

**JUNE 19, 2018
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
JUNE 19, 2018**

1 9:00 CALL TO ORDER

PLEDGE OF ALLEGIANCE

2 9:02 CONSIDERATION OF AGENDA ITEMS*

3 9:02 CONSENT AGENDA*

- A. June 5, 2018 Meeting Minutes and Synopsis.
- B. June 1, 2018 Auditor's Warrants.
- C. June 4, 2018 Auditor's Warrants.
- D. June 8, 2018 Auditor's Warrants.
- E. June 15, 2018 Auditor's Warrants.
- F. Approve the renewal of shared services agreement between McLeod County Public Health and Southwestern Minnesota Adult Mental Health Consortium for the new contract period starting May 11, 2018, for McLeod County Public Health to provide medication education in order to meet Adult Rehabilitation Mental Health Services (ARMHS) criteria.
- G. Approve Application for Local Option Disaster Abatements and Credits for property tax relief refund of \$230 to Karen Schwing of Hutchinson, Minnesota due to fire that destroyed her home.
- H. Approve request to renew the Abatement Facility License for the Waste Management Demolition Landfill to operate as a demolition disposal facility from July 1, 2018 to June 30, 2019.
- I. Approve request to renew the Abatement Facility License for Spruce Ridge Resource Management Facility to operate as a recycling, Municipal Solid Waste (MSW), and demolition disposal facility from July 1, 2018 to June 30, 2019.
- J. Approve Liquor, Wine, Club or 3.2% On Sale Licenses for Major Ave Hunt Club (Glencoe, Minnesota) from June 19, 2018 through December 31, 2018.

4 PAYMENT OF BILLS - COMMISSIONER WARRANT LIST

5 9:04 PLANNING, ZONING, and ENVIRONMENTAL SERVICES – Assistant Zoning Administrator Marc Telecky

- A. Consider approval of the Fiscal Year 2018 and 2019 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant (NRBG) Agreement. The County will receive \$85,754 from these grants while providing a required match of \$64,154 for fiscal years 2018 & 2019. The NRBG money is needed to help offset the costs for certain programs that the county administers.*

McLeod County (Grantee) has met the criteria established by statute, the Board, the Department of Natural Resources (DNR), and the Minnesota Pollution Control Agency (MPCA) and is eligible to receive NRBG grant funds. The county has administered these programs using the NRBG money for more than 20 years. This resolution does not include the 2019 Septic Treatment System allocation or the 2019 Septic Treatment System Incentive allocated to Minnesota counties.

6 9:06 AUDITOR-TREASURER-Connie Kurtzweg

- A. Consider approval to purchase refreshments and snacks for 2018 Election Judge Trainings, State Primary and General Election Nights not to exceed \$500.00.*

The county board initially approved in 2008 furnishing refreshments and snacks for the election judges for state wide election cycles. This practice with the county board approval has continued in every state wide election cycle since. It is being asked again to approve for the 2018 election cycle to authorize the purchase of refreshments and snacks. The election judge training that is provided is a minimum two hour session. It is nice to provide coffee, lemon-aid and cookies to the attendees. In addition, election judges work a long day on Election Day and it is nice to provide a snack when they return the voting results and supplies to election headquarters that evening. This is a good gesture to show appreciation for the excellent job they do for the McLeod County voters.

- B. Consider approval of agreement between the State of Minnesota acting through its Office of the Secretary of State and the McLeod County Auditor-Treasurer's Office effective July 1, 2018 through September 30, 2018 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 for the 2018 Primary Election and will conduct a recount as necessary for the votes cast in the county.*
- C. Consider approval of agreement between the State of Minnesota acting through its Office of Secretary of State and the McLeod County Auditor-Treasurer's Office effective November 1, 2018 through December 31, 2018 to act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8232.0200 for the 2018 General Election and will conduct a recount as necessary of the votes cast in the county.*

7 9:09 INFORMATION TECHNOLOGY – Director Vincent Traver

- A. Consider approval to accept a contract from CPS Technology Solutions, Inc. for maintenance and support of the I Series for a cost of \$3,027.00 annually. Money coming from the Information Technology (IT) budget.*

This is a change of contracts since we used to receive support from International Business Machines Corporation (IBM) but they will no longer support the model of the

I Series hardware that we have due to it being end of life. CPS Technology Solutions, Inc. has helped us in the past with some support and is willing to support this model. The cost is the same as we were paying IBM.

- B. Consider approval to renew our Lynda.com online training licenses at a cost not to exceed \$36 per license for 280 licenses. The total cost at the maximum price would be \$10,080. Money is in the IT budget.*

It was asked for by the board a year ago to return with a report on how well the training has been utilized. Employees at McLeod County did complete a total of 88 classes and others used it to look up specific things related to the software they use. This year a renewal is requested due to some issues around email viruses that has caused extra work for the IT department and would like to make that training required for everyone as well as new hires which will ensure that we get our money out of the training costs.

- C. Consider approval to stipulate the hourly rate for IT services from \$85 per hour to \$100 hour starting in 2019.*

The IT hourly rate has not been changed in the recent 8 years. Other county IT departments around the state are charging \$100 or more. External vendors that we hire for IT specialties are charging up to \$250 per hour. This number is used as a charge back for services that can get reimbursed for from the state as well as the services provided to other counties. This fee is not on the Fee Schedule because the services are not being provided to the public. The change would take effect in 2019.

