

PROCEEDINGS OF THE MURRAY COUNTY BOARD OF COMMISSIONERS  
MURRAY COUNTY GOVERNMENT CENTER – SLAYTON, MINNESOTA  
December 18, 2018 8:30 a.m.

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

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

No conflicts of interest were identified.

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

Consent Agenda

1. Approve minutes from December 11<sup>th</sup>, 2018
2. Approve minutes from November 27<sup>th</sup>, 2018

It was moved by Kluis, seconded by Gunnink and passed to approve the minutes from December 11<sup>th</sup>, 2018.

It was moved by Thiner, seconded by Kluis and passed to approve the minutes from November 27<sup>th</sup>, 2018.

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
- Glenn Kluis: Abstain

**I + S Group**

	JD 3 \$ 4,061.00	JD 3 Appeal - Engineering
	<b>Subtotal</b> <u>\$ 4,061.00</u>	
<b>Total JD 3 Ditch Bills</b>	<u>4,061.00</u>	

Commissioner Kluis and Gunnink did not vote as they are not on the JD 3 Committee. Motion carried 2 to 0.

A motion was made by Thiner, seconded by Gunnink 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>	<u>Commissioner District</u>
<b><u>Bill's Backhoe Service, LLC</u></b>					
	CD 75	440.00	2018-091	ok'd by Howard 12-13-2018	3-Magnus
	CD 55	240.00	2018-095	ok'd by Howard 12-13-2018	1-Jens
	<b>Subtotal</b>	<b><u>680.00</u></b>			
<b><u>Larson Backhoe Service</u></b>					
	JD 22	636.98	2018-093	ok'd by Howard 12-13-2018	1-Jens
	<b>Subtotal</b>	<b><u>636.98</u></b>			
<b><u>Rinke Noonan</u></b>					
	Admin	200.00		Monthly Retainer	
	JD 6	270.00		Improvement - JPA water control structure	
	CD 11	270.00		Emergency Repairs/Hwy 30-Legal	
	<b>Subtotal</b>	<b><u>740.00</u></b>			
	<b>Total for All Ditch Bills</b>	<b><u>2,056.98</u></b>			

It was moved by Jens, seconded by Gunnink and passed to approve Pay Application No. 2 to Cooreman Contracting, Inc. for the County Ditch 29 Repair in the amount \$5,426.10.

Commissioner Thiner introduced the following resolution and moved its adoption:

RESOLUTION 2019-12-18-01  
A Resolution Setting the 2019 Budget

NOW THEREFORE BE IT RESOLVED, that the Murray County Board of Commissioners set the 2019 Budget with Fund Totals as follows and based on a Budget Document kept on file in the Murray County Auditor-Treasurer's Office.

<b>2019 Budgeted Governmental Funds</b>	<b>Revenue</b>	<b>R&amp;Br</b>	<b>Human Services</b>	<b>Economic Development</b>	<b>Ditch</b>	<b>Debt Service</b>	<b>Totals</b>
<b>Revenues</b>							
Taxes	5,789,488	1,436,479	1,280,866			232,418	8,739,251
Special Assessments	259,186				95,415		354,601
License and Permits	29,500	7,000					36,500
Intergovernmental	1,826,288	5,357,372					7,183,660
Charges for Services	365,595	24,000					389,595
Fines and Forfeits							0
Investment Earnings	30,750			15,743			46,493
Gifts and Contributions	1,300						1,300
Miscellaneous	269,615	68,700		66,214			404,529
Other Sources							0
<b>Total Revenues</b>	<b>8,571,722</b>	<b>6,893,551</b>	<b>1,280,866</b>	<b>81,957</b>	<b>95,415</b>	<b>232,418</b>	<b>17,155,929</b>
<b>Expenditures</b>							
General Government	3,418,064						3,418,064
Public Safety	2,540,431						2,540,431
Highways and Streets		6,295,897					6,295,897
Human Services			1,280,866				1,280,866
Sanitation	318,518						318,518
Health	295,110						295,110
Culture and Recreation	877,641						877,641
Conservation of Natural Resources	891,272				95,415		986,687
Economic Development	2,445			339,951			342,396
General Obligation Debt Services						219,645	219,645
Community Health	111,244						111,244
Water Quality Loan Program	7,684						7,684
<b>Total Expenditures</b>	<b>8,462,409</b>	<b>6,295,897</b>	<b>1,280,866</b>	<b>339,951</b>	<b>95,415</b>	<b>219,645</b>	<b>16,694,183</b>
<b>Excess of Revenues Over (Under)</b>							
<b>Expenditures</b>	<b>109,313</b>	<b>597,654</b>	<b>0</b>	<b>(257,994)</b>	<b>0</b>	<b>12,773</b>	<b>461,746</b>
<b>Other Sources (Uses)</b>							
Transfers In	50,000			126,543	20,000		196,543
Transfers Out	(196,543)						(196,543)
Loans Issued							0
Decrease Reserve for Inventories							0
Sale of Capital Asset		2,000					2,000
<b>Total Other Sources (Uses)</b>	<b>(146,543)</b>	<b>2,000</b>	<b>0</b>	<b>126,543</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
<b>Planned Changes to Fund Balance</b>	<b>(37,230)</b>	<b>599,654</b>	<b>0</b>	<b>(131,451)</b>	<b>20,000</b>	<b>12,773</b>	<b>463,746</b>

