no longer provide an incentive to employees moving to the Healthcare Savings Account because many have switched back after one year. The decision to only increase the family health insurance is based on the fact that employees with single health insurance do not incur any out of pocket expenses.

Kruger/Shimanski motion passes unanimously to approve increasing the 2017 employer contribution to family health insurance by \$84.50 per month.

Kruger/Shimanski motion passes unanimously to approve no increase to the 2017 employer contribution to single health insurance.

- K) Pat Melvin requested approval of the revised Keystone job description with the changes to date from the Review Committee.

The County spent considerable time and effort working with Keystone Compensation Group to review and update all County job descriptions. This motion would officially approve those updated job descriptions along with the positions that have been changed since this time by further review of the Review Committee, consisting of three staff that have undergone training from Keystone Compensation Group.

Kruger/Nies motion passed unanimously to recess at 10:29 A.M. until January 3, 2017 at 9:00 AM.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

DRAFT

McLEOD COUNTY
BOARD OF COMMISSIONERS
SYNOPSIS – December 27, 2016

1. Commissioners Wright, Shimanski, Krueger, Nies and Nagel were present.
2. Nagel/Shimanski motion carried unanimously to approve the agenda as revised.
3. Nies/Krueger motion carried unanimously to approve the consent agenda including December 16, 2016 Auditor's Warrants; December 19, 2016 Auditor's Warrants; Approve tax refund of \$1,853 for parcel number 23.298.0010. A fire occurred on July 4th 2016 in which the building was deemed unlivable. The refund is for 6 months of taxes just on the structure; Approve the renewal of Labor Contract with Adult Training & Habilitation Center (Winsted, MN) for recycling labor performed at the McLeod County Materials Recycling Facility (MRF) at a rate increase of \$.10/hour.
4. Shimanski/Krueger motion carried unanimously to approve payment of bills totaling \$117,918.24 from the aforementioned funds.
5. Nies/Shimanski motion carries unanimously to approve the tax court settlement dismissing 2014 and 2015 and authorize Michael Junge to sign on behalf of the County.
6. Nies/Krueger motion carries unanimously to approve the tax abatement for payable 2016 reducing the value from \$6,304,000 to \$6,250,000 and reducing payable 2017 from \$6,422,100 to \$6,250,000.
7. Nies/Krueger motion passes unanimously to authorize Scott Grivna to have out of state travel to attend Alerton Certified Engineer Course in Lynnwood, Washington at a cost not to exceed \$2,600.
8. Nagel/Shimanski motion passes unanimously to authorize renovation to the Child Protection Interview Room at the Glencoe Police Department at a cost not to exceed \$ 25,000 for equipment and enhancements.
9. Krueger/Shimanski motion to table the Assessor fees until February 7. Roll Call Vote: Nies - Yes, Krueger - Yes, Nagel – No, Shimanski – Yes, Wright – No.
10. Krueger/Nagel motion carried unanimously to approve the remainder of the 2017 fee schedule.
11. Krueger/Nagel motion carried unanimously to close the public hearing.
12. Shimanski/Nagel motion carried unanimously to approve the permit for outdoor fireworks January 14, 2017 from 6:00 PM to 9:00 p.m. for Northern Lighter Pyrotechnics Inc. (Forest Lake, MN) at the location of 22232 Garden Avenue, Silver Lake MN.
13. Nies/Wright motion passed to approve the 2017 Tax Levy and Budget in the amount of \$19,733,264 which would be a 5% increase over 2016.
14. Wright/Krueger motion carried unanimously to acknowledge WCAT's letter expressing desire to withdraw from Trailblazer Transit Program.
15. Shimanski/Nagel motion carried unanimously to authorize replacement of full-time Correction Officer (Grade 14) in the Sheriff's Department.

16. Shimanski/Krueger motion carried unanimously to approve changes to personnel policy.
17. Nies/Shimanski motion carries unanimously to set the 2017 Non-union pay range as proposed by Keystone and provided in the packet.
18. Nies/Krueger motion carries unanimously to set the bringing Non-union employee wages below minimum up to the new range minimum, providing an increase for some employees not at the market competitive rate and providing 2% movement for employees on the range for all full and part-time employees.
19. Nies/Shimanski motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 388.18 for County Attorney Michael Junge in the amount of \$111,714 based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.
20. Nagel/Nies motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 384.151 Auditor-Treasurer Cindy Schultz Ford in the amount of \$82,608 based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.
21. Nies/Shimanski motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 387.20 for County Sheriff Scott Rehmann in the amount \$85,246 of based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.
22. Nagel/Shimanski motion carries unanimously to set the 2017 salary pursuant to Minnesota Statute 386.015 for County Recorder Lynn Ette Schrupp in the amount of \$75,036 based upon the responsibilities and duties of the office and taking into account the experience, qualifications, and performance of the incumbent.
23. Shimanski/Krueger motion carries unanimously to approve Resolution 16-CB-40 Setting the 2017 Commissioner Salary at \$28,497 Per Diem at \$50/100 and Mileage reimbursement rate of .35/mile.
24. Nies/Krueger motion carries unanimously to combine account 25-105-5501 Lidar and Orthophotography into account 25-109-5912, GIS Aerial Photos.
25. Wright/Nagel motion carries unanimously to set a closed meeting to discuss 2017 labor negotiations for 2:30 PM on December 27 in the upstairs Courthouse Conference Room.
26. Krueger/Shimanski motion passes unanimously to approve increasing the 2017 employer contribution to family health insurance by \$84.50 per month.
27. Krueger/Shimanski motion passes unanimously to approve no increase to the 2017 employer contribution to single health insurance.
28. Nies/Krueger motion passes unanimously to approve the revised Keystone job description with the changes to date from the Review Committee.

Complete minutes are on file in the County Administrator's Office. The meeting recessed at 10:29 a.m. until January 3, 2017.

Attest:

Paul Wright, Board Chair

Patrick Melvin, County Administrator

DRAFT

***** McLeod County IFS *****



POOL
12/23/16 11:30AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Print List in Order By:	2	1 - Fund (Page Break by Fund)	Page Break By:	1	1 - Page Break by Fund
		2 - Department (Totals by Dept)			2 - Page Break by Dept
		3 - Vendor Number			
		4 - Vendor Name			

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

Type of Audit List: D D - Detailed Audit List
S - Condensed Audit List

Save Report Options?: N



POOL
12/23/16 11:30AM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			...		
3028	MINNESOTA CHILD SUPPORT PAYMENT					
55	01-000-000-0000-2056		317.48	CHILD SUPPORT 11/27/2016 12/10/2016	001124208702	Child Support Garnishment Payable
57	01-000-000-0000-2056		117.67	CHILD SUPPORT 11/27/2016 12/10/2016	001436294701	Child Support Garnishment Payable
54	01-000-000-0000-2056		257.96	CHILD SUPPORT 11/27/2016 12/10/2016	001447664801	Child Support Garnishment Payable
56	01-000-000-0000-2056		130.13	CHILD SUPPORT 11/27/2016 12/10/2016	001499730601	Child Support Garnishment Payable
58	01-000-000-0000-2056		111.67	CHILD SUPPORT 11/27/2016 12/10/2016	001527027301	Child Support Garnishment Payable
59	01-000-000-0000-2056		327.64	CHILD SUPPORT 11/27/2016 12/10/2016	001530953002	Child Support Garnishment Payable
3028	MINNESOTA CHILD SUPPORT PAYMENT		1,262.55	6 Transactions		
0	DEPT Total:		1,262.55	...	1 Vendors	6 Transactions
13	DEPT			COURT ADMINISTRATOR'S		
4583	JONES & MAGNUS LLC					
20	01-013-000-0000-6273		112.50	COURT APPT D BAYERL 13772	9764	Court Appt Atty-Other
21	01-013-000-0000-6273		142.50	COURT APPT CF 43-PR-06-318	9877	Court Appt Atty-Other
22	01-013-000-0000-6273		438.75	COURT APPT MM 43-PR-11-2016	9878	Court Appt Atty-Other
23	01-013-000-0000-6273		22.50	COURT APPT M MEYER 43-P1-95-2	9879	Court Appt Atty-Other
24	01-013-000-0000-6273		90.00	COURT APPT SR 43-P4-06-136	9880	Court Appt Atty-Other
4583	JONES & MAGNUS LLC		806.25	5 Transactions		
3690	OELFKE LAW OFFICE					
62	01-013-000-0000-6272		315.00	COURT APPT JL/DK JV-16-184	L0000001	Court Appt Atty-Dep/Neg/Ter
63	01-013-000-0000-6272		135.00	COURT APPT KH/TC JV-16-207	L0000002	Court Appt Atty-Dep/Neg/Ter
64	01-013-000-0000-6272		105.00	CRT APPT JK/AA/MK/TS JV-16-185	L0000003	Court Appt Atty-Dep/Neg/Ter
65	01-013-000-0000-6272		75.00	COURT APPT SP/JR/BH JV-16-29	L0000004	Court Appt Atty-Dep/Neg/Ter
66	01-013-000-0000-6272		495.00	CRT APPT JP/AC/LT/CT JV-16-99	L0000005	Court Appt Atty-Dep/Neg/Ter
3690	OELFKE LAW OFFICE		1,125.00	5 Transactions		
13	DEPT Total:		1,931.25	COURT ADMINISTRATOR'S	2 Vendors	10 Transactions
65	DEPT			INFORMATION SYSTEMS		



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2348	XIGENT					
70	01-065-000-0000-6321		1,600.00	PREFESSIONAL SERVICES	71593	Maintenance Agreements
68	01-065-000-0000-6610		18,135.26	VIDEO SURVEILLANCE-CH	71593	Capital - Over \$5,000 (Fixed Assets)
69	01-065-000-0000-6610		18,135.26	VIDEO SURVEILLANCE-HATS	71593	Capital - Over \$5,000 (Fixed Assets)
2348	XIGENT		37,870.52	3 Transactions		
65	DEPT Total:		37,870.52	INFORMATION SYSTEMS	1 Vendors	3 Transactions
101	DEPT			COUNTY RECORDER'S		
3696	FIRST MINNETONKA CITY BANK					
9	01-101-000-0000-6810		20.00	OVERPAYMENT T61004		Refunds And Reimbursements
3696	FIRST MINNETONKA CITY BANK		20.00	1 Transactions		
101	DEPT Total:		20.00	COUNTY RECORDER'S	1 Vendors	1 Transactions
111	DEPT			COURTHOUSE BUILDING		
539	CENTER POINT ENERGY					
3	01-111-000-0000-6255		1,794.62	GAS BILL CH	5969231-9	Natural Gas
539	CENTER POINT ENERGY		1,794.62	1 Transactions		
111	DEPT Total:		1,794.62	COURTHOUSE BUILDING	1 Vendors	1 Transactions
201	DEPT			COUNTY SHERIFF'S OFFICE		
253	LIGHT & POWER COMMISSION					
27	01-201-000-0000-6253		143.81	ELECTRIC BAXTER AVE	01-802120-03	Electricity
253	LIGHT & POWER COMMISSION		143.81	1 Transactions		
1160	MCLEOD COUNTY AUDITOR TREASURER					
50	01-201-000-0000-6327		11.00	#110 LICENSE PLATE FEE		General Auto Maintenance
1160	MCLEOD COUNTY AUDITOR TREASURER		11.00	1 Transactions		
201	DEPT Total:		154.81	COUNTY SHERIFF'S OFFICE	2 Vendors	2 Transactions
251	DEPT			COUNTY JAIL		
1160	MCLEOD COUNTY AUDITOR TREASURER					
51	01-251-000-0000-6327		11.00	#144 LICENSE PLATE FEE		General Auto Maintenance
1160	MCLEOD COUNTY AUDITOR TREASURER		11.00	1 Transactions		

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
1 GENERAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
251	DEPT Total:		11.00	COUNTY JAIL	1 Vendors	1 Transactions
1	Fund Total:		43,044.75	GENERAL REVENUE FUND		24 Transactions

