

PROCEEDINGS OF THE MURRAY COUNTY BOARD OF COMMISSIONERS
MURRAY COUNTY GOVERNMENT CENTER – SLAYTON, MINNESOTA
December 12, 2017, 8:30 a.m.

Pursuant to notice, the Murray County Board of Commissioners convened with the following members present: Commissioners Glenn Kluis, Gerald Magnus, Lori Gunnink, James Jens and David Thiner. Also, present Aurora Heard, County Coordinator and County Attorney Travis Smith.

The meeting opened by reciting the Pledge of Allegiance to the Flag.

The Chairman asked if there were any additions to the agenda. Several items were added.

It was moved by, seconded by and passed to approve the agenda as modified.

No conflicts of interest were identified.

Consent Agenda

1. Approve Minutes from November 28, 2017

It was moved by Magnus, seconded by Jens and passed to approve consent agenda item 1.

A motion was duly made by Magnus, seconded by Jens and carried that all claims as presented were approved for payment. The Chairman was authorized to sign the Audit List dated 12/12/2017 with fund totals as follows and warrants numbered 154567 – 154657:

County Revenue Fund	77,884.98
County Road & Bridge Fund	72,386.41
EDA	191.00
Hospital Maintenance	63.98
Sunrise Terrace	1,356.24
SAWSD	154.00
Total	152,036.61

Dennis Goebel, MCMC CEO, gave the hospital monthly update.

A motion was made by Magnus, seconded by Jens and carried that the Commissioners in conjunction with the appointed ditch inspector in and for the County of Murray, have examined and inspected that portion of the foregoing described County and Judicial Ditches, lying within the County of Murray, for the purpose of determining what repairs are necessary and ordered said repairs to be made, by this report given thereon at a Murray County Board of Commissioner's meeting, held in the Commissioners Room of the Murray County Government Center, Slayton, Minnesota.

- Petition #2017-064 (CD 42, Lime Lake Twp. Sec. 36, District 3 – Magnus)

- Petition #2017-065 (JD 14, Leeds Twp. Sec. 27, District 2 – Gunnink)
- Petition #2017-066 (CD 42, Lime Lake Twp. Sec. 36, District 2 – Magnus)

Auditor/Treasurer Heidi Winter met with the County Board regarding her 2018 salary.

County Attorney Travis Smith met with the County Board regarding his 2018 salary.

10:04 a.m. Open Forum/Public Comment – No members of the public were present.

It was moved by Gunnink, seconded by Magnus and passed to approve to authorize purchases for office furniture for ACE in the amount of \$690.00.

10:15 a.m. The Board Chair called the public hearing for the 2018 fee schedule to order.

The County Board reviewed the changes to the 2018 fee schedule.

10:34 a.m. The public hearing was opened for comment. No members of the public were present.

10:36 a.m. The public hearing for the 2018 fee schedule was closed.

It was moved by Thiner, seconded by Magnus and passed to approve the 2018 fee schedule.

Commissioner Jens offered the following resolution and moved for its adoption:

RESOLUTION NO. 2017-12-12-01
Resolution on Deficient Bridges

WHEREAS, Murray County has determined that the following deficient bridges on the CSAH, County Road and Township systems are a high priority and require replacement or rehabilitation within the next five (5) years; and

Old Bridge	Road Number	Estimated Proj. Cost	Federal Funds	State Aid	Town Bridge	Local Tax	Bond Funds	Program Year	Road Jurisdiction
<10'	CSAH 26	120,000		70,000			50,000	2018	County
L5933	T-147	375,000			355,000	20,000		2018	Mason
51502	T-55	350,000			340,000	10,000		2019	Lowville
L1570	Co. Rd. 86	300,000				50,000	250,000	2019	County
L9177	T-62	350,000			340,000	10,000		2020	Murray Twp.
L1545	CSAH 25	200,000		100,000			100,000	2021	County

L1519	CSAH 1	100,000		50,000			50,000	2021	County
51504	CSAH 38	350,000		200,000			150,000	2021	County
L1530	CSAH 7	200,000		100,000			100,000	2021	County
L1649	T-166	200,000			190,000	10,000		2021	Lime Lake

WHEREAS, local roads play an essential role in the overall state transportation network and local bridges are the critical component of the local road systems; and

WHEREAS, State support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road systems and is necessary for the County and the townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above; and

WHEREAS, Murray County intends to proceed with replacement or rehabilitation of these bridges as soon as possible when State Transportation Bond Funds are available.