Commissioner Thiner introduced the following resolution and moved its adoption:

Resolution 2018-12-18-02  
A Resolution Setting the 2019 Final Levy

NOW THEREFORE BE IT RESOLVED, that the Murray County Board of Commissioners set the 2019

	County		
	Gross Levy for 2019	Program Aid for 2019	Net Levy for 2019
County Revenue	4,984,233	(327,645)	4,656,588
Road & Bridge	1,433,006	(94,201)	1,338,805
Debt Service	232,418		232,418
Human Services	1,280,866	(84,199)	1,196,667
<b>TOTAL LEVY</b>	<b>7,930,523</b>	<b>(506,045)</b>	<b>7,424,478</b>

	2019 Preliminary Levy Worksheet						
	Last Year			This Year			
	A			B			C
	County Program			County Program			Increase (Decrease) for 2019
	Gross Levy from 2018	Aid for 2018	Net Levy from 2018	Gross Levy for 2019	Aid for 2019	Net Levy for 2019	
County Revenue	4,552,386	(318,402)	4,233,984	4,984,233	(327,645)	4,656,588	422,604
Road & Bridge	1,433,006	(100,227)	1,332,779	1,433,006	(94,201)	1,338,805	6,026
Debt Service	356,068		356,068	232,418		232,418	(123,650)
Human Services	1,204,494	(84,245)	1,120,249	1,280,866	(84,199)	1,196,667	76,418
<b>TOTAL LEVY</b>	<b>7,545,954</b>	<b>(502,874)</b>	<b>7,043,080</b>	<b>7,930,523</b>	<b>(506,045)</b>	<b>7,424,478</b>	<b>381,398</b>

Column Above			
	2019 Proposed Levy	\$ 7,424,478	<b>B</b>
-	2018 Final NTC Levy	<u>\$ 7,043,080</u>	<b>A</b>
=	Increase from prior year	<u>\$ 381,398</u>	<b>C</b>
÷	2018 Final NTC Levy	\$ 7,043,080	<b>A</b>
=	Increase of	<u>5.42%</u>	

The foregoing resolution was duly seconded by Commissioner Gunnink with all members voting in favor.

It was moved by Jens, seconded by Gunnink and passed to approve an LG220 Application for Exempt Permit for the Lake Shetek Sportsmen Association for a raffle to take place on May 18, 2019 at Key Largo Restaurant and Bar, further authorizing the Board Chair to sign the permit on behalf of the County.

Ditch Inspector Konkol will find addition information regarding Petition #2018-109 (JD 2S, Lime Lake Twp. Sec. 35, District 3 – Magnus) and will bring it back to another meeting.

A motion was made by Gunnink, seconded by Thiner 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 and to begin the abandonment process.

- Follow up discussion Petition #2018-110 (CD 34, Skandia Twp. Sec. 30, District 2 – Gunnink)

Museum Coordinator Janet Timmerman presented a 2018 year in review video.

9:30 a.m. Commissioner Kluis was excused from the meeting.

9:30 a.m. The meeting was recessed.

9:35 a.m. The meeting was called back to order.

Auditor/Treasurer Heidi Winter met with the County Board regarding a 2018 year in review and consideration of 2019 salary.

County Recorder Evey Larson met with the County Board regarding a 2018 year in review and consideration of 2019 salary.

County Attorney Travis Smith met with the County Board regarding a 2018 year in review and consideration of 2019 salary.

10:00 a.m. Open Forum/Public Comment – Bridget Huber spoke regarding the cost of the Sheriff's investigation and the playground equipment at Lake Sarah.

It was moved by Gunnink, seconded by Thiner and passed to approve City Limits using the 4-H building with the appropriate insurance on March 21, 22, 23 2019.

It was moved by Thiner, seconded by Gunnink and passed to approve Jamie Ahlers rent the 4-H building on May 26, 2019 to host her son's graduation.

It was moved by Gunnink, seconded by Jens and passed to approve the following position offers:

A contingent offer to Eian Denton as a Deputy Sheriff, at a labor grade 11 step 1 contingent upon: (1) Satisfactory results of a criminal background check, (2) Satisfactory results of a pre-employment drug test (3) Satisfactory results of a psychological evaluation, (4) Satisfactory results of a physical agility testing, (5) Satisfactory results of a medical evaluation with a start date to be determined at a later date.