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
3 ROAD & BRIDGE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
0 DEPT		...		
3328 GURSTEL CHARGO PA				
11 03-000-000-0000-2055		277.00	GARNISHMENT	683730 Garnishments Payable
			11/27/2016 12/10/2016	
3328 GURSTEL CHARGO PA		277.00	1 Transactions	
0 DEPT Total:		277.00	...	1 Vendors 1 Transactions
310 DEPT				
213 MCLEOD COOP POWER ASSN				
28 03-310-000-0000-6254		15.82	TRAFFIC LIGHT TH 212 & CSAH 1	Intersection Lighting
29 03-310-000-0000-6254		45.47	TRAFFIC LIGHT TH 7 & CSAH 115	Intersection Lighting
30 03-310-000-0000-6254		45.72	TRAFFIC LIGHT TH 15 & CSAH 18	Intersection Lighting
31 03-310-000-0000-6254		50.62	TRAFFIC LIGHT CSAH 13 & 23	Intersection Lighting
32 03-310-000-0000-6254		50.75	TRAFFIC LIGHT CSAH 2 & 3	Intersection Lighting
33 03-310-000-0000-6254		49.46	TRAFFIC LIGHT CSAH 25 & 26	Intersection Lighting
34 03-310-000-0000-6254		44.44	TRAFFIC LIGHT CSAH 7 & 115	Intersection Lighting
35 03-310-000-0000-6254		51.13	TRAFFIC LIGHT CSAH 18 & 7	Intersection Lighting
36 03-310-000-0000-6254		39.81	TRAFFIC LIGHT CSAH 2 & 22	Intersection Lighting
37 03-310-000-0000-6254		49.20	TRAFFIC LIGHT CSAH 115 & 25W	Intersection Lighting
38 03-310-000-0000-6254		51.13	TRAFFIC LIGHT CSAH 115 & 25E	Intersection Lighting
39 03-310-000-0000-6254		49.07	TRAFFIC LIGHT CSAH 25 & 62	Intersection Lighting
40 03-310-000-0000-6254		49.72	TRAFFIC LIGHT CSAH 4 & 11	Intersection Lighting
41 03-310-000-0000-6254		49.84	TRAFFIC LIGHT CSAH 12 & 19	Intersection Lighting
42 03-310-000-0000-6254		48.94	TRAFFIC LIGHT CSAH 115 & 14	Intersection Lighting
43 03-310-000-0000-6254		45.98	TRAFFIC LIGHT CSAH 5 & 2	Intersection Lighting
44 03-310-000-0000-6254		48.43	TRAFFIC LIGHT CSAH 5 & 31	Intersection Lighting
45 03-310-000-0000-6254		53.19	TRAFFIC LIGHT CSAH 4 & 79	Intersection Lighting
46 03-310-000-0000-6254		48.69	TRAFFIC LIGHT CSAH 7 & 79	Intersection Lighting
47 03-310-000-0000-6254		69.79	TRAFFIC LIGHT TH 22 & CR 11	Intersection Lighting
48 03-310-000-0000-6254		45.60	TRAFFIC LIGHT TH 15 & CR 32	Intersection Lighting
49 03-310-000-0000-6254		45.47	TRAFFIC LIGHT TH 15 & CR 3	Intersection Lighting
213 MCLEOD COOP POWER ASSN		1,048.27	22 Transactions	
310 DEPT Total:		1,048.27	HIGHWAY MAINTENANCE	1 Vendors 22 Transactions
3 Fund Total:		1,325.27	ROAD & BRIDGE FUND	23 Transactions

***** McLeod County IFS *****



POOL 12/23/16 11:30AM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
391	DEPT			SOLID WASTE TIP FEE		
5	134 CITY OF HUTCHINSON 05-391-000-0000-6257		37.57	WATER SEWER 11/01/2016 11/30/2016	308506510	Sewer, Water And Garbage Removal
	134 CITY OF HUTCHINSON		37.57		1 Transactions	
15	32875 HUTCHINSON UTILITIES COMMISSION 05-391-000-0000-6253		752.80	ELECTRIC 11/01/2016 12/01/2016	00410076-02748	Electricity
18	05-391-000-0000-6255		460.62	GAS 11/01/2016 12/01/2016	00410076-02748	Natural Gas
	32875 HUTCHINSON UTILITIES COMMISSION		1,213.42		2 Transactions	
391	DEPT Total:		1,250.99	SOLID WASTE TIP FEE	2 Vendors	3 Transactions
393	DEPT			MATERIALS RECOVERY FACILITY		
4	134 CITY OF HUTCHINSON 05-393-000-0000-6257		291.13	WATER SEWER 11/01/2016 11/30/2016	308506502	Sewer, Water And Garbage Removal
	134 CITY OF HUTCHINSON		291.13		1 Transactions	
14	32875 HUTCHINSON UTILITIES COMMISSION 05-393-000-0000-6253		3,094.84	ELECTRIC 11/01/2016 12/01/2016	00410076-02748	Electricity
17	05-393-000-0000-6255		1,893.67	GAS 11/01/2016 12/01/2016	00410076-02748	Natural Gas
	32875 HUTCHINSON UTILITIES COMMISSION		4,988.51		2 Transactions	
25	664 LENTSCH TRUCKING 05-393-000-0000-6269		470.00	RECYCLABLES PICKED UP		Contracts
26	05-393-000-0000-6269		4,375.00	RECYCLED MATL SHIPPING		Contracts
	664 LENTSCH TRUCKING		4,845.00		2 Transactions	
393	DEPT Total:		10,124.64	MATERIALS RECOVERY FACILITY	3 Vendors	5 Transactions
397	DEPT			HOUSEHOLD HAZARDOUS WASTE		
16	32875 HUTCHINSON UTILITIES COMMISSION 05-397-000-0000-6253		334.58	ELECTRIC	00410076-02748	Electricity

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
5 SOLID WASTE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
19	05-397-000-0000-6255		204.73	GAS 11/01/2016 12/01/2016	00410076-02748	Natural Gas
32875	HUTCHINSON UTILITIES COMMISSION		539.31	11/01/2016 12/01/2016 2 Transactions		
60	3028 MINNESOTA CHILD SUPPORT PAYMENT 05-397-000-0000-2056		265.80	CHILD SUPPORT 11/27/2016 12/10/2016	001492611501	CHILD SUPPORT GARNISHMENT PAYABLE
	3028 MINNESOTA CHILD SUPPORT PAYMENT		265.80	11/27/2016 12/10/2016 1 Transactions		
397	DEPT Total:		805.11	HOUSEHOLD HAZARDOUS WASTE	2 Vendors	3 Transactions
5	Fund Total:		12,180.74	SOLID WASTE FUND		11 Transactions

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
11 HUMAN SERVICE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
430	DEPT		INDIVIDUAL AND FAMILY SOCIAL SERVI		
	3028 MINNESOTA CHILD SUPPORT PAYMENT				
61	11-430-000-0000-2056		276.88	CHILD SUPPORT	001486828601 Child Support Garnishment Payable
				11/27/2016 12/10/2016	
	3028 MINNESOTA CHILD SUPPORT PAYMENT		276.88	1 Transactions	
430	DEPT Total:		276.88	INDIVIDUAL AND FAMILY SOCIAL SER	1 Vendors 1 Transactions
11	Fund Total:		276.88	HUMAN SERVICE FUND	1 Transactions

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
25 SPECIAL REVENUE FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
225	DEPT			MCLEOD COUNTY SHERIFFS POSSE		
	2052 ROLFZEN/LUAINE					
67	25-225-000-0000-6350		280.00	SEWING POSSE PATCHES		Other Services & Charges
	2052 ROLFZEN/LUAINE		280.00	1 Transactions		
225	DEPT Total:		280.00	MCLEOD COUNTY SHERIFFS POSSE	1 Vendors	1 Transactions
25	Fund Total:		280.00	SPECIAL REVENUE FUND		1 Transactions

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
848	DEPT			WIC PEER GRANT		
3433	DOHERTY STAFFING SOLUTIONS					
73	82-848-000-0000-6265		605.92-	CREDIT	102133	PROFESSIONAL SERVICES
6	82-848-000-0000-6265		1,553.15	STAFFING SERVICES FOR WIC	112490	PROFESSIONAL SERVICES
3433	DOHERTY STAFFING SOLUTIONS		947.23	2 Transactions		
848	DEPT Total:		947.23	WIC PEER GRANT	1 Vendors	2 Transactions
853	DEPT			LOCAL PUBLIC HEALTH GRANT		
3525	BARNA, GUZY & STEFFEN LTD					
2	82-853-000-0000-6265		4,050.00	DELEGATION AGREEMENT REVISIONS	165702	Professional Services
3525	BARNA, GUZY & STEFFEN LTD		4,050.00	1 Transactions		
3645	HUTCHINSON EVENT CENTER					
12	82-853-000-0000-6353		105.00	STAFF TRAINING 11/28/2016		Meeting Expense
3645	HUTCHINSON EVENT CENTER		105.00	1 Transactions		
853	DEPT Total:		4,155.00	LOCAL PUBLIC HEALTH GRANT	2 Vendors	2 Transactions
856	DEPT			FPSP		
8125	ACMC LITCHFIELD					
1	82-856-000-0000-6261		1,333.31	EXAMS MMC CHS	ACCT#49-10782	Physical Examinations
8125	ACMC LITCHFIELD		1,333.31	1 Transactions		
4006	FAMILY REXALL DRUG					
8	82-856-000-0000-6439		22.48	PRESCRIPTION MMS CHS	RX16130556	Prescriptions
4006	FAMILY REXALL DRUG		22.48	1 Transactions		
2412	GLENCOE REGIONAL HEALTH SERVICES					
10	82-856-000-0000-6261		23.00	EXAMS MMS CHS	ACCT#42806	Physical Examinations
2412	GLENCOE REGIONAL HEALTH SERVICES		23.00	1 Transactions		
6206	MEEKER MEMORIAL HOSPITAL					
52	82-856-000-0000-6260		120.00	STD TESTINF MMS CHS	ACCT#23223	Std Testing
6206	MEEKER MEMORIAL HOSPITAL		120.00	1 Transactions		
856	DEPT Total:		1,498.79	FPSP	4 Vendors	4 Transactions

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
82 COMMUNITY HEALTH SER

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
862	DEPT		SHIP			
	3695 ELBOWS ALLOWED DISTINCT CATERING					
7	82-862-000-0000-6350		447.88	SHIP PARTNER EXPENSE		Other Services & Charges
	3695 ELBOWS ALLOWED DISTINCT CATERING		447.88	1 Transactions		
	3645 HUTCHINSON EVENT CENTER					
13	82-862-000-0000-6350		140.00	SHIP PARTNER EXPENSE		Other Services & Charges
	3645 HUTCHINSON EVENT CENTER		140.00	1 Transactions		
	6206 MEEKER MEMORIAL HOSPITAL					
53	82-862-000-0000-6350		126.65	SHIP PARTNER EXPENSE		Other Services & Charges
	6206 MEEKER MEMORIAL HOSPITAL		126.65	1 Transactions		
862	DEPT Total:		714.53	SHIP	3 Vendors	3 Transactions
82	Fund Total:		7,315.55	COMMUNITY HEALTH SERVICE		11 Transactions

***** McLeod County IFS *****



POOL
12/23/16 11:30AM
86 TRUST & AGENCY FUND

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
975	DEPT			DNR CLEARING ACCOUNT		
	509 MINNESOTA DNR					
72	86-975-000-0000-6850		4,356.50	DNR		Collections For Other Agencies
				12/13/2016 12/19/2016		
	509 MINNESOTA DNR		4,356.50		1 Transactions	
975	DEPT Total:		4,356.50	DNR CLEARING ACCOUNT	1 Vendors	1 Transactions
976	DEPT			GAME & FISH CLEARING ACCOUNT		
	509 MINNESOTA DNR					
71	86-976-000-0000-6850		43.00	G & F		Collections For Other Agencies
				12/13/2016 12/19/2016		
	509 MINNESOTA DNR		43.00		1 Transactions	
976	DEPT Total:		43.00	GAME & FISH CLEARING ACCOUNT	1 Vendors	1 Transactions
86	Fund Total:		4,399.50	TRUST & AGENCY FUND		2 Transactions
	Final Total:		68,822.69	32 Vendors	73 Transactions	

***** McLeod County IFS *****



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	43,044.75	GENERAL REVENUE FUND	
	3	1,325.27	ROAD & BRIDGE FUND	
	5	12,180.74	SOLID WASTE FUND	
	11	276.88	HUMAN SERVICE FUND	
	25	280.00	SPECIAL REVENUE FUND	
	82	7,315.55	COMMUNITY HEALTH SERVICE	
	86	4,399.50	TRUST & AGENCY FUND	
	All Funds	68,822.69	Total	Approved by,
			
			

Consent Agenda - January 3, 2017 Board Meeting

Approve Employee Dishonesty and Faithful Performance of Duty Coverage bonds for officers and employees in the following amounts:

Coverage Limit	Coverage	Employee Covered	
\$ 50,000	Blanket Employee Dishonesty Coverage w/Faithful Performance of Duty Coverage	All Employees	MCIT
\$100,000	Excess Limit of Insurance	Treasurer	Old Republic Surety
\$ 10,000	Credit, Debit or Charge Card Forgery	All Employees	Old Republic Surety
\$ 10,000	Forgery or Alteration	All Employees	Old Republic Surety



County of McLeod

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COUNTY ADMINISTRATOR

PATRICK MELVIN
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Pat.Melvin@co.mcleod.mn.us

RESOLUTION 17-RB01-01

DESIGNATING McLEOD COUNTY WEBSITE AS OFFICIAL PUBLICATION FOR TRANSPORTATION PROJECTS

WHEREAS: pursuant to authority contained in Minn. Stat. 331A.12 the McLeod County Board of Commissioners may designate the McLeod County Web Site as the official publication of transportation projects.

