

**McLEOD COUNTY
BOARD OF COMMISSIONERS
MEETING MINUTES – March 18, 2014**

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 in the County Board Room. Commissioners Nies, Shimanski, Terlinden and Christensen were present. County Administrator Patrick Melvin, Administrative Assistant, Donna Rickeman, County Attorney Michael Junge and County Auditor-Treasurer Cindy Schultz 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 E; Consider approval of Carrier Contract Agreement with Reiner Enterprises Inc.
- B) Remove Central MN Jobs and Training.

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

CONSENT AGENDA

- A) March 4, 2014 Meeting Minutes and Synopsis.
- B) February 28, 2014 Auditor's Warrants.
- C) March 7, 2014 Auditor's Warrants.
- D) Approve the updated Service Agreement from ZixCorp for an additional 100 licenses for the remaining two years of the McLeod County contract.
- E) Adopt Resolution 14-CB-04 2013 Gift and Contributions.
- F) Approve the 2014 United Way of McLeod County Application for Funding with McLeod County Public Health in the amount of \$2000 for the County's Car Seat Program.
- G) Approve the 2014 United Way of McLeod County Application for Funding with McLeod County Public Health in the amount of \$6000 for the County's Universal Contact Program.
- H) Approve the renewal of Consumption & Display Permit for Brownton Rod & Gun in Brownton from April 1, 2014 through December 31, 2014.
- I) Approve Confession of Judgment for Brian B. & Molly J. Heimerl for Property ID 17.070.0040 in the City of Lester Prairie.

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

PAYMENT OF BILLS – COMMISSIONER WARRANT LIST

General Revenue	\$131,574.19
Road & Bridge	\$52,164.19
Solid Waste	\$13,605.41

Shimanski/Nies motion carried unanimously to approve payment of bills totaling \$197,343.79 from the aforementioned funds.

ROAD AND BRIDGE – Highway Engineer John Brunkhorst

- A) John Brunkhorst requested approval of a Lease Agreement with Bergen Township for use of the Highway Department facility in Lester Prairie.

This agreement would give Bergen Township use of four stalls in our old highway shop in Lester Prairie, after we move to new shop. In return the Township will pay a \$500 monthly fee and all utilities. The County will retain use of the site for recycling and/or other County uses.

Terlinden/Shimanski motion carried unanimously to approve a Lease Agreement with Bergen Township for use of the Highway Department facility in Lester Prairie for a fee of \$500 a month plus all utilities.

AUDITOR-TREASURER – Auditor-Treasurer Cindy Schultz

- A) Cindy Schultz requested approval to purchase a check imaging system from Girard’s Business Solution, Inc. (Burnsville, MN) for a cost of \$14,883.00 with funding coming from either the Recorder’s Compliance Fund or the Technology Fund pending approval from the Compliance Fund Committee.

Allowing this purchase will reduce operating cost, save staff time, and reduce paperwork, which equates to saving time and money during tax collection season. This software will scan checks and the tax statement stubs creating a file to upload into the Property Tax System and to the bank for deposit. This will eliminate most of the data entry processing for the tax payments into the Property Tax System. Although, the main reason for the purchase is for tax collections, this product will be used for processing checks for deposit from all McLeod County departments.

Nies/Wright motion carried unanimously to approve the purchase a check imaging system from Girard’s Business Solution, Inc. (Burnsville, MN) for a cost of \$14,883.00

with funding coming from either the Recorder's Compliance Fund or the Technology Fund pending approval from the Compliance Fund Committee.

SHERIFF DEPARTMENT – Sheriff Scott Rehmann

- A) Scott Rehmann requested approval to enter into a contract with the City of Lester Prairie to provide a 3rd mobile computer to be used by the police department. This contract will last for 4 years and will cover all hardware costs incurred by the County as well as air card costs needed to run the computer.

Terlinden/Shimanski motion carried unanimously to approve entering into a contract with the City of Lester Prairie to provide a 3rd mobile computer to be used by the police department. This contract will last for 4 years and will cover all hardware costs incurred by the County as well as air card costs needed to run the computer.

- B) Scott Rehmann requested permission to continue with Court House Security/Jail Expansion Project by contacting Wold to begin the design process and entering into a contract for services.

The request to proceed to the next step came following the judge's ruling that monies left to the county from the Annamarie Tudhope estate could be used for the jail expansion portion of the project.

In its preliminary conceptual design, Wold Architects estimated that the jail expansion and renovation would cost about \$4.2M of the total estimated cost of \$7M, which also includes security improvements to the courthouse. A representative from Wold said a more in depth design will take about six to eight months to develop.

County attorney Mike Junge cautioned the Board to take the process slowly, because the judge's ruling is subject to an appeal which would need to be filed by May 5th. If there is an appeal the county can ask the judge to require an appeal bond that will protect the project if the appeal delays the project long enough that additional costs are accrued.

There will be no final decision until the County Board accepts a bid and enters into a contract for the construction. Checkpoints before the final decision will be approval of the following: contract to do design services, schematic designs, design development, going out for bid and approval of bids.

Terlinden/Nies motion carried unanimously to continue with Court House Security/Jail Expansion Project by contacting Wold to begin the design process and entering into a contract for services.

HUMAN RESOURCES

A) Pat Melvin requested consideration of March 11, 2014 Staffing Request Recommendations.

1. Discuss Registered Nurse Position for Tri-Star ACT Team due to resignation.

Recommendation: McLeod County to act as the hiring authority to hire a Registered Nurse for the Tri-Star ACT Team based in Cosmos due to a resignation. Continuance of position is based on at least 105% reimbursement from the SW Mental Health Consortium.