A contingent offer to Jamie Johnson, effective January 2, 2019 as a Part Time Jailer/Dispatcher at a labor grade 8, step 1 contingent upon: Satisfactory results of a criminal background check, (2) Satisfactory results of a pre-employment drug test

Deputy/EM Director Landsman gave an update on the performance grant and what it can be used for.

It was moved by Thiner, seconded by Gunnink and passed to approve and authorize the Board Chair sign the 2018 emergency management performance grant and to approve the county match.

It was moved by Thiner, seconded by Gunnink and passed to approve selling the surplus equipment for the K-9 dog abby including dog kennel panels, pet porter and dog dishes, dog kennel from 2013 Ford Expedition.

It was moved by Gunnink, seconded by Thiner and passed to approve the Chief Deputy position description at a labor grade 14, exempt status.

The County Board discussed the medical death investigator process and how it was working and thanked Jenni Kircher and others that stepped forward to provide this service.

It was moved by Thiner, seconded by Gunnink and passed to approve the 2019 coroner contract with Dr. McGee and to authorize the Chair and Coordinator to sign it.

County Engineer Groves met with the County Board.

It was moved by Thiner, seconded by Gunnink and passed to approve declaring unit #57, a 2005 Ford 450 sign truck as surplus equipment and selling it on e-bay with the County Engineer determining the minimum value.

The County Board discussed the Interim Coordinator position and resources and trainings available to assist with the process.

It was moved by Gunnink, seconded by Jens and passed to approve the following scope of work of an Interim Coordinator:

Base the role on the current Murray County Coordinator Position Description with the additional interim coordinator duties to potentially include:

- Assist the commissioners and staff on reviewing existing county policies and procedures and recommend potential changes.
- Set up informational meetings with the staff and commissioners to help better understand the general roles of government.
- Set up trainings with AMC and MCIT to enhance professional work environment with commissioners, department heads and staff.
- Work with the commissioners and department heads to encourage cross training opportunities and to help strengthen inter-departmental working relationships.
- Review current Coordinator model of government. Work with the county board and staff on implementing potential changes to that role and review potential Administrative model of government.

- Work with the Board of Commissioners and the staff to prepare long term staff retention, succession planning and recruitment policies. (i.e. turnover and retirements, staffing and structure options)
- Work with the county board on the process to work with a recruitment firm and to follow through on the final procedure to hire a Coordinator or Administrator for after Interim transition period has concluded

and to appoint two Commissioners (Jens and Gunnink) and Commissioners-elect (Kluis and Welgraven) to interview potential Interim Coordinator candidates based on the recommendation of David Drown Associates and to bring a recommended candidate to the Board and to have the HR Generalist set up the interviews.

It was moved by Thiner, seconded by Gunnink and passed to approve a 2.5% COLA and step increase for non-union county employees that have been in their current position for one year and have a satisfactory performance evaluation and a 2.5% COLA for employees who have been in their current position for less than one year effective January 1, 2019.

It was moved by Gunnink, seconded by and passed to approve the updated MSRS agreements for revenue cafeteria eligible and non-union highway effective January 1, 2019.

The 2019 staffing level resolution will be brought to a later meeting after the Chief Deputy position is filled and the EM position is reviewed. EM/Deputy Sheriff Landsman has checked with all of the Deputy Sheriff's and no one is interested in the EM/Deputy Sheriff position.

The Commissioners gave their committee reports for the period of December 2, 2018 to December 15, 2018.

David Thiner reported on AMC – December 3, AMC – December 4, Commissioner Board Meeting – December 11.

James Jens reported on Personnel Interviews/EDA (no per diem claimed) – December 5, Personnel Interviews (partial per diem claimed) – December 6, Shetek Area Water and Sewer (partial per diem claimed) – December 10.

Lori Gunnink reported on behalf of Gerald Magnus on Hospital Personnel (partial per diem claimed) – December 13, Southern Prairie Community Care (partial per diem claimed) – December 14.

Lori Gunnink reported on AMC Meeting (no per diem claimed) – December 2, AMC – December 3, AMC – December 4, Shetek Area Water and Sewer/Personnel – December 10, Commissioner Board Meeting – December 11, Missouri 1 Watershed Plan (partial per diem claimed) – December 12, Fairground Advisory Meeting – December 13<sup>th</sup>.

James Jens reported on behalf of Glenn Kluis on the Commissioner Board Meeting (partial per diem claimed) – December 11.

It was moved by Jens, seconded by Gunnink and passed to approve the Commissioner Vouchers for the period of December 2, 2018 to December 15, 2018.

11:05 a.m. The meeting was recessed.

11:16 a.m. The meeting was called back to order.