8 9:12 SOIL AND WATER CONSERVATION DISTRICT – Drainage Inspector Adam Leske

- A. Consider approval of Drainage Project #2018-022 on County Ditch #27 with a cost of \$1,800 to repair a slough in and award quote to Wuetherich Excavating (Norwood Young America, Minnesota).*

No other quotes were received.

- B. Consider approval of Drainage Project #2018-023 on County Ditch #10 with a cost of \$350.00 to remove tree debris from a culvert under Flower Road and award quote to Wuetherich Excavating (Norwood Young America, Minnesota).*

No other quotes were received.

9 9:15 AMENDING THE BUFFER ORDINANCE – Environmental Services District Manager Ryan Freitag

- A. Consider approval to update the McLeod County Buffer Ordinance to obtain concurrence from the Board of Water and Soil Resources.*

The ordinance has been reviewed by the County Attorney as well as by the Board of Water and Soil Resources (BWSR). By updating this we will receive concurrence and be compliant with Minnesota Statute 103F.48.

**10 9:17 SOLID WASTE CONSERVACTION DISTRICT – Environment Services District
Manager Ryan Freitag**

- A. Consider approval to submit a grant application with the Minnesota Pollution Control Agency, to pass Resolution 18-CB-21, and to allow the McLeod Soil and Water Conservation District to submit the application on behalf of McLeod County. This grant will provide funding for a rural well water testing program. The grant application requests \$15,000 from the State of Minnesota with a \$3,000 in-kind match from McLeod County and McLeod SWCD.

In doing so, it will allow the SWCD to submit the application for funding consideration from the State of Minnesota. If successful, it will re-establish a well water testing program within the County.

11 9:20 RECESS FOR BOARD OF APPEAL AND EQUALIZATION – Assessor Sue Schulz

12 9:23 PUBLIC WORKS – Director John Brunkhorst

- A. Consider approval of installation quotes and culvert materials for the replacement of one (1) centerline culvert on County Road 54/Tagus Ave southwest of Brownton.*
1. Low quote for installation was Wuetherich Drainage (Norwood, MN) for \$9,830. Other quotes received: Juul Contracting (Hutchinson, Minnesota) \$10,292; Hjerpe Contracting (Hutchinson, Minnesota) \$11,576.
 2. Culvert material price is \$6,509.02 (State Contract) from True North Steel (Fargo, North Dakota).

The Culvert is failing and needs replacement. This needs to be contracted because this culvert is too deep for our own equipment to reach.

- B. Consider approval for purchase of a new Caterpillar 430F2 Backhoe Loader from Ziegler Cat (Minneapolis, Minnesota) for \$123,980 (State Contract).*
- C. Consider approval for sale of a Caterpillar 2008 430E backhoe on MinnBid or trade-in if minimum is not met.*

Trade value offered is \$40,665. Minimum bid recommended to be set at \$43,000 to cover administrative fees. Maximum cost for new machine will be \$83,315.

- D. Consider award of the Dakota Trail Construction Project between County Road 1 and Carver County to Structural Specialties (Hutchinson, Minnesota) with a low bid of \$718,151.57.

Other bids included:

- Ram Excavating Inc. Winsted, MN \$772,291.39
- Duininck, Inc. Prinsburg, MN \$888,884.20
- C.S. McCrossan Maple Grove, MN \$1,131.785.00

Public Works recommends awarding Structural Specialties contingent upon approval of Change Order 1.

- E. Consider Approval of Change Order 1. This change order reduces some plan items and quantities for a net reduction of \$115,483.50. This puts the net construction cost at 602,688.07 the state grant is \$647,000, this leaves grant funding available to cover bridge engineering (\$18,764) plus some changes or overruns which are typically a part of any construction project.*
- F. Consider approval for the purchase of a No-Till Seeder at the price of \$12,800 from Arnolds (Glencoe, Minnesota).

Other quote received was from Lano Equipment of Norwood, Inc. (Norwood Young America, Minnesota).

13 9:27 HUMAN RESOURCES – Deputy Administrator Sheila Murphy

- A. Consider approval to continue paying an interim wage adjustment of \$150 per pay period to the Public Works Senior Engineering Technician while they cover out of class duties for the Assistant County Engineer/Deputy Public Works Director responsibilities.*
- B. Consider approval to continue paying an interim wage adjustment of \$150 per pay period to the Public Health Supervisors while they cover out of class duties for the previous Public Health Department Head Role.*
- C. Consider appointment of Marc Telecky as the Environmental Services Director including the duties as Planning Director and Zoning Administrator effective June 19, 2018.*

According to Minnesota Statute Section 394.29, the board may appoint a planning director to carry out the duties of Minnesota Statute Sections 394.21 to 394.37 and the McLeod County Zoning Ordinance Section 22 Subd. 1 discusses a four (4) year appointment for the Zoning Administrator.

14 COUNTY ADMINISTRATION

- Review of Commissioners Calendar
- Commissioner reports of committee meetings attended since June 5, 2018.

A. Notification of upcoming County Board workshop on Tuesday, July 3, 2018.

OTHER

Open Forum
Press Relations

RECESS

Next board meeting will be Tuesday July 3, 2018 at 9:00 a.m. at the Glencoe City Center.