BE IT RESOLVED, that Murray County commits that it will proceed with the design and contract documents for these bridges immediately after being notified that funds are available in order to permit construction to take place within one year of notification.

The foregoing resolution was duly seconded by Commissioner Gunnink and there upon being put to a vote all members of the Board voted for its adoption.

Commissioner Thiner offered the following resolution and moved for its adoption:

RESOLUTION NO. 2017-12-12-02
 AGENCY DELEGATED CONTRACTING PROCESS AGREEMENT
 AGENCY AGREEMENT NO. 1030051

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the Murray County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairman and the Auditor/Treasurer are hereby authorized and directed for and on behalf of the Murray County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1030051”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

STATE OF MINNESOTA
 COUNTY OF MURRAY

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by Murray County, at a duly authorized meeting thereof held on the 12th day of December, 2017, as shown by the minutes of said meeting in my possession.

County Auditor/Treasurer

Notary Public
My Commission expires _____

The foregoing resolution was duly seconded by Commissioner Jens and there upon being put to a vote all members of the Board voted for its adoption.

It was moved by Gunnink, seconded by Thiner and passed to approve having the Board Chair and Auditor/Treasurer sign the agency delegated contracting process agreement number 1030051.

It was moved by Thiner, seconded by Jens and passed to approve purchasing a grade laser with remote in the amount of \$1,800.00 from Frontier Precision.

It was moved by Magnus, seconded by Gunnink and passed to approve the Building Committee, Commissioners Jens and Thiner, to explore possible sites for a highway department.

County Recorder Evey Larson met with the County Board regarding her 2018 salary.

Tessia Melvin, David Drown Associates, presented the final compensation/classification study results.

Tessia Melvin, David Drown Associates, reviewed the following appeals:

Job	Grade Change	Pay Change	Appeal
Chief Deputy Auditor	Wants to be moved to Step F due to longevity		
Deputy Recorder	Now Grade 7	Was 16.73-20.92 Now 18.17-24.43	Wants to be 8 or 9 because was 9
Community Relations	Just question if new education and experience was included in the rating		
Economic Development	Just question if new education and experience was included in the rating		
Highway Maint. Workers	Now 8	Was 16.73-20.92 Now 19.95-25.94	Job requires call out, want more points for removing snow, last study said 8

Job	Grade Change	Pay Change	Appeal
Highway Maint. Signs	Now 8	Was 16.73-20.92 Now 19.95-25.94	Believes more responsibility and decision making than Highway Maint. Worker
Drug/ General Investigator	Eliminated, but Larson and Gass claim they are currently in this position; however the roster does not reflect this and per the Sheriff this position was eliminated to create the Lieutenant position to better describe what that position does		
Lieutenant	Now 12, and asking for a Grade 14, the Sheriff met with the Classification and Compensation Committee and asked that the Drug/ General Investigator position be added back and the Lieutenant moved to a 13		

Tessia Melvin, David Drown Associates, recommended the following regarding the previous appeals:

- Deny Chief Deputy Auditor/Treasurer appeal as it is based on longevity and you would have to do it for everyone;
- Deny Deputy Recorder appeal;
- Community Relations & Economic Development –They were not appeals;
- Deny Highway Maintenance Worker appeal;
- Highway Maintenance Workers/Signs – Recommended increasing one labor grade;
- Sheriff’s Department – She reviewed the following three options: 1. Keep the Lieutenant position as per Job Description Appeal Process, 2. Eliminate the Lieutenant position create Drug/General Investigator position, 3. Do nothing with these positions until Sheriff approaches the Board and determines this position and other additional positions.

Tessia Melvin recommended approving the highway maintenance/sign position as additional responsibilities were brought in and denying the other appeals. Regarding the Sheriff’s Department she recommended further conversation and discussion with the Sheriff regarding the positions in his office. She stated this was a compensation/classification study not a reorganization.

It was moved by Thiner, seconded by Magnus and passed to approve Tessia Melvin’s recommendations: the highway sign maintenance position increases a labor grade and the following three stay the same: Chief Deputy Auditor/Treasurer, Highway Maintenance Worker, Deputy Recorder and the Sheriff’s Office will have to be figured out.

Christy Riley met with the County Board regarding surplus items.