11:16 a.m. It was moved by Gunnink, seconded by Jens and passed to approve going into closed session pursuant to Minnesota Statute 13D.03 for AFSMCE Jailer/Dispatcher labor negotiations.

11:27 a.m. It was moved by Gunnink, seconded by Thiner and passed to approve coming out of closed session.

It was moved by Thiner, seconded by Gunnink and passed to approve the 2018-2020 AFSCME Jailer/Dispatcher contract with Commissioner Jens and Thiner signing the contract.

11:28 a.m. The meeting was adjourned.

12:34 p.m. The meeting was called back to order.

12:34 p.m. It was moved by Gunnink, seconded by Thiner and passed to approve going into closed session for the evaluation of the performance of Jean Christoffels pursuant to Minnesota Statute 13D.05, subd. 3.

12:54 p.m. It was moved by Gunnink, seconded by Thiner and passed to approve coming out of closed session.

The County Board met with Jean Christoffels pursuant to Minnesota Statute 13D.05, subd. 3. in closed session and rated her 2018 performance as “Meets Expectations” when evaluating the following items:

*Provides excellent customer service, maintains a safe and secure work environment, continuous improvement, professional conduct/integrity, quality of work, quantity of work, dependability, serves and zoning administrator, approve the design and inspection of individual sewage treatment systems, serves as director of environmental services, staff development and motivation, supervision, resource and project management, fiscal responsibility, liaison to county board, outcomes and measurements, leadership, intergovernmental relationships.*

12:54 p.m. The meeting was recessed.

1:00 p.m. The meeting was called back to order.

1:00 p.m. It was moved by Thiner, seconded by Gunnink and passed to approve going into closed session for the evaluation of the performance of Carol Veldhuisen pursuant to Minnesota Statute 13D.05, subd. 3.



1:16 p.m. It was moved by Gunnink, seconded by Thiner and passed to approve coming out of closed session.

The County Board met with Carol Veldhuisen pursuant to Minnesota Statute 13D.05, subd. 3. in closed session and rated her 2018 performance as “Exceeds Expectations” when evaluating the following items:

*Provides excellent customer service, maintains a safe and secure work environment, continuous improvement, professional conduct/integrity, quality of work, quantity of work, dependability, manage facility, responsible for maintaining a clean and safe atmosphere, maintain living situations for tenants, market facility, staff development and motivation, supervision, resource and project management, fiscal responsibility, liaison to county board, outcomes and measurements, leadership, intergovernmental relationships.*

1:20 p.m. The meeting was recessed.

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

1:30 p.m. It was moved by Thiner, seconded by Gunnink and passed to approve going into closed session for the evaluation of the performance of Janet Timmerman pursuant to Minnesota Statute 13D.05, subd. 3.

1:54 p.m. It was moved by Thiner, seconded by Gunnink and passed to approve coming out of closed session.

The County Board met with Janet Timmerman pursuant to Minnesota Statute 13D.05, subd. 3. in closed session and rated her 2018 performance as “Exceeds Expectations” when evaluating the following items:

*Provides excellent customer service, maintains a safe and secure work environment, continuous improvement, professional conduct/integrity, quality of work, quantity of work, dependability, develop execute and manage policies, programs and initiatives of the county museums, supervise overall operation of museum buildings while ensuring proper maintenance and security, promote and market museums, staff development and motivation, supervision, resource and project management, fiscal responsibility, liaison to county board, outcomes and measurements, leadership, intergovernmental relationships.*

1:54 p.m. The meeting was recessed.

1:55 p.m. The meeting was called back to order.

1:55 p.m. It was moved by Thiner, seconded by Gunnink and passed to approve going into closed session for the evaluation of the performance of Nancy Pieske pursuant to Minnesota Statute 13D.05, subd. 3.

2:02 p.m. It was moved by Thiner, seconded by Gunnink and passed to approve coming out of closed session.

The County Board met with Nancy Pieske pursuant to Minnesota Statute 13D.05, subd. 3. in closed session and rated her 2018 performance as “Exceeds Expectations” when evaluating the following items:

*Provides excellent customer service, maintains a safe and secure work environment, continuous improvement, professional conduct/integrity, quality of work, quantity of work, dependability, Provides general support for the Murray County 4-H program and Extension Ag programs, serves as general support for Murray County approved organizations, fiscal responsibility, liaison to county board, outcomes and measurements, leadership, intergovernmental relationships.*

The County Board discussed the Buffalo Ridge Drug Task Force meeting on December 19<sup>th</sup> at 10:00 a.m. they were invited to attend.

It was moved by Gunnink, seconded by Jens and passed to approve Commissioner Thiner attend the Buffalo Ridge Task Force meeting on December 19<sup>th</sup> at 10:00 a.m. in Fulda.

2:06 p.m. The meeting was adjourned.

ATTEST:

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Aurora Heard, County Coordinator

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James Jens, Chairman of the Board