NOW, THEREFORE, BE IT RESOLVED: that the McLeod County, MN web site is designated the official publication for transportation projects.

Adopted this 3rd day of January, 2017.

Board Chair

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by McLeod County at a duly authorized meeting thereof held on the 3rd day of January, 2017, as shown by the minutes of said meeting in my possession.

Pat Melvin, County Administrator

McLEOD COUNTY PUBLIC HEALTH NURSING SERVICES

HISPANIC OUTREACH WORKER CONTRACT

THIS AGREEMENT is made and entered into as of the 1st day of January, 2017, by McLeod County Public Health Nursing Service and Carmen Patino, Hispanic Outreach Worker.

WITNESSETH:

WHEREAS, The County desires to contract with a competent and qualified individual to provide outreach services on an intermittent part-time basis to assist the County in providing comprehensive public health care; and

WHEREAS, the Outreach Worker is competent and qualified to reach out and to the Hispanic population and desires to provide his/her professional services upon request according to the terms and conditions stated herein;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties do agree as follows:

I. TERM

The term of this Agreement is from January 1, 2017 to December 31, 2017, the date of signature by the parties notwithstanding, unless earlier terminated as provided herein.

II. WARRANTY

The Hispanic Outreach Worker warrants and represents that he/she is fluent in Spanish and knowledgeable in Hispanic cultural practices. He/she must also be in good standing from the Criminal Background Check.

III. SERVICES - CONSULTATION AND EDUCATION

Hispanic Outreach Worker shall, upon request by the County, make every reasonable effort to be available to the County at requested times and places in order to provide the following services:

- a) Assistance at WIC Clinics with WIC activities.
- b) Assistance at C&TC and ECS clinics with various clinic activities
- c) Provide family mentoring activities to Hispanic families
- d) Provide interpretation and translation to these families and staff

IV. SERVICES - EVALUATION AND HISPANIC OUTREACH. ACTIVITIES

In addition to those services provided for under Paragraph III, the Hispanic Outreach Worker shall, upon request by the County, make every reasonable effort to provide the following services in a prompt and timely manner to designated McLeod County clients at designated locations:

- a) Hispanic Outreach Worker shall recommend clients for admission to the County and after review and acceptance of the clients by the County; the client may be admitted by the County for health services.
- b) The required job description is attached and incorporated by reference into this contract (see addendum one). In the event such job description is amended at any time during the term of the contract, the Hispanic Outreach Worker agrees, upon receipt of a written copy of the new job description, to fulfill the duties set forth.
- c) The Hispanic Outreach services will be rendered to clients of McLeod County Public Health Nursing Services.
- d) The Hispanic Outreach Worker shall take all necessary steps to contact the designated client in order to evaluate and determine the type of concerns or problems the client possesses and based thereon, the Hispanic Outreach Worker shall assist the family in accessing needed services.

- e) Hispanic Outreach Worker will work with families and other staff of McLeod County, as appropriate, and help the family develop goals for themselves and for their children.
- f) Hispanic Outreach Worker shall participate as an assistant in screening clinics, immunization clinics, WIC, and other activities as designated by the County.

V. CONDITIONS OF SERVICE

Hispanic Outreach worker understands and agrees that for purposes of this Agreement he/she shall provide those services specified in paragraph IV (a) through (f) to clients that are served by the County. The Hispanic Outreach Worker further understands and agrees that each visit to a designated client for purposes of providing services hereunder, and each period of counseling, instruction, or advice under paragraph IV should be coordinated with the County whenever possible.

VI. NO MINIMUM REQUIREMENT

It is understood and agreed by the parties that the County assumes no obligation to purchase all of its requirements for Hispanic Outreach Services as defined by the terms of this Agreement from this contracting party. Further, the County makes no guarantee of minimum hours.

VII. TRANSPORTATION/SUPPLIES

The Hispanic Outreach Worker shall provide his/her own transportation in providing all services hereunder, unless otherwise expressly agreed by the parties. County shall provide an appropriate bag/case and appropriate supplies for the services rendered.

VIII. CONTINUING EDUCATION

- a) The Hispanic Outreach Worker may receive reimbursement for continuing education registration fees with approval of McLeod County in an amount

not to exceed Fifty and 00/100 Dollars (\$50) per year. The County will not compensate the Hispanic Outreach Worker for travel time, service time, or mileage related to the educational class.

- b) The County may provide continuing education and request the Hispanic Outreach worker to attend. The County may request the Hispanic Outreach worker to attend other continuing education programs that are offered through other organizations, which are specific to the County programs. The County will compensate the Hispanic Outreach Worker for service time, travel time and mileage.

IX. RECORDS AND REPORTS

The Hispanic Outreach worker shall secure, record and submit as specified, the following information:

- a) Progress notes and observation on designated clients shall be documented within one week of providing service.
- b) A Daily Log which includes:
 - 1) Miles traveled within McLeod County to provide the designated services,
 - 2) Service/activity description,
 - 3) Time per service/activity; and
 - 4) Coding for the above items.The Daily Log is completed each day and the Daily Log for the entire week must be sent to the County at the end of each week. Activities reported in the Daily Log shall include client visits, group activities, clinics or other designated services.

X. HIPAA Protocol

The Contractor provides assurances to the Public Health Nursing Service that she will comply with Health Information Portability and Accountability Act (HIPAA) requirements necessary to protect individual identifying health information (IIHI). Use and disclosure will require that all IIHI be:

- ◆ Appropriately safeguarded;
- ◆ Any misuse of IIHI will be reported to the Public Health Nursing Service;
- ◆ Secure satisfactory assurances from any subcontractor;
- ◆ Grant individuals access and ability to amend their IIHI;

- ◆ Make available an accounting of disclosures; release applicable records to the Department of Health if requested; and
- ◆ Upon termination, return or destroy all IHI in accordance with conventional record destruction practices.

XI. BILLING AND PAYMENT

- a) The County shall pay for time assigned and worked as submitted on the nurse's daily report form monthly at the rate of \$30.84 per hour.
- b) The County shall pay mileage at the current county rate. The Hispanic Outreach Worker shall be compensated for travel within McLeod County from his/her home or nearest county line to the first client, between clients and from the last client to his/her home or nearest county line. The same compensation applies to all other designated services or activities performed by the Hispanic Outreach Worker.
- c) Hispanic Outreach Worker shall not bill any designated client, any family member of any designated client, or any insurance company for any services provided by him/her hereunder.
- d) For continuing education reimbursement under Paragraph VIII (a), herein, the Hispanic Outreach Worker shall submit a copy of the completed registration form and a copy of his/her check for the registration fee.
- g) The County shall pay the Hispanic Outreach Worker for all services provided hereunder at the rate specified above, within thirty (30) days of the date his/her billing statement is received by the County.

XII. INDEPENDENT CONTRACTOR

It is agreed by the parties, that at all times and for all purposes within the scope of this Agreement, the relationship of the Hispanic Outreach Worker to the County is that of independent contractor and not that of employee. No statement contained in this Agreement shall be construed so as to find the Hispanic Outreach Worker an employee of the County. Contractor acknowledges and agrees that the contractor is not entitled to receive any of the benefits received by County employees and is not eligible for worker's or unemployment

compensation benefits under the County. Contractor also acknowledges and agrees that no withholding or deduction for State or Federal Income Tax, FICA, FUTA, or otherwise will be made from the payments due contractor and that it is contractor's sole obligation to comply with the applicable provisions of all Federal and State Tax Laws.

XIII. INSURANCE

The Hispanic Outreach Worker shall maintain insurance against liability for personal injuries, death and property damage arising out of ownership, maintenance and use of any automobile. Such insurance will be for not less than \$100,000/\$300,000.

XIV. DISCRIMINATION

The Hispanic Outreach worker agrees not to discriminate against any designated client in the provision of service hereunder on the basis of race, religion, creed, sex or national origin.

XV. SERVICES NOT PROVIDED FOR

No claim for services provided by the Hispanic Outreach Worker not specifically provided for in this Agreement will be honored by the County.

XVI. SUB-CONTRACTS

Hispanic Outreach Worker shall not enter sub-contracts for any of the services to be performed hereunder by him/her.

XVII. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the Hispanic Outreach Worker and the County relating to the subject matter hereof.

XVIII. REQUIREMENT OF A WRITING

Any alterations, amendments, deletions or waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by the parties.

XIX. This Agreement may be terminated by either party at any time, with or without cause, upon thirty (30) days written notice delivered by mail or in person. For purposes of early termination, notice may be sent to the County as follows:

Director of Public Health Nursing Services
1805 Ford Avenue N. Suite 200
Glencoe, MN 55336

IN WITNESS THEREOF, the County and the Hispanic Outreach worker have executed this Agreement as of the day and year first above written.

McLeod County

BY:

McLeod County Board Chairperson

Date

Carmen Fatiño
Hispanic Outreach Worker

12-22-2016
Date

Jennifer Hauser
Approved by Director of McLeod
County Public Health Nursing Service

12-22-2016
Date

McLeod County Administrator

Date

Approved as to form and execution:

McLeod County Attorney

Date

Emergency Communications Network, LLC

780 West Granada Boulevard
Ormond Beach, FL 32174
Phone 386-676-0294 Fax 386-676-1127

INVOICE #: ECN-025413
DATE: 12/20/2016

BILL TO: McLeod County, MN
Accounts Payable
Kevin Mathews
801 East 10th Street
Glencoe, MN 55336

REFERENCE #	MEMO	PAYMENT TERMS
		Due on receipt

DESCRIPTION	AMOUNT
CodeRED extension for 01/01/2017 - 12/31/2017	\$14,175.00
CodeRED Weather Warning extension for 01/01/2017 - 12/31/2017	\$5,815.00
Integrated Public Alert Warning System (IPAWS) Submission App for 01/01/2017 - 12/31/2017	\$1,200.00
	SUBTOTAL \$21,190.00
	TOTAL \$21,190.00

County of McLeod

REQUEST FOR PROPOSAL (RFP)

CLOSING DATE AND TIME: FEBRUARY 10, 2017, AT 12:00 NOON

CONTRACT FOR RECYCLABLES PROCESSING AND MARKETING

The County of McLeod, Minnesota, invites proposals from all qualified recycling processors desiring to furnish the County with Recyclables Processing and Marketing.

A sealed copy of the proposal may be submitted by courier or hand delivered to the McLeod County Administrator, 830 11th Street East, Glencoe, MN 55336, FAX 320-864-1809, or email to Pat.Melvin@co.mcleod.mn.us. Proposals submitted must be received on or before February 10, 2017, at 12:00 noon.

GENERAL CLAUSES AND CONDITIONS

1. The initial term of the contract may be for two years with additional two-year renewal periods at the option of either the County or the contractor.
2. After the RFPs are received, the County may negotiate with any contractor to provide the best financial benefit and service to McLeod County. This process is not subject to the Minnesota Public Bidding Act, as exempted in Minnesota Statute § 400.04, Subd. 3.
3. Insurance: The successful contractor must maintain insurance in general liability form, workers compensation, professional liability, and shall indemnify McLeod County and shall name McLeod County as an additional insured. The liability limits of insurance shall be the maximum liability amounts contained within Minnesota Statute § 466.04.
4. Proposals will be received and publically acknowledged at the first public board meeting following the date set for receipt of the proposals. 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.
5. McLeod County is an Equal Opportunity Employer and requires all contractors to also be Equal Opportunity Employers.

6. 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.
7. McLeod County is willing to consider optional forms of contracting that would include incentives to a contractor by sharing in the proceeds of the sales of the recycled product with a corresponding reduction in the flat rate fee. McLeod County is seeking a long-term partnership that would be beneficial to both the contractor and the taxpayers of McLeod County while providing a complete line of recycling services.
8. The successful contractor will be responsible for efficient processing of recycled materials, a complete listing of which is available by emailing Sarah Young at Sarah.Young@co.mcleod.mn.us.
9. The successful applicant will prior to entering into a contract obtain the necessary solid waste hauling permits required by McLeod County.
10. McLeod County will continue to operate the Household Hazardous Waste recycling program.
11. The successful applicant will keep accurate records of product received and product processed, as is required by the State of Minnesota.
12. The successful contractor will be required to operate the scale and report tonnages to the County.
13. 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). Copies of these agreements may be obtained from Sarah Young by emailing her at Sarah.Young@co.mcleod.mn.us.
14. Information about the current recycling program may be obtained from Sarah Young at 320-484-4391.

