

PROCEEDINGS OF THE MURRAY COUNTY BOARD OF COMMISSIONERS
MURRAY COUNTY GOVERNMENT CENTER – SLAYTON, MINNESOTA
December 3, 2019 8:30 a.m.

Pursuant to notice, the Murray County Board of Commissioners convened with the following members present: Commissioners Lori Gunnink, James Jens, James Kluis, David Thiner, and Dennis Welgraven. Also present were County Administrator Thomas Burke and Economic Development Director Amy Rucker.

The Chairman asked if there were any additions to the agenda. One was added and two were removed.

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

No conflicts of interest were identified.

It was moved by Welgraven, seconded by Kluis, and passed to approve the minutes of the November 26, 2019 meeting.

OPEN FORUM / PUBLIC COMMENT

There was no one present for Open Forum.

COMMISSIONER WARRANTS

It was moved by Jens, seconded by Welgraven, and passed that all claims as presented were approved for payment. The Chairman was authorized to sign the Audit List dated December 3, 2019 with fund totals as follows and warrants numbered 160797 through 160846:

County Revenue Fund	29,004.72
County Road & Bridge Fund	181,073.36
Self-Insurance	1,064.00
Sunrise Terrace	<u>209.57</u>
Total	<u>211,351.65</u>

DITCH BILLS

It was moved by Jens, seconded by Gunnink, and passed to approve accepting the report of the petitions for payment, having been inspected for determining what repairs, if any, are necessary, the extent and nature of such repairs and 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.

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DITCH BILLS CONTINUE ON NEXT PAGE.*

<u>Vendor</u>	<u>Ditch #</u>	<u>Amount</u>			
<u>LJG Backhoe, LLC</u>					
	JD 6	1,060.80	2018-101	ok'd by T. Radke 11/25/19	1-Jens
	Subtotal	<u>1,060.80</u>			
<u>Ryan West Excavating, Inc.</u>					
	CD 55	1,698.70	2019-006	ok'd by T. Radke 11/25/19	1-Jens
	JD 24	1,249.00	2019-085	ok'd by T. Radke 11/25/19	1-Jens
	Subtotal	<u>2,947.70</u>			
	Total Ditch Bills	<u>4,008.50</u>			

IV-D CHILD SUPPORT COOPERATIVE AGREEMENT

It was moved by Jens, seconded by Gunnink, and passed to approve and authorize the Board Chair to sign the IV-D Cooperative Agreement for CY 2020-2021.

REVIEW OF 2019 AND CONSIDERATION OF 2020 SALARY: COUNTY ATTORNEY
 County Attorney Travis Smith met with the Board regarding a review of the year 2019 and consideration of 2020 salary.

REVIEW OF 2019 AND CONSIDERATION OF 2020 SALARY: COUNTY RECORDER
 County Recorder Evey Larson met with the Board regarding a review of the year 2019 and consideration of 2020 salary.

MURRAY COUNTY MEDICAL CENTER UPDATE
 Michael Ladevich, Interim Chief Executive Officer of Murray County Medical Center, gave an update on the hospital's financial status.

REVIEW OF 2019 AND CONSIDERATION OF 2020 SALARY: COUNTY AUDITOR-TREASURER
 Auditor-Treasurer Heidi Winter met with the Board regarding a review of the year 2019 and consideration of 2020 salary.

STAFFING LEVELS

It was moved by Jens, seconded by Gunnink, and passed to approve using the following staffing levels to determine the 2020 salary budgets:

2020	Employment Classification (Full Time, Part Time, Intermittent, Seasonal)	Annual Hours	Department	Title	Employee
1	Full Time	2080	Assessor	County Assessor	Marcy Barritt