A motion was made by Thiner, and seconded by Jens to approve the report of the Ditch Committee of the Judicial Ditch lying within the County of Murray on those petitions for repair that have been inspected for determining what repairs, if any, are necessary, the extent and nature of such repairs, an estimated cost of such repairs or a list of bills presented for payment that will enable said ditches to answer their purposes and to pay all bills contained within the report. The motion passed with a roll call vote as follows:

David Thiner: Yes
 Lori Gunnink: Abstain
 James Jens: Yes
 Gerald Magnus: Yes
 Glenn Kluis: Abstain

<u>Contractor</u>	<u>Ditch #</u>	<u>Amount</u>	<u>Petition #</u>	<u>Inspector</u>	Commissioner District
<u>Joanne M. Ertl (Court Reporter)</u>					
	JD 3	2,105.00		JD 3 Appeal	
	Subtotal	<u>2,105.00</u>			
Total for All Ditch Bills		<u>2,105.00</u>			

Commissioner Thiner, Commissioner Jens and Commissioner Magnus are appointed to the Judicial Ditch Board 3 along with Cottonwood County Commissioners Norm Holman and Jim Schmidt. Commissioner Gunnink and Commissioner Kluis are not appointed to the Judicial Ditch 3 Board therefore they abstained.

A motion was made by Gunnink, seconded by Magnus with all members of the Board voting their approval to accept the report of the Ditch Committee of the County and Judicial Ditches lying within the County of Murray on those petitions for repair that have been inspected for determining what repairs, if any, are necessary, the extent and nature of such repairs, an estimated costs of such repairs or a list of bills presented for payment that will enable said ditches to answer their purposes and to pay all bills contained within the report.

<u>Contractor</u>	<u>Ditch #</u>	<u>Amount</u>	<u>Petition #</u>	<u>Inspector</u>	Commissioner District
<u>Bill's Backhoe Services, LLC</u>					
	CD 40	450.00	2017-056	ok'd by Howard on 12/5/17	5-Thiner
	JD 14	225.00	2017-058	ok'd by Howard on 12/5/17	2-Gunnink
	Subtotal	<u>675.00</u>			
<u>Andrew Kuehl</u>					
	CD 21	120.00	2017-060	ok'd by Howard on 11-22-17	2-Gunnink
	Subtotal	<u>120.00</u>			
<u>Jim Wedo</u>					
	CD 40	120.00	2017-056	ok'd by Howard on 11-30-17	5-Thiner
	Subtotal	<u>120.00</u>			
Total for All Ditch Bills		<u>915.00</u>			

It was moved by Thiner, seconded by Jens and passed to approve replacing a furnace at the food service building.

It was moved by Magnus, seconded by Jens and passed to approve Pay Application No. 2 to Doom & Cuypers Construction, Inc. for the Lime Lake Bathroom Project in the amount \$15,823.00.

It was moved by Magnus, seconded by Jens and passed to approve Murray County participating in a county wide local update of census addresses.

12:40 p.m. The meeting was recessed.

1:30 p.m. The meeting was called back to order.

The County Board reviewed the 2018 ditch levies.

3:05 p.m. It was moved by Thiner, seconded by Jens and passed to approve going into closed session pursuant to Minnesota Statute 13. D.05 for labor negotiations strategy.

Present: Commissioners Glenn Kluis, Gerald Magnus, Lori Gunnink, James Jens and David Thiner. Also, present Aurora Heard, County Coordinator and County Attorney Travis Smith.

3:47 p.m. It was moved by Jens, seconded by Magnus and passed to approve coming out of closed session.

It was moved by Thiner, seconded by Gunnink and passed to approve the recommendation from David Drown for step placement and grade level for non-union employees.

It was moved by Thiner, seconded by Jens and passed to approve using the following staffing levels to determine the 2018 salary budgets:

Number of Positions Budgeted in 2018	Employment Classification (Full Time, Part Time, Intermittent)	Annual Hours	Department	Title	Employee
1	Full Time	2080	Assessor	County Assessor	Marcy Barritt
2	Full Time	2080	Assessor	Assessor Technician	Chris Baumberger and One Vacant
2	Full Time	2080	Assessor	Deputy Assessor (AMA)	Jean Nelson & Amber Hansen
1	Elected		Auditor/Treasurer	Auditor/Treasurer	Heidi Winter
1	Full Time	2080	Auditor/Treasurer	Chief Deputy Auditor	Barb Lewis
1	Full Time	2080	Auditor/Treasurer	Deputy Auditor - Accounting Technician	Mary Ellen Moline
1	Full Time	2080	Auditor/Treasurer	Deputy Auditor - Election, Property Issues/Ditches	Lisa Carlson