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
AGRICULTURAL INSPECTOR	ANNUALLY	AL KOGLIN 840 CENTURY AVE SW HUTCHINSON MN 55350	PARKS DIRECTOR	JAN 1, 2016	MAR 31, 1998	NA JAN 1, 2017
AMC DELEGATES Annual Conference December 5-6-7, 2015 at Kelly Inn St Cloud	ANNUALLY	JOE NAGEL (DISTRICT 5) RON SHIMANSKI (DISTRICT 1) DOUG KRUEGER (DISTRICT 2) COUNTY RECORDER COUNTY ADMINISTRATOR HIGHWAY ENGINEER SOCIAL SERVICES DIRECTOR AUDITOR-TREASURER		JAN 1, 2016 JAN 1, 2016 JAN 1, 2016 JAN 1, 2016 JAN 1, 2016 JAN 1, 2016 JAN 1, 2016 JAN 1, 2016	JAN 1, 2015 JAN 1, 2015	NA NA NA NA NA NA NA NA JAN 1, 2017 JAN 1, 2017 JAN 1, 2017 JAN 1, 2017 JAN 1, 2017 JAN 1, 2017 JAN 1, 2017 JAN 1, 2017
AMC GENERAL GOVERNMENT POLICY (2 regular meetings each year)	ANNUALLY	PAUL WRIGHT PAT MELVIN	COMMISSIONER ADMINISTRATION	JAN 1, 2016 JAN 1, 2016		NA NA JAN 1, 2017 JAN 1, 2017
AMC HUMAN SERVICES POLICY (2 regular meetings each year)	ANNUALLY	RON SHIMANSKI GARY SPRYNCZYNYATYK	COMMISSIONER SOCIAL SERVICES	JAN 1, 2016 JAN 1, 2016		NA NA JAN 1, 2017 JAN 1, 2017
AMC ENVIRONMENT & NATURAL RESOURCE POLICY COMMITTEE (2 regular meetings each year)	ANNUALLY	DOUG KRUEGER ROGER BERGGREN	COMMISSIONER ENVIRONMENTAL	JAN 1, 2016 JAN 1, 2016	JAN 1, 2016	NA NA JAN 1, 2017 JAN 1, 2017
AMC PUBLIC SAFETY POLICY COMMITTEE (2 regular meetings each year)	ANNUALLY	JOE NAGEL SCOTT REHMANN	COMMISSIONER SHERIFF OFFICE	JAN 1, 2016 JAN 1, 2016	JAN 1, 2016	NA NA JAN 1, 2017 JAN 1, 2017
AMC TRANSPORTATION POLICY COMMITTEE (2 regular meetings each year)	ANNUALLY	SHELDON NIES JOHN BRUNKHORST	COMMISSIONER HIGHWAY DEPART	JAN 1, 2016 JAN 1, 2016	JAN 1, 2016	NA NA JAN 1, 2017 JAN 1, 2017
ASSESSOR	4-YEAR TERM	SUE SCHULZ	COUNTY ASSESSC	JAN 1, 2013		JAN. 1, 2017
BOARD OF ADJUSTMENT (BOA)	THREE 3-YEAR TERMS MAXIMUM	CURTIS CARRIGAN LES ENGELMANN RON MICKOLICHEK CHUCK HAUSLADEN	312 8TH AVE S, PO BROWNTON MN 55312 11389 CO RD 9 PLATO MN 55370 21898 GARDEN AV SILVER LAKE MN 55381 23529 TAGUS AVE HUTCHINSON MN 55350	JAN 1, 2014 JAN 1, 2016 JAN 1, 2016 JAN 1, 2014	JAN 8, 2008	JAN 1, 2017 JAN 1, 2019 JAN 1, 2019 JAN 1, 2023 JAN 1, 2017

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
		ROBERT DOERR	2887 ULM AVE STEWART MN 55385	JAN 1, 2015	JAN 6, 2009	JAN 1, 2018 JAN 1, 2018
	EX-OFFICIO	MARC TELECKY	ASSISTANT ZONING ADMINISTRATOR			INDEFINITE INDEFINITE
	EX-OFFICIO	LARRY GASOW	ZONING ADMINISTRATOR			INDEFINITE INDEFINITE
BOARD OF HEALTH	ANNUALLY	ALL FIVE COMMISSIONERS		JAN 1, 2016		JAN 1, 2017
BUDGET COMMITTEE	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	NA	JAN 1, 2017
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	NA JAN 1, 2017
		PAT MELVIN	COUNTY ADMINIS ¹	JAN 1, 2016		INDEFINITE INDEFINITE
		CINDY SCHULTZ	COUNTY AUDITOR	JAN 1, 2016		INDEFINITE INDEFINITE
BUFFALO CREEK WATERSHED DISTRICT BOARD OF MANAGERS	3-YEAR TERMS WHICH ARE RENEWABLE UPON APPROVAL OF THEIR COUNTY BOARD OF COMMISSIONERS	MATT MELBERG - SECRETARY RENVILLE REPRESENTATIVE	83259 CR #22 HECTOR MN 55342	MAY 17, 2014	MAY 17, 2014	MAY 17, 2017
		LARRY KRAMER RENVILLE REPRESENTATIVE	87132 STATE HWY HECTOR MN 55342	MAY 17, 2016	MAY 17, 2016	MAY 17, 2019
		DONALD BELTER - PRESIDENT SIBLEY REPRESENTATIVE	43540 180TH ST GLENCOE MN 55336	MAY 17, 2014	MAY 17, 1993	MAY 17, 2017
* MCLEOD APPTS Notify Cindy Schultz, Lisa Pfarr (Sibley Co) Sas Folsted (Renville) of any changes of members Also notify Pete Kasal Attorney for McLeod Co Reps At Suite 101, 720 Century Ave SW, Hutchinson MN 55350 320-587-2163		* LARRY PHILLIPS - TREASURER MCLEOD REPRESENTATIVE	8495 IDEAL AVE GLENCOE MN 55336	JAN 1, 2016	JUN 3, 1997	MAY 17, 2019
		COREY HENKE - FINANCIAL SECRETARY MCLEOD REPRESENTATIVE	13031 CR 7 STEWART MN 55385	JAN 1, 2016	JUN 17, 2003	MAY 17, 2019
CENTRAL MINNESOTA JOBS & TRAINING SERVICE	ANNUALLY	RON SHIMANSKI (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 2, 2013	JAN 1, 2017
(Quarterly meetings-March/June/Sept./Dec.) Notify of membership changes 1-800-284-7425						
COMMUNITY HEALTH SERVICES	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
		RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 1, 2009	JAN 1, 2017
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	MAR 17, 2003	JAN 1, 2017
e-mail changes to Jennifer Hauser 3 Counties meet 6 times per year		JENNIFER HAUSER	PUBLIC HEALTH DIRECTOR			INDEFINITE INDEFINITE

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
CORRECTIONS ADVISORY BOARD	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016		JAN 1, 2017
SECURITY SUB COMMITTEE	ANNUALLY	SCOTT REHMANN	SHERIFF OFFICE	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		RICH GRONLUND	SHERIFF OFFICE	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		KEVIN MATHEWS	SHERIFF OFFICE	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		SCOTT GRIVNA	BUILDING MAINTENANCE	JAN 1, 2016	MAY 19 2015	JAN 1, 2017
		SHARI O'DONNELL	ATTORNEY OFFICE	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		VINCE TRAVER	INFORMATION TECHNOLOGY	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		ANDY YPMA	COURT SERVICES	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		DEB DONNAY	COURT ADMIN	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		KAREN MESSNER	COURT ADMIN	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
CROW RIVER JOINT POWERS BOARD	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
		PAUL WRIGHT (ALTERNATE) (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 6, 2009	JAN 1, 2017
Joint Power Board Members are appointed by respective County Boards Officer - Terms expire December 31		MIKE HOUSMAN - VICE-CHAIR MEEKER COUNTY REPRESENTATIVE	325 SIBLEY AVENUE N LITCHFIELD MN 55355			JAN 1, 2017
Notify Diane Sanders of changes		BRYAN LARSON (ALTERNATE)				
		PAUL SETZEPFANDT - CHAIR RENVILLE COUNTY REPRESENTATIVE	105 S 5TH STREET OLIVIA MN 56277			JAN 1, 2017
Meeting time 9:00 a.m. 1st Wednesday of Month in Litchfield		JEFF JOHNSON HENNEPIN COUNTY REPRESENTATIVE ELLEN SONES (ALTERNATE)	300 S 6TH ST GOVERNMENT CENTER MINNEAPOLIS MN 55487			JAN 1, 2017
		LARRY LINDOR POPE COUNTY REPRESENTATIVE CODY ROGAHN (ALTERNATE)	130 E MINNESOTA AVE GLENWOOD, MN 56334			JAN 1, 2017
		CHARLIE BORRELL WRIGHT COUNTY REPRESENTATIVE MICHAEL POTTER (ALTERNATE)	10 2ND STREET NW BUFFALO MN 55313			JAN 1, 2017
		TIM LYNCH CARVER COUNTY REPRESENTATIVE RANDY WOLF (ALTERNATE)	600 E 4TH STREET CHASKA MN 55318			JAN 1, 2017
		ROGER IMDIEKE KANDIYOHI COUNTY REPRESENTATIVE HARLAN MADSEN (ALTERNATE)	2200 23RD STREET NE SUITE 2020 WILLMAR MN 56201			JAN 1, 2017
		JOY COHRS SIBLEY COUNTY REPRESENTATIVE JIM SWANSON (ALTERNATE)	400 COURT AVENUE GAYLORD MN 55334			JAN 1, 2017

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
		JEFF MERGEN STEARNS COUNTY REPRESENTATIVE (ALTERNATE)	705 COURTHOUSE SQUARE ST. CLOUD MN 56303			JAN 1, 2017	
DEPARTMENT HEAD MEETINGS	ANNUALLY	PAUL WRIGHT (BOARD CHAIR) RON SHIMANSKI (BOARD VICE-CHAIR)	COMMISSIONER COMMISSIONER	JAN 1, 2016 JAN 1, 2016	JAN 1, 2013 JAN 1, 2016	NA NA	JAN 1, 2017 JAN 1, 2017
DITCH INSPECTORS	ANNUALLY	ROGER BERGGREN (ALL DISTRICTS)		JAN 1, 2016	JAN 8, 2002		JAN 1, 2017
DITCH COMMITTEE	ANNUALLY	DAVID DOSTAL 327-8484	23585 JET AVE. SILVER LAKE, MN 55381	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
		LARRY PHILLIPS 864-4142	8495 IDEAL AVENUE GLENCOE, MN 55336	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
		STEVE REINER	15161 PAGE AVENUE HUTCHINSON, MN 55350	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
		FRANCIS SVOBODA 587-8718	14114 200TH STREET HUTCHINSON, MN 55350	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
		SCOTT STREICH	12986 ZANE AVENUE STEWART, MN 55385	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
		ROGER BERGGREN	COUNTY ENVIRONMENTAL	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
		CINDY SCHULTZ	COUNTY AUDITOR	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
		CHRISTY CHRISTENSEN	GIS DIRECTOR	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
EMPLOYEE ENRICHMENT AND DEVELOPMENT	ANNUALLY 3 -YEAR TERMS TERM WILL CONTINUE IF NO ONE ELSE VOLUNTEERS	SHELDON NIES (DISTRICT 4) LYNN ETTI SCRUPP VACANT PAT SCHOMMER - CHAIRPERSON ELIZABETH ANDERSON THERESA DWOVAK SADIE JENKINS MARY JO WIESELER DOUG MUNSCH	COMMISSIONER DEPT HEAD NON-UNION SUPERVISOR TEAMSTERS - HWY TEAMSTERS - CLE AFSCME NON-UNION PROFESSIONAL ADMINISTRATION LEL/MNPEA	JAN 1, 2014 JAN 4, 2014 JAN 1 2015 JAN 1 2015 JAN 1 2015 JAN 1 2015 JAN 1, 2016 MAY 19, 2015 JAN 4, 2014	1993 2002 JAN 1 2015 JAN 1 2015 JAN 1 2015 JAN 1 2015 JAN 1, 2016 MAY 19, 2015 APR 7, 2008		JAN 1, 2017 JAN 1,2017 JAN 1,2018 JAN 1,2018 JAN 1,2018 JAN 1,2018 JAN 1,2019 JAN 1,2019 JAN 1,2017
EXTENSION e-mail Nathan Winter of changes	TWO 3-YEAR TERMS MAXIMUM (ADULTS) ONE 2-YEAR TERM MAXIMUM	SCOTT STREICH (DISTRICT 3) RANDY JURGENSON (DISTRICT 4)	12986 ZANE AVE STEWART, MN 55385	JAN 1, 2016 JAN 1, 2016	JAN 2013 JAN 1, 2016	JAN 1, 2019 JAN 1, 2022	JAN 1, 2019 JAN 1, 2019