2	Full Time	2080 * 2 FTE	Assessor	Deputy Assessor (CMA)	Chris Baumberger & Jessica Laleman
2	Full Time	2080 * 2 FTE	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 * 3 FTE	Building Maintenance	Building Maintenance Worker	Joe Miranowski, Paul Counter, Curt Like
1	Full Time	2080	Administrator	County Administrator	Tom Burke
1	Full Time	2080	Administrator	Human Resources 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	Ditch	Ditch Inspector	Travis Radke
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	Emergency Mgmt	Emergency Mgmt Ser/Safety Director	Justin Koch
1	Full Time	2080	Environmental	Ag & Solid Waste Administrator	Jon Bloemendaal
1	Full Time	2080	Environmental	Zoning/Environmental Administrator	Jean Christoffels
1	Part Time	1456	Environmental	Environmental Services Specialist	Karla Ray
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	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
11	Full Time	2080 * 11 FTE	Highway	Highway Maintenance Worker	Bruce Bertrand, Jeff Goettig, Jay Ireton, Paul Kirchner, Chad Muecke, Scott Nelson, Jody Penoyer, Bruce Platt, Brian Rosenberg, Jay Sauer, Randy Shaw
1	Full Time	2080	Highway	Lead Mechanic	Darren Saner
1	Full Time	2080	Highway	Mechanic	Steven Muecke
1	Seasonal	150	Highway	Weed Sprayer I	
1	Seasonal	150	Highway	Weed Sprayer II	
1	Seasonal	525	Highway	Seasonal Survey Technician	
1	Full Time	2080	License Center	License Center Supervisor	Annette Seivert
1	Part Time	1248	License Center	License Center PT	Laurie Hill
1	Full Time	2080	License Center	License Center Clerk	Dawn Butler
6	Intermittent		Coroner	Medical Death Investigators	Brian Christensen, Paul Kenny, Jenni Kirchner, Paige Moser, Josh Malchow, Tom Whitehead
1	Part Time	1690	Museum	Site Coordinator – EOL/Museum	Jakob Etrheim
1	Part Time	1560	Museum	Site Coordinator – Museum	Rose Schmit
1	Part Time	1690	Museums	Museum Coordinator	Janet Timmerman
4	Seasonal	1600 total	Museums	Museum Assistant	
1	Full Time	2080	IT/VSO/Recorder	GIS Technician/Administrative	Terry Fishcher
1	Full Time	2080	Network Administration/VSO	Network Administrator/Veterans Service Officer	James Reinert
1	Full Time	2080	Parks	Parks Maintenance Worker	Tim Kunselman
1	Full Time	2080	Parks	Parks/Fairgrounds/Aeration Director	Justin Hoffman
4	Seasonal	2300 total	Parks	Park Maintenance Worker	

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	Amanda Grogan
1	Part Time	1508	Recycling	Recycling Center Worker	Samantha Cote
1	Elected		Sheriff	County Sheriff	Steve Telkamp
7	Full Time	2100 * 8 FTE'S	Sheriff	Deputy Sheriff	Lucas Isder, Lee Meinders, Ryan Baker, Prestin Parker, Devin Gillette, Scott Ahlers, Eian Denton
1	Full Time	2100	Sheriff	Deputy Sheriff/Buffalo Ridge Task Force	Jarrod Larson
1	Full Time	2100	Sheriff	Drug/General Investigator	Chris Lewis
1	Full Time	2100	Sheriff	Investigator/Deputy Sheriff	Bryan Bose
1	Full Time	2080	Sheriff	Chief Deputy	Heath Landsman
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	Intermittent		Sheriff	Dispatcher/Jailer	Vacant
1	Full Time	2080	Sheriff	Assistant Jail Administrator	Donna Mollema
1	Full Time	2080	Sheriff	Administrative Assistant	Allisen Cantin
1	Full Time	2080	Sunrise	Sunrise Terrace Director	Carol Veldhuisen
1	Part Time	1040	Sunrise	Housekeeper	Della Bennett

ASSESSING TECHNICIAN PROMOTION

It was moved by Gunnink, seconded by Welgraven, and passed to approve promoting Jessica Laleman to a Deputy Assessor (CMA) with a labor grade change to labor grade 9, step 1, effective December 1, 2019.

EMPLOYEE RESIGNATIONS

It was moved by Kluis, seconded by Welgraven, and passed to accept with regret the resignation of Christy Riley, Community Relations Coordinator, effective December 3, 2019.

It was moved by Jens, seconded by Gunnink, and passed to accept with regret the resignation of Justin Koch, Emergency Management Services/Safety Director, effective December 6, 2019.

RESIGNATION AND RECRUITMENT

It was moved by Gunnink, seconded by Kluis, and passed to accept the resignation of Jamie Johnson, regular part-time Dispatcher/Jailer, effective October 31, 2019.

It was moved by Gunnink, seconded by Jens, and passed to approve the recruitment process for an intermittent Dispatcher/Jailer.

NON-UNION WAGE INCREASE

It was moved by Welgraven, seconded by Kluis, and passed to approve a 2.5% COLA and step increase for non-union county employees who 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, 2020.

COMMITTEE REPORTS

The Commissioners gave their committee reports for the period of November 17, 2019 to November 30, 2019.

James Jens reported on Hospital Finance Meeting/Lime Creek Subordinate Service District – November 18, Commissioner Board Meeting (partial per diem claimed) – November 19, Hospital Board Meeting (partial per diem claimed) – November 20, Southern Prairie Community Care/View Ditch 3 – November 22, Commissioner Board Meeting/Ditch 6 and Round Lake (partial per diem claimed) – November 26.