1	Full Time	2080	Auditor/Treasurer	Deputy Auditor- Secretary	Margo Newman
3	Full Time	2080	Building Maintenance	Building Maintenance Worker	Joe Miranowski, Paul Counter, Curt Like
1	Full Time	2080	Coordinator	County Coordinator	Aurora Heard
1	Full Time	2080	Coordinator	HR Generalist	Ronda Radke
1	Elected		County Attorney	County Attorney	Travis Smith
1	Part Time		County Attorney	Assistant County Attorney	Kayla Johnson
1	Full Time	2080	Economic Development	Economic Development Director	Amy Rucker
1	Part Time	1872	Economic Development	Community Relations Coordinator	Christy Riley
1	Full Time	2080	Environmental	Ag & Solid Waste Administrator	Jon Bloemendaal
1	Full Time	2080	Environmental	Zoning/Environmental Administrator	Jean Christoffels
1	Part Time	1040	Environmental	Environmental Secretary	Laurie Hill
1	Full Time	2080	Environmental	Environmental Technician	Sarah Soderholm
1	Full Time	2080	Extension	Extension Office Manager	Nancy Pieske
1	Full Time	2080	Highway	County Highway Engineer	Randy Groves
1	Full Time	2080	Highway	Assistant County Engineer	Keith Rossow
1	Full Time	2080	Highway	Highway Maintenance Supervisor	Lonn Jackels
1	Full Time	2080	Highway	Ditch Inspector	Howard Konkol
1	Full Time	2080	Highway	Accounting Technician	Lisa Saner
1	Full Time	2080	Highway	Engineer Technician II	Lonnie Lambertus
1	Full Time	2080	Highway	Highway Maintenance Worker/Signs	Donald Engesser
10	Full Time	2080	Highway	Highway Maintenance Worker	Bruce Bertrand, Jeff Goettig, Jay Ireton, Paul Kirchner, Chad Muecke, Scott Nelson, Jody Penoyer, Brian Rosenberg, Jay Sauer, Randy Shaw
1	Full Time	2080	Highway	Lead Mechanic	Darren Saner
1	Full Time	2080	Highway	Mechanic	Steven Muecke

1	Full Time	2080	License Center	License Center Supervisor	Connie Wieneke
1	Part Time	1248	License Center	License Center PT	Annette Seivert
1	Part Time	1690	Museum	Site Coordinator - EOL/Museum	Janet Timmerman
1	Part Time	1300	Museum	Site Coordinator - Museum	Gaylene Chapman
1	Part Time	1664	Museums	Museum Coordinator	Jakob Etrheim
1	Full Time	2080	Network Administration/VSO	Administrative/GIS Technician	James Reinert
1	Full Time	2080	Network Administration/VSO	Network Administrator/Veterans Service Officer	Terry Fischer
1	Full Time	2080	Parks	Parks Maintenance Worker	Robert Miller
1	Full Time	2080	Parks	Parks/Fairgrounds/Aeration Director	Justin Hoffman
1	Elected		Recorder	County Recorder	Evelyn Larson
1	Full Time	2080	Recorder	Deputy Recorder	Karen Brown
1	Full Time	2080	Recycling	Recycling Center Foreman	Todd Platt
1	Full Time	2080	Recycling	Recycling Center Worker/HHW Manager	Zach McFarland
1	Part Time	1456	Recycling	Recycling Center Worker	Amanda Grogan
2	Part Time	1534 * 2PTE'S	Recycling	Recycling Center Worker	Neil Gilbertson and Bill Crowley
1	Elected		Sheriff	County Sheriff	Steve Telkamp
4	Full Time	2080 * 4 FTE's	Sheriff	Dispatcher/Jailer	Jacki Jurrens, Dan Brockberg, Jon Heidebrink, and Jannette Engels
1	Part Time	1248	Sheriff	Dispatcher/Jailer	McKenna Schreier
1	Full Time	2080	Sheriff	Assistant Jail Administrator	Donna Mollema
1	Full Time	2080	Sheriff	Administrative Assistant	Allisen Cantin
6	Full Time	2080 * 6 FTE'S	Sheriff	Deputy Sheriff	Brian Gass, Lucas Isder, John Wiggins, Jarrod Larson, Lee Meinders & Bryan Bose
2	Part Time	2080 * 2 PTE'S	Sheriff	Deputy Sheriff	Ryan Baker and Prestin Parker
2	Intermittent	350 *2 Intermittent	Sheriff	Deputy Sheriff	Dale Nelson and Devin Gillette
1	Full Time	2080	Sheriff	Drug/General Investigator	Chris Lewis

1	Full Time	2080	Sheriff	Emergency Management Director/Deputy Sheriff	Heath Landsman
1	Full Time	2080	Sunrise	Sunrise Terrace Director	Carol Veldhuisen
1	Part Time	1040	Sunrise	Housekeeper	Della Bennett

It was moved by Magnus, seconded by Gunnink and passed to approve setting the 2018 flexible spending limit at \$2,650.00.