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
(YOUTH)	ASHLEY KOHLS	HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2020	JAN 1, 2017
	CARLA KUEHN (DISTRICT 2)	7336 ACORN AVEN PLATO MN 55370	JAN 1, 2014	JAN 1, 2014	JAN 1, 2020	JAN 1, 2017
	KIM HAUSLADEN (DISTRICT 1)	WINSTED MN 55395	JAN 1, 2016	JAN 1, 2016	JAN 1, 2022	JAN 1, 2019
	BECKY KOBOW (AT LARGE MEMBER)	22163 HIGHWAY 1! HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2020	JAN 1, 2017
ANNUALLY	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 6, 2009		JAN 1, 2017
ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013		JAN 1, 2017
	CINDY SCHULTZ (SECRETARY)	COUNTY ADUTOR	(BY STATUTE)			N/A
	NATHANIEL HAUSLADEN- YOUTH REP	WINSTED MN 55395	JAN 1, 2016	JAN 1, 2016		JAN 1, 2018
	EMILY WARD - YOUTH REP	GLENCOE MN 55336	JAN 1, 2017	JAN 1, 2017	JAN 1, 2019	JAN 1, 2019
FAIRGROUNDS COMMISSION Meets 4th Mondays at 11:30 am	ANNUALLY	ROBERT HANTGE - VICE PRESIDENT	HUTCHINSON, MN 55350	JAN 1, 2017	JAN 1, 2017	JAN 1, 2018
Fairgrounds Commission Appoints		SCOTT ZIEGLER - PRESIDENT		JAN 1, 2017	??	JAN 1, 2018
		TIM ULRICH (WORKS CITIZENS BANK & TRUST HU) 320-587-3184	14568 155TH STRE HUTCHINSON MN 55350	JAN 1, 2017	JAN 21, 2003	JAN 1, 2018
	EX-OFFICIO	DARCY COLE 320-484-4305		JAN 1, 2017	JAN 1, 2016	JAN 1, 2018
	EX-OFFICIO	AL KOGLIN 320-484-4307		JAN 1, 2017	JAN 21, 2003	JAN 1, 2018
	EX-OFFICIO	RANDY STARKE 320-484-4311		JAN 1, 2017	JAN 6, 2008	JAN 1, 2018
		PAUL WRIGHT (DISTRICT 3) 320-587-7332	COMMISSIONER	JAN 1, 2016	JAN 6, 2009	JAN 1, 2017
		JOE NAGEL (DISTRICT 5) 320-587-8693	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
		CASEY WALTERS		JAN 1, 2017	JAN 1, 2012	JAN 1, 2018

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
GIS COMMITTEE (Geographical Information System)	ANNUALLY	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	FEB 2, 2011	JAN 1, 2017
		JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
	INDEFINATE TERMS	CHRISTY CHRISTENSEN	GIS DIRECTOR			INDEFINITE
		PAT MELVIN	ADMINISTRATION			INDEFINITE
		ALL DEPARTMENT HEADS				INDEFINITE
		JEN OTTO	DISPATCH SERGEANT			INDEFINITE
		KEVIN MATHEWS	EMERGENCY MANAGEMENT			INDEFINITE
	DEB JENSEN	CHIEF DEPUTY RECORDER			INDEFINITE	
	BRENDA CHMIELEWSKI	APPRAISER			INDEFINITE	
GLENCOE ECONOMIC DEVELOPMENT (ADVISORY TO GLENCOE CITY COUNCIL) (EDC)	AD HOC	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2015	JAN 1, 2015	INDEFINITE
HEALTH INSURANCE STEERING	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2014	JAN 1, 2017
Two Union Representatives Staggered 2 year terms Hwy 2018 & 2019 Clerical 2016 & 2017		JENNIFER HAUSER	PUBLIC HEALTH	JAN 1, 2015	JUN 3, 2008	INDEFINITE
		BETTY STRAS	CLERICAL	JAN 1, 2017		NA JAN 1, 2018
LELS MNPEA 2015 & 2016 AFSCME 2017 & 2018		PATRICK MELVIN	COUNTY ADMINIS ¹	JAN 1, 2017	JAN 6, 2009	INDEFINITE
		SHELLY LANGE	AFSCME	JAN 1, 2017		NA JAN 1, 2019
		MARY JO WIESELER	HUMAN RESOURC	JAN 1, 2015	JAN 6, 2009	INDEFINITE
		LISA PFARR	PAYROLL/BENEFIT	JAN 1, 2016	APR 19, 2011	INDEFINITE
		KERRY WARD	WELLNESS COMM	JAN 1, 2015	JAN 4, 2011	INDEFINITE
HEARTLAND COMMUNITY ACTION	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
No need to notify reappointments, just notify new members or changes						
HEART OF MINNESOTA ANIMAL SHELTER	ANNUALLY	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 6, 2009	JAN 1, 2017
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	JAN 2, 2007	JAN 1, 2017
HIGH ISLAND JOINT POWERS	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
HIGH ISLAND WATERSHED DISTRICT (each county selects their own)	3-YEAR TERM NO LIMIT ON TERMS	VERN SCHLEUTER - SECRETARY SIBLEY COUNTY REPRESENTATIVE	25804 431ST Ave ARLINGTON MN 55307	AUG 31, 2014	AUG 31, 1996	AUG 31, 2017
		LEONARD EIBS - PRESIDENT SIBLEY COUNTY REPRESENTATIVE	26697 371ST AVE HENDERSON MN 56044	AUG 31, 2014	AUG 31, 1996	AUG 31, 2017
		DWIGHT SWANSON - VICE PRESIDENT RENVILLE COUNTY REPRESENTATIVE	74679 500TH ST HECTOR MN 55342	AUG 31, 2014	AUG 31, 1996	INDEFINITE
		KEVIN MILLER - MANAGER?? MCLEOD COUNTY REPRESENTATIVE	BROWNTON MN 55312	AUG 2, 2016	AUG 2, 2016	AUG 2, 2019
		ORVILLE POLZIN - TREASURER SIBLEY COUNTY REPRESENTATIVE	48126 210TH ST GAYLORD MN 55334	AUG 14, 2014		AUG 14, 2017
HIGHWAY ENGINEER	4-YEAR TERM	JOHN BRUNKHORST (HIRED NOV 13, 2001)	MAY 1, 2014	2002	MAY 1, 2018	
TRAILS COMMITTEE	TWO 3-YEAR TERMS MAXIMUM	MARY BEHRENS	1816 175TH ST. LESTER PRAIRIE MN 55354	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		BILL ARNDT	1660 SOUTH GRAC HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		STEVE COOK	728 JUUL RD HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		DEAN NISSAN	630 SHADY RIDGE HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		JOHN GILLARD	1363 WESTWOOD HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		CHRIS SCHULTZ	120 6TH ST N WINSTED MN 55395	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		TONY HAUSLADEN	1194 212TH ST LESTER PRAIRIE MN 55354	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		KYLE STROBEL	12301 CR 9 PLATO MN 55370	APR 21, 2015	APR 21, 2015	JAN 1, 2018
		LAWRENCE WINTER	1019 FORD AVE GLENCOE MN 55336	APR 21, 2015	APR 21, 2015	JAN 1, 2018
JON CHRISTENSEN	1245 ST HWY 7 E HUTCHINSON MN 55350	APR 21, 2015	APR 21, 2015	JAN 1, 2018		

COMMITTEE		TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
		TIM OLSON	BROWNTON MN	APR 21, 2015	APR 21, 2015		JAN 1, 2018
	EX-OFFICIO	AL KOGLIN	PARKS DIRECTOR	APR 21, 2015	APR 21, 2015		
	EX-OFFICIO	JOHN BRUNKHORST	HWY ENGINEER	APR 21, 2015	APR 21, 2015		
	EX-OFFICIO	KENT EXNER	HUTCHINSON ENG	APR 21, 2015	APR 21, 2015		
	EX-OFFICIO	MATT JOHNSON	MID MN DEV	APR 21, 2015	APR 21, 2015		
	EX-OFFICIO	ALL FIVE COMMISSIONERS		APR 21, 2015	APR 21, 2015		
HOUSING AND REDEVELOPMENT AUTHORITY Jill Bengtson 320-235-8637, Ext 2855	5-YEAR TERM NO LIMIT OF TERMS	ERIC WESTLUND	HUTCHINSON MN 55350	JAN 1, 2016	JAN 1, 2016		JAN 1, 2021
	EXCEPT ONLY 1 YEAR TERM FOR LIAISON APPOINTED BY COMMISSIONERS	MARY KRUEGER	10686 CAMEO CIR GLENCOE MN 55336	MAY 5, 2015	MAY 5, 2015		JAN 1, 2020
		JAMES LINDEMAN	433 7TH AVE S, PO BROWNTON MN 55312	FEB 5, 2013	FEB 5, 2008		JAN 1, 2018
		ADAM BIRKHOLZ	37 JUNIPER ST LESTER PRAIRIE MN 55354	JAN 1, 2016	JAN 1, 2016		JAN 1, 2021
		OTTO TEMPLIN	1017 LEWIS AVE HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014		JAN 1, 2019
	ANNUALLY	DOUG KRUEGER (DISTRICT 2) SHELDON NIES - ALTERNATE	COMMISSIONER	JAN 1, 2016	JAN 1, 2015		JAN 1, 2017
HUMAN SERVICES BOARD	ANNUALLY	ALL FIVE COMMISSIONERS		JAN 1, 2016		NA	JAN 1, 2017
HUTCHINSON AREA JOINT PLANNING BOARD	ANNUALLY 10 YEAR LIMIT	GARRETT LUTHENS (HASSAN VALLEY TOWNSHIP)	18503 NICKLE AVE HUTCHINSON MN 55350	JAN 1, 2015	APR 2009	APR 2019	JAN 1, 2016
Townships make their appointment in March City makes their appointment in January all 6 members vote		DOUG JOHNSON (LYNN TOWNSHIP)	550 LAKEWOOD D HUTCHINSON MN 55350	MAR 2014	MAR 2014	MAR 2024	MAR 1, 2015
Larry Gasow can update us on any changes		RON RUSCH (ACOMA TOWNSHIP)	23015 230TH ST HUTCHINSON MN 55350	MAR 2014	MAR 2014	MAR 2024	MAR 1, 2015
Commissioners appoints a representative for McLeod County Only		JOHN LOFDAHL - APPOINTED (CITY OF HUTCHINSON)	HUTCHINSON MN 55350	JAN 1, 2017	JAN 1, 2017	JAN 2027	JAN 1, 2018
Representative does not need to be a Board Member		SHELDON NIES (DISTRICT 4) (MCLEOD COUNTY)	1118 JEFFERSON ! HUTCHINSON MN 55350	JAN 1, 2016	JAN 1, 2013	JAN 1, 2023	JAN 1, 2017

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
	EX-OFFICIO	DAN JOCHUM (CITY PLANNER)	111 HASSAN STREET SE HUTCHINSON, MN 55350		INDEFINITE	INDEFINITE	
Check with Larry Gasow for others in April and let Payroll know	EX-OFFICIO	MARC TELECKY	ASSISTANT ZONING ADMINISTRATOR		INDEFINITE	INDEFINITE	
	EX-OFFICIO	LARRY GASOW	ZONING ADMINISTRATOR		INDEFINITE	INDEFINITE	
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JOINT POWERS BOARD OF DIRECTORS OF PRIMEWE: COUNTY-BASED PURCHASING INITIATIVE call 1-888-588-4420 for schedule (monthly meetings)	ANNUALLY	RON SHIMANSKI (DISTRICT 1) DOUG KRUEGER (ALTERNATE) (DISTRICT 2)	COMMISSIONER COMMISSIONER	JAN 1, 2016 JAN 1, 2016	JAN 1, 2013 JAN 1, 2015	NA NA	JAN 1, 2017 JAN 1, 2017
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LAW LIBRARY BOARD	ANNUALLY	JOE NAGEL (DISTRICT 5) MICHAEL JUNGE TERRENCE CONKEL	COMMISSIONER COUNTY ATTORNEY JUDGE	JAN 1, 2016	JAN 1, 2015	NA INDEFINITE INDEFINITE	JAN 1, 2017 INDEFINITE INDEFINITE
<hr/>							
MCLEOD FOR TOMORROW (MFT) STEERING COMMITTEE	ANNUALLY	JOE NAGEL (DISTRICT 5) PATRICK MELVIN MARY JO WIESELER TASHA SCHIEDEL	COMMISSIONER COUNTY ADMINIS HUMAN RESOURC PROGRAM COOR	JAN 1, 2016 JAN 1, 2016 JAN 1, 2016 JAN 1, 2016	JAN 1, 2015 JAN 6, 2009 JAN 6, 2009 JAN 1, 2016	INDEFINITE	JAN 1, 2017 JAN 1, 2017 JAN 1, 2017 INDEFINITE
<hr/>							
MCLEOD COUNTY IMPROVEMENT TEAM	2 YEAR TERM (?)	AL KOGLIN CHRIS MARSH DEB JENSEN LISA BECKER - CHAIR RICH GRONLUND BETTY WERTH PAT MELVIN - ADVISOR DOUG KRUEGER (DISTRICT 2)	PARK DIRECTOR/AG INSPECTOR HIGHWAY OR SOLID WASTE INFORMATION TECHNOLOGY RECORDER CHIEF DEPUTY CHILD SUPPORT OFFICER SERGEANT CENTRAL SERVICE COORDINATOR COUNTY ADMINSTRATOR COUNTY COMMISSIONER			INDEFINITE INDEFINITE INDEFINITE INDEFINITE INDEFINITE INDEFINITE INDEFINITE INDEFINITE	

