

FILLMORE COUNTY COMMISSIONERS' MINUTES

February 5, 2019

This is a preliminary draft of the February 5, 2019 minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

The Board of County Commissioners of Fillmore County, Minnesota met in special session this 5th day of February, 2019 at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Duane Bakke, Marc Prestby, Randy Dahl, and Mitch Lentz. Also present were: Bobbie Vickerman, Coordinator/Clerk; John DeGeorge, Sheriff; James Fenske, Jail Administrator; Kristina Kohn, Human Resources Officer; Andrew Hatzenbihler, Solid Waste Administrator; Ron Gregg, Highway Engineer; Brent Kohn, Maintenance Supervisor; Heidi Jones, Auditor/Treasurer; Jessica Erickson, Director of Nursing; Kevin Olson, Social Services Manager; Cristal Adkins, Zoning Administrator; Brett Corson, County Attorney; Brian Hoff, Property Appraiser; Sheila Buenger, Accounting Technician Lead; Jason Marquardt, Veteran Services Officer; David Kiehne, Recorder; Tessa Melvin, David Drown & Associates; Bonita Underbakke and Karen Reisner, Fillmore County Journal.

The Pledge of Allegiance was recited, led by Brett Corson in honor of him retiring from his service to the Army Reserve. Bakke thanked him for his years of service, recognizing how difficult it is to balance.

On motion by Lentz and seconded by Dahl, the Board unanimously approved the amended agenda.

On motion by Prestby and seconded by Dahl, the Board unanimously approved the following Consent Agenda:

- 1. January 22, 2019 County Board minutes as presented.

On motion by Dahl and seconded by Lentz, the Board unanimously approved payment of the following Commissioner Warrants after pulling the City of Preston Ambulance, MN Department of Corrections, and Olmsted County warrants.

WARRANTS

The Auditor's Warrants were reviewed. The Board inquired if additional ballots have been billed out. Discussion ensued regarding additional expenditures and how to ensure that revenue is secured, if dollars are available, for those additional expenditures.

Andrew Hatzenbihler, Solid Waste Administrator, was present.

On motion by Dahl and seconded by Prestby, the Board unanimously approved changes to the "Resource Recovery Center Credit and Operating Policy."

Ron Gregg, Highway Engineer, and Brent Kohn, Highway Maintenance Superintendent, were present.

On motion by Prestby and seconded by Lentz, the Board unanimously approved the purchase of a truck for \$100,573 from the state bid.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the purchase of the equipment for the truck from Universal Truck & Equipment for \$121,225 from the state bid contract.

On motion by Prestby and seconded by Dahl, the following resolution was unanimously adopted:
RESOLUTION 2019-006: Application of Local Road Improvement Program funds for the resurfacing of CSAH 30 leading to the Niagara Cave

On motion by Dahl and seconded by Lentz, the Board unanimously approved advertising for the bridge replacement project on CSAH 4 west of Washington, SAP 023-604-005.

John DeGeorge, Sheriff, and James Fenske, Jail Administrator, were present to discuss and clarify bills that were pulled from the Auditor warrants.

Jail Administrator Fenske sent the City of Preston ambulance invoice to the State where it is re-priced based on Medical Assistance and type of service. All bills go through MEnD Correctional Care. On motion by Dahl and seconded by Lentz, the Board unanimously approved payment of the City of Preston invoice.

On motion by Dahl and seconded by Lentz, the Board unanimously approved payment to the Department of Corrections as they originally did not send the August bill, therefore, we are paying it now with the November and December invoice.

On motion by Dahl and seconded by Lentz, the Board unanimously approved payment for State inmate care to Olmsted Medical Center as it was sent to the wrong address. Fillmore County will get reimbursement from the State.

On motion by Dahl and seconded by Prestby, the Board unanimously approved the purchase of two replacement overhead garage doors from Thompson's Garage Door and Openers with the low bid of \$2,270.

The Citizen's Input portion of the meeting was opened and closed at 9:39 a.m. as no one was present to speak.

Heidi Jones, Auditor/Treasurer, was present.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the updated 2019 Fee Schedule. The Auditor/Treasurer items were reviewed, it was requested that Department Heads review items again to be sure their departments are updated. It was noted that Department Heads should notify the Auditor/Treasurer of any changes. This will be an annual review placed on the agenda for approval the first meeting in January.

No action was taken to approve the amended Fillmore County Abatement Policy updated to reflect statutes 357.192 & 279.01 as no originals were provided for comparison. Bakke reviewed several areas noting a breakdown is needed to verify the changes.

Jessica Erickson, Director of Nursing, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the Medical Consultant Contract.

Kevin Olson, Social Services Manager, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the Service agreement with Mary Klinghaven for claims training.

Cristal Adkins, Zoning Administrator, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved closing out the 2018 Shoreland, Septic Treatment Systems, and the Incentive Grants.

The Chair recessed the meeting at 10:34 a.m. and resumed back in session at 10:40 a.m.

Kristina Kohn, Human Resources, was present.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the request to hire Brian Hoff as Land Records Director effective Wednesday, February 6, 2019.

On motion by Dahl and seconded by Prestby, the Board unanimously approved the request to advertise for a replacement Property Appraiser.

On motion by Dahl and seconded by Lentz, the Board unanimously approved staffing level changes for transition of functions from Auditor/Treasurer's Office to Coordinator's Office.

On motion by Prestby and seconded by Lentz, the Board unanimously approved to rescind the motion from January 22, 2019 to accept the resignation request from Lori Affeldt, Account Technician Lead, effective February 1, 2019.

On motion by Lentz and seconded by Dahl, the Board unanimously approved the transfer of Karla Franzen, Account Technician, from Land Records to Auditor/Treasurer effective immediately.

On motion by Dahl and seconded by Lentz, the Board unanimously approved the actions recommended for classifications appeals for the compensation and classification study.

On motion by Lentz and seconded by Prestby, the Board unanimously approved the classifications chart for the compensation and classification study.

On motion by Lentz and seconded by Dahl, the Board unanimously approved final amendments to job descriptions.

Coordinator Vickerman requested advice from the Board regarding old office supplies and furnishings; it was the consensus of the Board to offer these items to the school districts, township offices and city offices in the county.

On motion by Lentz and seconded by Dahl, the meeting was closed at 11:37 a.m. pursuant to Minnesota Statute 13D.03 for labor negotiations regarding review of compensation study. All members were present. Also present were Bobbie Vickerman, Coordinator/Clerk; Brett Corson, County Attorney; Kristina Kohn, Human Resources Officer; and Tessa Melvin, David Drown Associate.

The Chair re-opened the meeting at 12:21 p.m. All members were present. Also present were Bobbie Vickerman, Coordinator/Clerk; Brett Corson, County Attorney; Kristina Kohn, Human Resources Officer; and Tessa Melvin, David Drown Associate.

In summary of the closed meeting, on motion by Lentz, seconded by Dahl, the Board unanimously approved to bring the pay plan to the February 12th Board meeting. This will include the pay plan, implementation date, over market process, market increase and ongoing maintenance of the compensation plan. If the board approves the implementation of the Compensation Plan, Human Resources will update Department Heads.

On motion by Prestby and seconded by Lentz, the Chair adjourned the meeting at 12:23 p.m.