The County Board reviewed the 2018 ditch levies.

It was moved by Gunnink, seconded by Thiner and passed to approve the following position descriptions from David Drown Associates:

Assessor

- County Assessor
- Assessing Technician
- Deputy County Assessor – CMA
- Deputy County Assessor – AMA

County Attorney

- Assistant County Attorney

Auditor/Treasurer’s Office

- Chief Deputy Auditor/Treasurer
- Deputy Auditor – Accounting Technician
- Deputy Auditor – Elections/Property/Ditches
- Deputy Auditor – Secretary

Building Maintenance

- Building Maintenance Worker

Coordinator

- County Coordinator
- Human Resources Generalist

Ditch

- Ditch Inspector

Economic Development

- Economic Development Director
- Community Relations Coordinator

Environmental

- Zoning/Environmental Administrator
- Environmental Resources Technician
- Environmental Services Secretary
- Ag and Solid Waste Administrator

Extension

- Extension Office Manager

Highway

- County Engineer

- Assistant County Engineer
- Highway Maintenance Supervisor
- Engineer Technician
- Engineer Technician II
- Accounting Technician
- Highway Maintenance Worker
- Highway Maintenance Worker/Signs
- Lead Mechanic
- Mechanic

License Center

- License Center Supervisor
- License Center PT

Museum

- Museum Coordinator
- Museum Site Coordinator – End O Line
- Museum Site Coordinator – Dinehart/Holt House

Parks

- Parks/Fairgrounds/Aeration Director
- Parks Maintenance Worker

Recorder

- Deputy County Recorder

Recycling Center

- Recycling Center Foreman/Demolition Operator
- Recycling Center Worker
- Recycling Center Worker-HHW Manager

Sheriff

- Assistant Jail Administrator
- Administrative Assistant – Sheriff’s Office
- Dispatcher and Jailer
- Deputy Sheriff
- Deputy Sheriff/ Emergency Management Director

Sunrise Terrace

- Sunrise Terrace Director
- Housekeeper

VSO – Network

- Network Administrator/Veteran’s Service Officer
- GIS Technician/ Administrative Assistant

The Commissioners gave their committee reports for the period of November 19, 2017 to December 2, 2017.

James Jens reported on Commissioner Board Meeting (partial per diem claimed) – November 21, Health and Human Services/Hospital Finance (partial per diem claimed) – November 27, Commissioner Board Meeting/Truth in Taxation Meeting (partial per diem claimed) – November

28, Hospital Board Meeting/Ditch Inspection #65 – November 29, Casey Jones Trail (partial per diem claimed) – November 30.

Gerald Magnus reported on Western Mental Health (no per diem claimed) – November 20, Commissioner Board Meeting/Personnel – November 21, Southern Prairie Community Care (partial per diem claimed) – November 22, Solid Waste/Rural Minnesota Emergency Board/PACE – November 27, Commissioner Board Meeting/Truth in Taxation – November 28, Personnel/Hospital Board – November 29, Personnel (partial per diem claimed) – December 1.

Lori Gunnink reported on Commissioner Board Meeting (partial per diem claimed) – November 21, Commissioner Board Meeting/Truth in Taxation – November 28.

David Thiner reported on Southwest Minnesota Opportunity Council (partial per diem claimed) – November 20, Commissioner Board Meeting (partial per diem claimed) – November 21, Commissioner Board Meeting/Truth in Taxation– November 28, Radio Board (partial per diem claimed) – November 29.

Glenn Kluis reported Commissioner Board Meeting (partial per diem claimed) – November 21, Commissioner Board Meeting/Truth in Taxation – November 28, Personnel (partial per diem claimed) – November 29, Property Purchase Meeting (partial per diem claimed) – November 30, Personnel (partial per diem claimed) – December 1.

It was moved by Magnus, seconded by Jens and passed to approve the Commissioner Vouchers for the period of November 19, 2017 to December 2, 2017.

There being no further business the meeting adjourned at 4:30 p.m.

ATTEST:

Aurora Heard, County Coordinator

Glenn Kluis, Chairman of the Board