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
MCLEOD TREATMENT PROGRAM, INC FOR COMMISSIONERS APPOINTMENTS ONLY NOT OTHER MEMBERS	THREE 3-YEAR TERMS	BEV WAGERIN	817 COLORADO ST NW HUTCHINSON MN 55350			NOV. 1, 2016
APPOINTMENTS ARE MADE BY BOARD OF DIRECTORS		CHESTER HOERNEMANN 612-226-1693	821 11TH STREET GLENCOE MN 55336	DEC 1, 2013	DEC 2013	DEC 1, 2022
Contact is secretary Phyllis pbc@mcleodtreatmentprograms.org		SHIRLEY NOWAK VICE PRESIDENT	1103 10TH ST E GLENCOE MN 55336	JAN 1, 2016	JAN 2010	JAN 2019
		JOSEPH NEUBAUER PRESIDENT	322 ALAN ST SW HUTCHINSON MN 55350	JAN 1, 2016	JAN 1, 2010	JAN 2019
		GLORIA HILGERS SECRETARY/TREASURER	1329 MCLEOD AVE GLENCOE MN 55336	FEB 2011	FEB 2011	FEB 2020
	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
MEDICAL EXAMINER APPOINTED BY RESOLUTION LAST BOARD MEETING OF YEAR UP TO 4 YEAR TERM APPOINT BY RESOLUTION 12-16-14	4-YEAR TERM NO MAXIMUM	DR QUINN STROBL MIDWEST MEDICAL EXAMINER'S OFFICE 14341 RHINESTONE ST NW RAMSEY MN 55303 763-323-6400		Dec 16, 2014	JAN 1, 2011	JAN 1, 2019
MENTAL HEALTH ADVISORY COMMITTEE	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	JAN 5, 2010	JAN 1, 2017
		RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		JOANNE BOLLAND	PUBLIC HEALTH NURSE			INDEFINITE
MID-MINNESOTA DEVELOPMENT Notify Mid-MN of appointments	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016		INDEFINITE
MID-MINNESOTA JOINT POWERS BOARD (Tri-County - McLeod, Meeker, Renville for water plan)	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	JAN 6, 2009	JAN 1, 2017
		DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
MINNESOTA COUNTY COMPUTER COOPERATIVE (MCCC)	ANNUALLY	SUE SCHULZ (DELEGATE) CINDY SCHULTZ (ALTERNATE) VINCENT TRAVER (ALTERNATE)	COUNTY ASSESSC COUNTY AUDITOR IS MANAGER	JAN 1, 2016 JAN 1, 2016 JAN 1, 2016		JAN 1, 2017 JAN 1, 2017 JAN 1, 2017
MINNESOTA RURAL COUNTIES CAUCUS e-mail to Dan Larson at: dan27@frontiernet.net each year of appointments even if no change	ANNUALLY	DOUG KRUEGER (DISTRICT 2) (DELEGATE) RON SHIMANSKI (DISTRICT 1) (ALTERNATE)	COMMISSIONER COMMISSIONER	JAN 1, 2016 JAN 1, 2016	JAN 1, 2013 JAN 1, 2015	JAN 1, 2017 JAN 1, 2017

COMMITTEE		TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
		CLAIR NELSON (Chair)	LAKE COUNTY				
		WARREN AFFELDT (Vice Chair)	POLK COUNTY				
		KEN SOLBERG	CLEARWATER COUNTY				
		BOB WILHELM	ITASKA COUNTY				
		DELRAY LARSON (Treasurer)	MARSHALL COUNTY				
		SYD NELSON	OTTER TAIL COUNTY				
		BOB HOEFERT	MILLE LACS CO				
MATERIAL RECOVERY FACILITY	ANNUALLY	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 6, 2009		JAN 1, 2017
OPERATIONS COMMITTEE		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	MAR 16, 2004		JAN 1, 2017
MITIGATION TASK FORCE EMERGENCY MANAGEMENT	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015		JAN 1, 2017
NOXIOUS WEEDS APPEAL BOARD	ANNUALLY	ALL FIVE COMMISSIONERS		JAN 1, 2016			JAN 1, 2017
Needed by law - AI serves complaint to res and they have 24 hrs to get back to him		NATHAN WINTER		JAN 1, 2016	JAN 1, 2016		JAN 1, 2017
PARK COMMISSION	THREE 3-YEAR TERMS MAXIMUM	BRAD DUESTERHOEFT (DISTRICT 3)	HUTCHINSON MN 55350	JAN 1, 2014	JAN 1, 2014	JAN 1, 2023	JAN 1, 2017
e-mail AI Koglin of any changes AI will be contacting new appointees each year to let them know they have been appointed		RYAN LEMKE (DISTRICT 2)	GLENCOE MN 55336	MAY 19, 2015	MAY 19, 2015	JAN 1, 2024	JAN 1, 2019
APPOINT ONE PERSON FROM EACH DISTRICT		JEROME THIEMANN (DISTRICT 1)	132 LINDEN AVE WINSTED MN 55395	JAN 1, 2014	JAN 8, 2008	JAN 1, 2017	JAN 1, 2017
		ADAM GRIEBE (DISTRICT 4)		JAN 1, 2016	JAN 1, 2016	JAN 1, 2025	JAN 1, 2019
		TOM PRIEVE (DISTRICT 5)	21898 TAGUS AVE HUTCHINSON MN 55350	JAN 1, 2014	JAN 8, 2008	JAN 1, 2017	JAN 1, 2017
	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015		JAN 1, 2017
PACT FOR FAMILIES	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015		JAN 1, 2017
		SHELDON NIES (DISTRICT 4) (ALTERNATE)	COMMISSIONER	JAN 1, 2016	JAN 4, 2011		JAN 1, 2017
		LINDA SENST	PUBLIC HEALTH NURSE				INDEFINITE
		JENNIFER HAUSER	PUBLIC HEALTH DIRECTOR				INDEFINITE

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
PERSONNEL POLICY REVIEW COMMITTEE	ANNUALLY	PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JUL 20, 2004	JAN 1, 2017	
		DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017	
		PATRICK MELVIN	COUNTY ADMINIS	JAN 1, 2016	JAN 6, 2009	JAN 1, 2017	
		GARY SPRYNCZYNATYK	SOCIAL SERVICES	JAN 1, 2016	JUL 20, 2004	JAN 1, 2017	
		LYNN ETTI SCHRUPP	COUNTY RECORDI	JAN 1, 2016	JUL 20, 2004	JAN 1, 2017	
		MARY JO WIESELER	HUMAN RESOURC	JAN 1, 2016	JUL 20, 2004	JAN 1, 2017	
		COLLEEN ROBECK	ACCOUNTANT	JAN 1, 2016	APR 19, 2011	JAN 1, 2017	
PIONEERLAND LIBRARY SYSTEM BOARD	THREE 3-YEAR TERMS MAXIMUM	JIM FOWLER		MAY 19, 2015	MAY 19, 2015	JAN 1, 2024	JAN 1, 2018
			LESTER PRAIRIE, MN 55354				
		MARK LARSON CITY ADMINISTRATOR	1107 11TH STREET GLENCOE, MN 55336	JAN 1, 2012	JAN 1, 2012	JAN 1, 2021	JAN 1, 2015
	ROGER VACEK	HUTCHINSON					
e-mail Laurie Ortega of Pioneerland Library of any changes - she also needs information about the Alternate	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017	
	ANNUALLY	DOUG KRUEGER (DISTRICT 2) (ALTERNATE)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017	
PLANNING ADVISORY COMMITTEE Notify new members of their appointment and cc to Larry Gasow and Roger Berggren	THREE 3-YEAR TERMS MAXIMUM	PAUL MERKINS	24513 140TH ST STEWART MN 55385	JAN 1, 2016	JAN 1, 2013	JAN 1, 2022	JAN 1, 2019
		RYAN JURGENSON	HUTCHINSON MN 55350	JAN 1, 2016	JAN 1, 2016	JAN 1, 2025	JAN 1, 2019
ONE COMMISSIONER FROM ANY DISTRICT		CURTIS CARRIGAN	312 8TH AVE S, PO BROWNTON MN 55312	JAN 1, 2014	JAN 8, 2008	JAN 1, 2017	JAN 1, 2017
		LARRY PHILLIPS	PLATO MN 55370	JAN 1, 2014	JAN 1, 2014	JAN 1, 2023	JAN 1, 2017
	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017	
	EX-OFFICIO	LARRY GASOW	ZONING ADMINISTRATOR				JAN 1, 2017
	EX-OFFICIO	MARC TELECKY	ASSISTANT ZONING				JAN 1, 2017

COMMITTEE	TERM	NAME	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
PUBLIC HEALTH NURSING ADVISORY BOARD Meeker-McLeod-Sibley Community Health Services Board included in this Advisory's meetings Meets 4th Wednesday at 7:30 a.m.	NO TERMS NO MAXIMUM as of 12/31/08	SUE DEMARS	SILVER LAKE MN 55381	JAN 1, 2016	JAN 1, 2016		INDEFINITE	
		KAREN GENSMER	HUTCHINSON MN 55350	JAN 1, 2015	JAN 1, 2014		INDEFINITE	
		CHRIS SONJU	10660 CO RD 33 NYA MN 55397	JAN 1, 2015	APR 7, 2009		INDEFINITE	
		JOAN EWALD	7997 HWY 15 BROWNTON MN 55312	JAN 1, 2015	JAN 6, 2004		INDEFINITE	
		DR CATERINE MCGINNIS	505 MAIN ST S HUTCHINSON MN 55350	JAN 1, 2015	JAN 7, 2003		INDEFINITE	
		DONNA DAVIDSON	352 S SHORE DR WINSTED MN 55395	JAN 1, 2015	JAN 1, 2015		INDEFINITE	
		JENNIFER HAUSER	PUBLIC HEALTH DIRECTOR					INDEFINITE
		ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	JAN 6, 2009		JAN 1, 2017
		ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015		JAN 1, 2017
		RECORDER COMPLIANCE FUND COMMITTEE	ANNUALLY NO MAXIMUM	LARRY GASOW	ZONING ADMINSTI	JAN 1, 2016	MAY 16, 2006	
ROGER BERGGREN	COUNTY ENVIRON			JAN 1, 2016	MAY 16, 2006		JAN 1, 2017	
CINDY SCHULTZ	COUNTY AUDITOR			JAN 1, 2016	MAY 16, 2006		JAN 1, 2017	
SUE SCHULZ	COUNTY ASSESSC			JAN 1, 2016	MAY 16, 2006		JAN 1, 2017	
LYNN ETTI SCHRUPP	COUNTY RECORDI			JAN 1, 2016	MAY 16, 2006		JAN 1, 2017	
CHRISTY CHRISTENSEN	GIS DIRECTOR			JAN 1, 2016	MAY 16, 2006		JAN 1, 2017	
VINCE TRAVER	IT DIRECTOR			JAN 1, 2016	JAN 1, 2014		JAN 1, 2017	
PAUL WRIGHT (DISTRICT 3)	COMMISSIONER			JAN 1, 2016	JAN 6, 2009		JAN 1, 2017	
SHELDON NIES (DISTRICT 4)	COMMISSIONER			JAN 1, 2016	MAY 16, 2006		JAN 1, 2017	
PATRICK MELVIN	COUNTY ADMINIS ^T			JAN 1, 2016	JAN 6, 2009		JAN 1, 2017	