Shimanski/Christensen motion carried unanimously to approve McLeod County to act as the hiring authority to hire a Registered Nurse for the Tri-Star ACT Team based in Cosmos due to a resignation. Continuance of position is based on at least 105% reimbursement from the SW Mental Health Consortium.

2. Discuss Solid Waste applying to be a Minnesota GreenCorps Host Site.

Recommendation: Support the process for Solid Waste to complete an application for McLeod County to be a Minnesota GreenCorps Host Site. If approved, a person will be employed by the Minnesota Pollution Control Agency but will work at McLeod County from approx. September 2014 - August 2015 at 40 hours per week to assist staff with recycling efforts.

Nies/Terlinden motion carried unanimously to Support the process for Solid Waste to complete an application for McLeod County to be a Minnesota GreenCorps Host Site. If approved, a person will be employed by the Minnesota Pollution Control Agency but will work at McLeod County from approx. September 2014 - August 2015 at 40 hours per week to assist staff with recycling efforts.

3. Discuss hiring Summer Worker for Solid Waste.

Recommendation: Hire a Solid Waste Summer Worker to assist staff in all areas of the department at \$9.25 per hour not to exceed 12 weeks in the summer.

Nies/Christensen motion carried unanimously to hire a summer worker in Solid Waste to assist staff in all areas of the department at \$9.25 per hour not to exceed 12 weeks in the summer.

4. Discuss hiring a full-time Transportation and Quality Control Coordinator in the Solid Waste Department.

Recommendation: Hire a full-time Transportation & Quality Control Coordinator (grade 12). This is a new position, requested to help with the increased workload.

Shimanski/Nies motion carried unanimously to hire a full-time Transportation & Quality Control Coordinator (grade 12). This is a new position, requested to help with the increased workload.

5. Discuss Information Technology positions.

No recommendation – further discussion needed.

6. Discuss tying wage increases to Performance Evaluations.

No recommendation – further discussion needed.

7. Early retirement incentives.

No recommendation – further discussion needed.

8. Discussion concerning role of Central Purchasing with other departments.

Recommendation: All departments are to be in contact with Central Services when there is a need for a new item to be purchased, RFP to be sent out, sale of a vehicle, building or remodeling project to occur, etc. In most cases, the department may continue with the process on their own. But in some cases, Central Services will be able to assist to make sure the proper procedures are followed, certificates of insurances are obtained, proper contracts are initiated and the best pricing is obtained for the County, etc.

This request was tabled for further discussion.

COUNTY ADMINISTRATION

- A) Pat Melvin requested consideration of March 11, 2014 Budget Committee Recommendations.

1. Consider options for paying for 2014 Zix Encryption total cost of \$6,000.

Recommendation: IT Director pay for expenses out of 2014 IT Budget and if necessary Auditor-Treasurer will make a year-end revision to IT Budget

Nies/Shimanski motion carried unanimously to approve the IT Director to pay for expenses out of 2014 IT Budget and if necessary Auditor-Treasurer will make a year-end revision to IT Budget.

2. Consider options for paying for the Public Defender's cost through June, 2014.

Recommendation: Create a Public Defender line item and Auditor-Treasurer will make a year-end revision based on expenses incurred.

3. Consider options for paying for digital check processing at \$14,000.

Recommendation: Purchase digital check processing system for \$14,000 with funding coming from the Recorder's Compliance Fund.

4. Miscellaneous- Consider 2015 Budget Process.

Recommendation: Set a full meeting of the Board for Friday, March 21st at 9:30 am to discuss the 2015 budget directive and process.

- B) Pat Melvin presented upcoming workshop agendas including: 4/1 Discussion with John McNamara, Wold Architects, about 2003 County Master Plan and future long-range planning; 4/8 Discussion with Sean Riley, Wright County Planning and Zoning Director, and Kevin Piepenburg, Meeker County Building and Inspector, and Ryan Voss, Director of Voss Construction, regarding Building Code and presentation by Jay Wood, Plato Fire Chief, Casey Stotts, Hutchison Assistant Fire Chief, and George Esenssen, Eden Prairie Fire Chief on behalf of McLeod County Fire Chief's Association.

Nies/Wright motion carried to approve the format for the 4/8 workshop which will only include the scheduled speakers.

Roll Call: Wright – Yes, Nies – Yes, Christensen – No, Shimanski – Yes, Terlinden – Yes.

Terlinden/Shimanski motion carried unanimously to approve a single sort workshop to be held on Thursday, 4/3 at 11:00 am at the Solid Waste Facility.

- C) Paul Wright notified the Board of the House of Representatives HF No. 2311 Bill prohibiting County Commissioners to serve as ditch inspectors. This bill is currently being reviewed at the Association for Minnesota Counties.
- D) Kermit Terlinden led a brief discussion on the upcoming Student Government Day. Kermit is currently working with MEADA to put together a presentation.

E) Paul Wright requested approval to enter into a carrier contract agreement with Reiner Enterprises Inc.

Nies/Terlinden motion carried unanimously to approve entering into a contract with Reiner Enterprises Inc.

CLOSED SESSION

Nies/Terlinden motion carried unanimously to close the meeting at 11:00 a.m. to discuss Loncorich v. McLeod County (Buss Feedlot).

Nies/Terlinden motion carried unanimously to open the meeting at 11:15 a.m.

Nies/Christensen motion carried unanimously to direct the County Attorney to take no further action on Loncorich v. McLeod County (Buss Feedlot).

Christensen/Nies motion carried unanimously to appoint Chris Hutton to the Feedlot Committee replacing Grant Knutson.

Christensen/Shimanski motion carried unanimously to adjourn at 11:25 a.m. until 9:00 a.m. April 1, 2014 in the County Boardroom.

ATTEST:

Paul Wright, Board Chair

Patrick Melvin, County Administrator