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
REINVEST IN MN COMMITTEE (RIM)	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016		JAN 1, 2017
SAFETY	ANNUALLY	* SHELDON NIES (DISTRICT 4) (DELEGATE)	COMMISSIONER	JAN 1, 2016		INDEFINITE
3 YEAR TERMS EXCEPT PERMANENT MEMBERS *	ANNUALLY	* DOUG KRUEGER (DISTRICT 2) (ALTERNATE)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	INDEFINITE
	PERMANENT	* DONNA RICKEMAN (VICE-CHAIR)	ADMINISTRATION	JAN 1, 2015	JAN 1, 2012	INDEFINITE
	PERMANENT	* KEVIN MATHEWS (CHAIR)	EMERGENCY MAN	JAN 1, 2015		INDEFINITE
	PERMANENT	* SCOTT GRIVNA	BUILDING MAINT S	MAY 19, 2015	MAY 19, 2015	INDEFINITE
		RANDY STARKE	PARKS/FAIRGROU	JAN 1, 2015	FEB 2008	INDEFINITE
		TAMARA WILMS	HEALTH & HUMAN	JAN 1, 2014	JAN 4, 2011	JAN 1, 2017
		CONNIE KURTZWEG	NORTH COMPLEX	JAN 1, 2014	JAN 1, 2014	JAN 1, 2017
		JASON ZAJICEK	HIGHWAY	JAN 1, 2015	JAN 1, 2015	JAN 1, 2018
		DON HOPP	SOLID WASTE	JAN 1, 2014	JAN 4, 2011	JAN 1, 2017
		BETH WARD	SHERIFF	JAN 1, 2014	JAN 4, 2011	JAN 1, 2017
SALARY COMMITTEE AND UNION NEGOTIATION	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 6, 2009	JAN 1, 2017
		MARY JO WIESELER	HR DIRECTOR			INDEFINITE
SALVATION ARMY BOARD/EMERGENCY FOOD AND SHELTER PROGRAM (1 YEAR TERM)	ANNUALLY	DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
Send confirmation letter when someone new is appointed to Amy Berry of Heartland						
SOUTH CENTRAL MINNESOTA REGIONAL RADIO BOARD		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	JUL 22, 2008	JAN 1, 2017
		SCOTT REHMANN (ALTERNATE)	SHERIFF	JAN 1, 2016	JUL 22, 2008	JAN 1, 2017
SW MINNESOTA EMERGENCY MEDICAL SERVICE CORPORATION BOARD OF DIRECTORS	TWO 3-YEAR TERMS MAXIMUM	SCOTT WAIBEL Call him with approval 484-9326	GLENCOE REGION	JAN 1, 2014	JAN 1, 2011	JAN 1, 2017
		PATRICK EGAN	(ALTERNATE)	JAN 1, 2016	JAN 1, 2016	JAN 1, 2022
Contact IMO Sunderland Executive Director 1-800-253-4029 Send IMO Appointment Notices						
PERSONNEL COMMITTEE (ADHOC)	ANNUALLY	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	FEB 3, 2013	JAN 1, 2017
		DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2016	JAN 1, 2017
		MARY JO WIESELER	HUMAN RESOURC	JAN 1, 2016	FEB 3, 2009	JAN 1, 2017
SWAC (Solid Waste Adv Comm)	ANNUALLY	PAUL WRIGHT	COMMISSIONER	JAN 1, 2016		JAN 1, 2017
		RICH POHLMEIER	COMMISSIONER	JAN 1, 2016	JAN 1, 2017	JAN 1, 2017
		RON SHIMANSKI	COMMISSIONER	JAN 1, 2016		JAN 1, 2017
		DOUG KRUEGER	COMMISSIONER	JAN 1, 2016		JAN 1, 2017
		JOE NAGEL	COMMISSIONER	JAN 1, 2016		JAN 1, 2017

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
SSTS (SUBSURFACE SEWAGE TREATMENT SYSTEMS) Notify New Members of their Appointment And CC Larry Gasow and Roger Berggren	ANNUALLY	JOE NAGEL (DISTRICT 5)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
		CURTIS CARRIGAN (PAC)	312 8TH AVE S, PO BROWNTON MN 55312	JAN 1, 2016	JAN 1, 2008	JAN 1, 2017
		WILLIAM HARD (PAC)	22023 WALDEN AV HUTCHINSON MN 55350	JAN 1, 2016	JAN 2, 2007	JAN 1, 2017
		PAUL MERKINS	24513 140TH ST STEWART MN 55385	JAN 1, 2016		JAN 1, 2017
		MARK JOHNSON (PAC)	7453 ACORN AVE PLATO MN 55370	JAN 1, 2016		JAN 1, 2017
		ROBERT BILLIET SSTS CONTRACTOR	22517 TAGUS AV HUTCHINSON MN 55350	JAN 1, 2016		JAN 1, 2017
		DONALD ALBRECHT TOWNSHIP REPRESENTATIVE	15702 40TH ST BROWNTON MN 55312	JAN 1, 2016		JAN 1, 2017
		ROBERT HEIL KNOWLEDGABLE IN WATER RESOURCES	9848 PLUM AVE BROWNTON MN 55312	JAN 1, 2016		JAN 1, 2017
		EX-OFFICIO NATHAN WINTER	EXTENSION EDUC.	JAN 1, 2016		JAN 1, 2017
		EX-OFFICIO ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2016		JAN 1, 2017
	EX-OFFICIO LARRY GASOW	ZONING ADMINIST	JAN 1, 2016		JAN 1, 2017	
	EX-OFFICIO EMILY GABLE	ENVIRONMENTALI	JAN 1, 2016		JAN 1, 2017	
SUPPORTING HANDS NURSE FAMILY PARTNERSHIP	ANNUALLY	RON SHIMANSKI (DISTRICT 1) (DELEGATE)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
		JOE NAGEL (DISTRICT 5) (ALTERNATE)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
		JENNIFER HAUSER	PUBLIC HEALTH NURSE DIRECTOR			INDEFINITE
SURVEYOR Notify Surveyor of his reappointments	4-YEAR TERM INDIFINITE	JEFF RAUSCH	PO BOX 35 HUTCHINSON MN 55350	JAN 1, 2016	FEB 20, 1996	JAN 1, 2020

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
TRAILBLAZER JOINT POWER BOARD	1-YEAR TERM	RON SHIMANSKI (DISTRICT 1)	COMMISSIONER	JAN 1, 2016	JAN 1, 2013	JAN 1, 2017
	ANNUALLY	SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016		JAN 1, 2017
Notify of any changes to Trailblazer's		DOUG KRUEGER (DISTRICT 2)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
WELLNESS COMMITTEE MEMBERS		KRISTIN GRAHAM	NORTH COMPLEX	JAN 1, 2016	JAN 1, 2016	JAN 1, 2017
		PAT SCHOMMER	HIGHWAY	JAN 1, 2016		JAN 1, 2017
		KATIE JONES	SHERIFF	JAN 1, 2016		JAN 1, 2017
		KATHY STROBEL	ATTORNEY	JAN 1, 2016		JAN 1, 2017
		KRISTIN BATES	SOCIAL SERVICES	JAN 1, 2016		JAN 1, 2017
		KERRY WARD (CHAIR)	PUBLIC HEALTH	JAN 1, 2016		JAN 1, 2017
		JENNIFER HAUSER	PUBLIC HEALTH	JAN 1, 2016		JAN 1, 2017
		MARY JO WIESELER (ALTERNATE)	ADMINISTRATION	JAN 1, 2016		JAN 1, 2017
		DONNA RICKEMAN	ADMINISTRATION	AUG 16, 2016	AUG 16, 2016	JAN 1, 2017
		SARAH YOUNG	SOLID WASTE EXTENSION	JAN 1, 2016		JAN 1, 2017
		DEBBIE BAKER	PUBLIC HEALTH	JAN 1, 2016		JAN 1, 2017
		SHELDON NIES (DISTRICT 4)	COMMISSIONER	JAN 1, 2016	JAN 1, 2014	JAN 1, 2017

COMMITTEE	TERM	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES
ENVIRONMENTAL SERVICES ADVISORY COMMITTEE 2014 combined Water Planning Task Force/Wetland Advisory Committee	ANNUALLY NO TERM LIMIT	COREY HENKE BUFFALO CREEK WATERSHED		JAN 1, 2016	FEB 6, 2007	NA JAN 1, 2017
		KEVIN LINDEMANN FARMER	6636 NATURE AVE BROWNTON MN 55312	JAN 1, 2016		JAN 1, 2017
		CHARLES MATHEWS SWCD REPRESENTATIVE	1219 1/2 15TH ST E GLENCOE MN 55336	JAN 1, 2016		JAN 1, 2017
		SKIP QUADE LOCAL BUSINESSMAN	19928 SIOUX HILLS HUTCHINSON MN 55350	JAN 1, 2016		JAN 1, 2017
		VIRGIL VOIGT CONSERVATION GROUP	164 4TH AVE NW HUTCHINSON MN 55350	JAN 1, 2016		JAN 1, 2017
		DONALD ALBRECHT TOWNSHIP REPRESENTATIVE	15702 40TH ST BROWNTON MN 55312	JAN 1, 2016	MAR 31, 2009	JAN 1, 2017
		PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 1, 2015	JAN 1, 2017
	EX-OFFICIO	LEE SUNDMARK DNR REPRESENTATIVE	1025 TEXAS AVE N HUTCHINSON MN 55350	JAN 1, 2016		JAN 1, 2017
	EX-OFFICIO	ADAM BIELKE BWSR REPRESENTATIVE	BWSR REPRESENTATIVE	JAN 1, 2016		JAN 1, 2017
	EX-OFFICIO	JEREMY MOUL BWSR REPRESENTATIVE	BWSR REPRESENTATIVE	JAN 1, 2016		JAN 1, 2017
	EX-OFFICIO	CLAYTON SCHMITZ-moved to Montana NRCS REPRESENTATIVE	DISTRICT CONSER	JAN 1, 2016		JAN 1, 2017
	EX-OFFICIO	NATHAN WINTER	EXTENSION EDUC.	JAN 1, 2016		JAN 1, 2017
	EX-OFFICIO	RYAN FREITAG	SWCD REPRESENTATIVE	JAN 1, 2016		JAN 1, 2017
EX-OFFICIO	ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2016		JAN 1, 2017	

COMMITTEE	TERM	NAME	ADDRESS	BOARD LAST APPOINTED	FIRST APPOINTED	FINAL TERM EXPIRES	CURRENT TERM EXPIRES	
FEEDLOT SUBCOMMITTEE (to Water Planning Task Force)	ANNUALLY	KEVIN LINDEMAN	6636 NATURE AVE BROWNTON MN 55312	JAN 1, 2016	APR 17, 2007		JAN 1, 2017	
		JIM HUESER	8596 80TH ST GLENCOE MN 55336	JAN 1, 2016			JAN 1, 2017	
		VIRGIL VOIGT	164 4TH AVE NW HUTCHINSON MN 55350	JAN 1, 2016			JAN 1, 2017	
		ROGER ENGELMANN	11664 CO RD 9 PLATO MN 55370	JAN 1, 2016	JUN 17, 2003		JAN 1, 2017	
		DALE HEGLAND	208 DESOTO AVE I GLENCOE MN 55336	JAN 1, 2016	AUG 21, 2001		JAN 1, 2017	
		CHRIS HUTTON		JAN 1, 2016	JAN 1, 2014		JAN 1, 2017	
			PAUL WRIGHT (DISTRICT 3)	COMMISSIONER	JAN 1, 2016	JAN 2, 2001		JAN 1, 2017
	EX-OFFICIO	RYAN FREITAG SWCD RPRESENTITIVE	1219 1/2 15TH ST E GLENCOE MN 55336	JAN 1, 2016	FEB 22, 2005		JAN 1, 2017	
	EX-OFFICIO	CLAYTON SCHMITZ-moved to Montana NRCS MCLEOD COUNTY REPRESENTATIVE	DISTRICT CONSER	JAN 1, 2016			JAN 1, 2017	
	EX-OFFICIO	ROGER BERGGREN	COUNTY ENVIRON	JAN 1, 2016	MAR 4, 1997		JAN 1, 2017	
	EX-OFFICIO	NATHAN WINTER	EXTENSION EDUC.	JAN 1, 2016	MAR 4, 1997		JAN 1, 2017	
	EX-OFFICIO	LARRY GASOW	ZONING ADMINIST	JAN 1, 2016	JUL 13, 1999		JAN 1, 2017	
WETLANDS TECHNCIAL EVALUATION PANEL (EX-OFFICIO) (ADVISES THE WETLANDS TECHNICAL ADVISORY COMMITTEE)	INDEFINITE	JOHN BRUNKHORST	HIGHWAY ENGINE	JAN 1, 2016	JAN 8, 2002		INDEFINITE	
		ROGER BERGGREN	ENVIRONMENTALI	JAN 1, 2016			INDEFINITE	
		JEREMY MAUL BWSR REPRESENTATIVE		JAN 1, 2016			INDEFINITE	
		RYAN FREITAG SWCD RPRESENTITIVE	1219 1/2 15TH ST E GLENCOE MN 55336	JAN 1, 2016			INDEFINITE	
		LEE SUNDMARK DNR REPRESENTATIVE		JAN 1, 2016			INDEFINITE	

**MCLEOD COUNTY BOARD
AGENDA REQUEST**

Board meeting date:	<u>1/3/2017</u>	Originating department:	<u>Planning & Zoning</u>
Consent or regular agenda:	<u>Regular</u>	Preferred agenda time:	<u>10:00 AM</u>
Amount of time needed:	<u>10 Minutes</u>	Funding source (if applicable):	_____
Contact person for more info:	<u>Marc Telecky</u>	Are funds in Dept. budget:	_____
Representative (present at the meeting to discuss):	<u>Marc Telecky, AZA, X-1213</u>		

MOTION REQUESTED:

Consider 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.

JUSTIFICATION FOR MOTION:

The Hutchinson Area Joint Planning Board did not make a recommendation at their December 21, 2016 regular meeting.

HUTCHINSON AREA JOINT PLANNING STAFF REPORT

To: Joint Planning Board

Prepared By: Joint Planning Staff: Dan Jochum, Marc Telecky, Larry Gasow,
and Andrea Schwartz

Application: Sketch Plan JP-SP1

Date: December 13, 2016 – **Meeting Date: December 21, 2016**

GENERAL INFORMATION

Brief Description: Preston Fox is requesting approval of a townhouse plat for the purpose of building 3 condo garages with 7 separate units per building. Each unit would share at least one common wall with a neighboring unit.

Applicant: Preston Fox
1055 Jorgenson St. SE
Hutchinson, MN 55350
P.I.D# 06.054.0250

Requested Action: Townhouse Sketch Plan Review

Lot Size: Approx. 2.66 Acres (Unit size 30' x 40')

Existing Zoning: "A" Agricultural

Location: **Lot 19 and Part of Lot 18 of Auditor's Plat S ½ Section 8
Hassan Valley Twp.**

Existing Land Use: Vacant Land

**Adjacent Land Use
And Zoning:** "I-1" Light Industrial

Zoning History: NA

Applicable Ordinance Hutchinson Area Joint Planning Ordinance Section 4 &
McLeod County Subdivision Ordinance

SPECIAL INFORMATION

Public Utilities: McLeod CO-OP

Public Services: Individual Sewage Treatment System

Preston Fox
Sketch Plan
December 21, 2016

Page 2

Transportation: Adams St. (CR 25)

Physical Characteristics: Vacant Lot (recently Re-zoned I-1)

Analysis: The applicant re-zoned this property back in October of 2016 with the purpose of constructing condo-garage facilities on this property. Mr. Fox would like to sell each unit individually to separate owners thus requiring smaller units (property) for fee title ownership. McLeod County, nor the City of Hutchinson has a separate ordinance for this type of subdivision but after discussion with the McLeod County Attorney's office it was agreed that we would be in conformance with Minnesota Statute 505 by running it through our normal review cycle of Sketch Plan, Preliminary Plat, and Final Plat as outlined in the McLeod County Subdivision Ordinance. Discussion should outline ownership for utilities and common space before recommendation of approval for this plat. A variance would also be needed for the proposed building nearest Adams Street.

Recommendations: Staff has outlined concerns for discussion in the analysis.

Cc: Preston Fox, applicant

North line of the SE 1/4 of
Section 8, T.116 N., R.29 W.

S89°45'17"E 790.35
(N88°30'W 766.3 Deed)

AUDITOR'S PLAT OF

Exception

N88°56'48"W 174.39 N89°25'34"W 141.21

S18°18'00"W 38.98

S87°45'31"W 272.59

THE SOUTH 1/2 OF
19

SECTION 8, T.116 N., R.29 W.,
BLOCK 1
LOT 1 OF THE 5TH P.M.

MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 43-7

N46°24'43"E 516.61
(N47°41'E 530.7 Deed)

WOOD PRODI

ADAMS STREET SE
(Formerly Trunk Highway No. 22)

Service Road 88

* Revised
RECEIVED
DEC 21 2016
BY: MT/SLP

DESCRIPTION (as provided)

Beginning at a point 514.5 feet West of the Northeast corner of Lot 17 of the Auditor's Plat of the South Half of Section 8, Township 116 North, Range 29 West of the 5th P.M.; thence North 88 degrees 30 minutes West along the North line 766.3 feet to a point of the Easterly right of way line of Trunk Highway number 22; thence South 47 degrees 40 minutes East along said right of way 552.85 feet; thence North 47 degrees 40 minutes East 530.7 feet to the place of beginning, being Lot 19 and part of Lot 18 of Auditor's Plat of the South Half of Section 8, Township 116 North, Range 29 West of the 5th P.M., according to the U.S. Government Survey thereof, except the following described property:

That part of Lots 18 and 19 of Auditor's Plat of the South Half of Section 8, Township 116 North, Range 29 West of the 5th P.M., as of public record, McLeod County, Minnesota, described as follows: Beginning at the intersection with the Northeastly line of Minnesota Department of Transportation Right of Way Plat No. 43-7, as of public record, McLeod County, Minnesota and the North line of the SE 1/4 of Section 8, Township 116, Range 29; thence on an assumed bearing of S89°45'17"E, along the North line of the said SE 1/4, a distance of 790.35 feet to the northwesterly line of Wood Products Addition, as of public record, McLeod County, Minnesota; thence S46°24'43"W, along last said line 36.88 feet; thence N89°57'37"W, 89.94 feet; thence N89°25'34"W, 141.21 feet; thence N88°56'48"W, 174.39 feet; thence S18°18'00"W, 38.98 feet; thence S87°45'31"W, 272.59 feet to the said Northeastly line of Minnesota Department

TOTAL AREA = 2.75 Acres
LOT AREAS

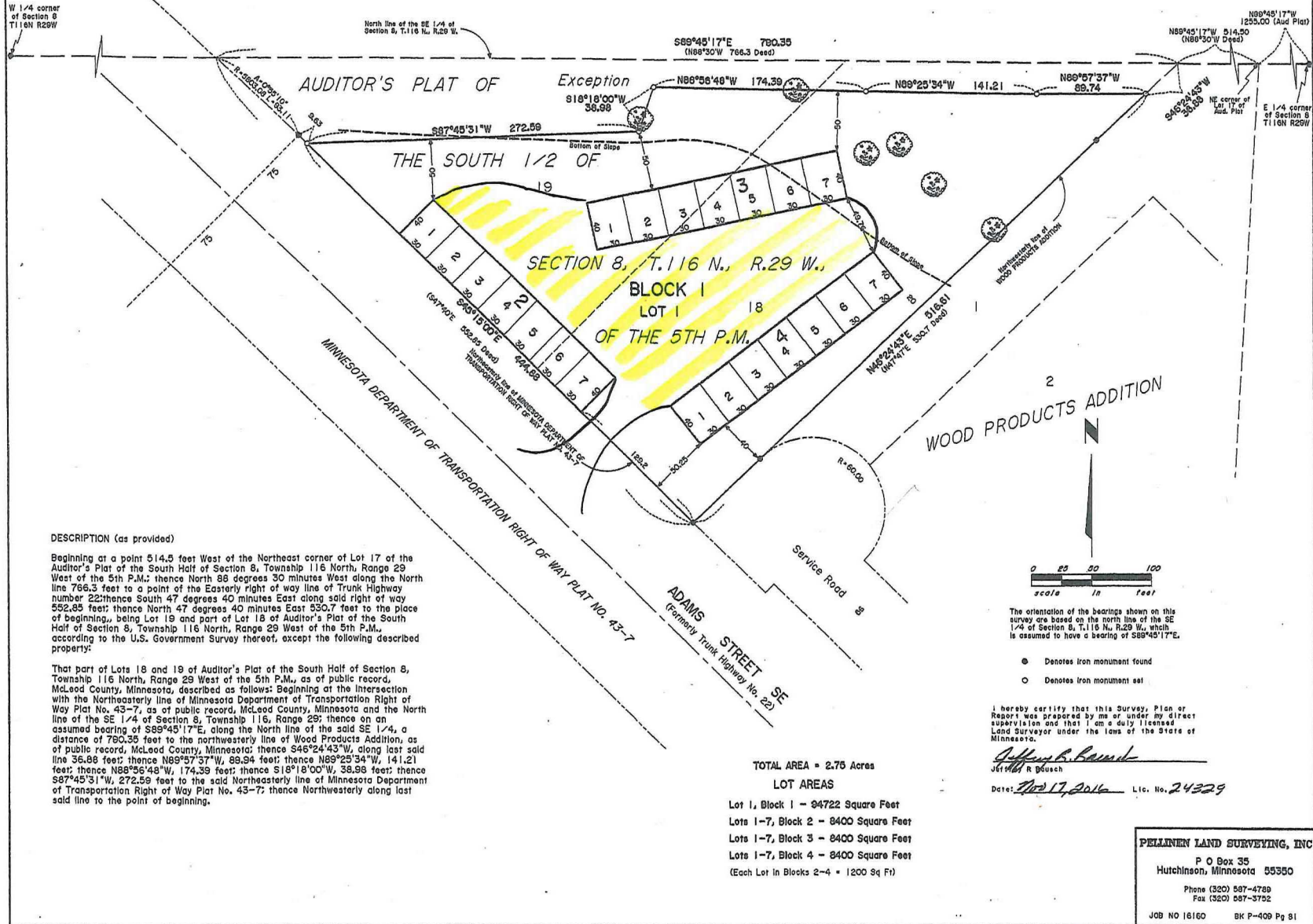
The or
survey
1/4 of
is asst

I hereby
Report wa
supervisi
Land Surv
Minnesota

[Signature]
JIM R

SKETCH OF PROPOSED DEVELOPMENT FOR PRESTON FOX

"OLD" county road



0 25 50 100
 scale in feet

The orientation of the bearings shown on this survey are based on the north line of the SE 1/4 of Section 8, T.116 N., R.29 W., which is assumed to have a bearing of S89°45'17"E.

● Denotes iron monument found
 ○ Denotes iron monument set

I hereby certify that this Survey, Plat or Report was prepared by me or under my direct supervision and that I am a duly licensed Land Surveyor under the laws of the State of Minnesota.

Jeffrey B. Boudin
 Jeffrey B. Boudin

Date: 10/17/2016 L.C. No. 24329



Manufacturer of Transfer Trailers

- Walking Floor®
- Live Floors
- Tippers

INDUSTRIES, INC.

184 South County Road 22 Morris, MN 56267

(320) 589-1971

1-800-833-6045

FAX: (320) 589-1974

www.wilkens-ind.com

Sales Agreement

Firm McLeod County Recycling Date 12/29/16
 Address 830 11th Street E. Glencoe MN 55336 PO # _____
 City, State, Zip Glencoe, MN 55336 Fax # _____
 Contact Paul Wright (Commissioner) Phone # 320-583-8584
 Terms Purchase Order/COD

Completion Date: 1 Day

Qty.	Description	Price
1	2002 Wilkens Industries Inc. Open Top Walking Floor Transfer Trailer Model 45115SCGOT	\$26,500.00
	VIN# 1W91C45262MO77919	
TOTAL PRICE		\$26,500.00

F.E.T. Federal Excise Tax	+	\$ 0
F.E.T. Tire Credit-Quan _____ X \$ _____ Ea _____	-	\$ 0
MN State Tax (where applicable)	+	\$ 1,722.50
Processing Fee & MN State Title, Licensing Fees	+	\$ 75.00
Freight	+	Customer
Total	+	\$ 28,297.50
Down Payment	-	\$ 0
Other:	\$	0
Balance Due at delivery:	\$	28,297.50

The purchaser agrees to accept the equipment listed and described above, on arrival, and to pay therefore the total Cash Price (less any pre-payments theretofore made) or, balance to be payable as follows:

- The purchaser further agrees:
1. That a service charge of 1-1/2% per month will be charged on all past due accounts with a \$1.00 minimum. This is an annual percentage rate of 18%.
 2. *Special orders are non-cancelable and a minimum of 35% down payment is required on special designed trailer orders. That this document forms a legal and binding contract for both parties herein, undersigned. Any changes, additions, or deletions, must be in writing within 5 days form date accepted by Wilkens Industries, Inc.
 3. Any regular orders requested to be cancelled will be subject to 20% of the sale price, service charge, and or the purchaser will forfeit their down payment whichever is greater. Any request to cancel an order shall be made in writing with a detailed explanation. Wilkens Industries, Inc shall have the final approval of a request for cancellation.
 4. Owner's manuals are available in electronic form. Bound copies are available at an additional cost.

Signed By: [Signature] Accepted By: _____
 Title: Sales Title: _____
 Date: 12-29-16 Date: _____

Manufacturer of the patented "X-Series" Expanding Wall Trailer