Lori Gunnink reported on Commissioner Board Meeting (partial per diem claimed) – November 19, Commissioner Board Meeting/Ditch Levy/Truth in Taxation Meeting – November 26.

Dennis Welgraven reported on Commissioner Board Meeting (partial per diem claimed) – November 19, Southwest Health and Human Services (no per diem claimed) – November 20, Solid Waste/Rural Minnesota Energy Board – November 25, Commissioner Board Meeting/Ditch Levy/Truth in Taxation Meeting – November 26.

Jim Kluis reported on Commissioner Board Meeting – November 19, JPB-Ace/Hospital Board Meeting – November 20, Hospital Teleconference Call (partial per diem claimed) – November 22, Commissioner Board Meeting/Ditch Levy/Truth in Taxation Meeting – November 26.

David Thiner reported on Building Committee (partial per diem claimed) – November 18, Commissioner Board Meeting – November 19, Parks Meeting/Planning and Zoning Meeting – November 21, State Auditor Meeting (partial per diem claimed) – November 25, Commissioner Board Meeting/Ditch Levy/Truth in Taxation Meeting – November 26.

It was moved by Jens, seconded by Gunnink, and passed to approve the Commissioner Vouchers for the period of November 17, 2019 to November 30, 2019.

JUDICIAL DITCH 3 IMPROVEMENT – PAY APPLICATION 6

It was moved by Jens, seconded by Welgraven, and passed to approve Pay Application 6 to Cooreman Contracting for the Judicial Ditch No. 3 Improvement Project for \$347,621.53.

2020 FINAL DRAINAGE SYSTEMS LEVIES

Commissioner Gunnink presented the following resolution and moved for its adoption:

RESOLUTION 2019-12-03-01 A Resolution Setting the 2020 Levies for County and Judicial Drainage Systems in Murray County

NOW THEREFORE BE IT RESOLVED, that the Murray County Board of Commissioners, acting as the Drainage Authority in Murray County set levies to be collected as special assessments in 2020 for County and Judicial Drainage Systems located within Murray County as follows:

2020 FINAL DRAINAGE SYSTEM LEVY AMOUNTS

County Ditch 2	2,457	County Ditch 66	1,155
County Ditch 4	3,235	County Ditch 67	2,564
County Ditch 6	6,605	County Ditch 68	2,456
County Ditch 7	2,850	County Ditch 72	2,603
County Ditch 11	18,418	County Ditch 73	646
County Ditch 13	1,377	County Ditch 74	1,270
County Ditch 14	1,521	County Ditch 75	1,542
County Ditch 19	2,924	County Ditch 76 A	5,523
County Ditch 20	22,234	County Ditch 76 A 18	1,307
County Ditch 21	2,538	County Ditch 77	1,483
County Ditch 22	4,702	County Ditch 79	3,284
County Ditch 23	1,095	County Ditch 80	1,076
County Ditch 24	1,356	County Ditch 81	1,320
County Ditch 26	8,688	County Ditch 82	3,276
County Ditch 27	3,860	County Ditch 86	5,328
County Ditch 28	1,106	County Ditch 87	2,223
County Ditch 29	43,147	County Ditch 89	1,161
County Ditch 30	1,737	Judicial Ditch 2 S	14,898
County Ditch 32	1,256	Judicial Ditch 2 N	418
County Ditch 34	4,660	Judicial Ditch 3	4,610
County Ditch 35	4,678	Judicial Ditch 5	2,425
County Ditch 37	1,741	Judicial Ditch 6	5,471
County Ditch 38	1,289	Judicial Ditch 7	2,296
County Ditch 40	4,148	Judicial Ditch 8	1,701
County Ditch 41	4,619	Judicial Ditch 9	435
County Ditch 42	5,771	Judicial Ditch 9 A	1,655
County Ditch 43 M	12,191	Judicial Ditch 10	10,937
County Ditch 43 A	4,653	Judicial Ditch 11	3,335
County Ditch 43 B	1,567	Judicial Ditch 12	2,488
County Ditch 44	1,720	Judicial Ditch 13	3,057
County Ditch 45	1,275	Judicial Ditch 14	26,783
County Ditch 46	3,410	Judicial Ditch 15	3,834
County Ditch 47	1,137	Judicial Ditch 16	1,270

County Ditch 48	1,031	Judicial Ditch 17	10,230
County Ditch 49	1,345	Judicial Ditch 17 A	1,036
County Ditch 50	2,399	Judicial Ditch 18	2,188
County Ditch 51	3,477	Judicial Ditch 18 A	1,242
County Ditch 52	1,229	Judicial Ditch 19	8,742
County Ditch 53	2,469	Judicial Ditch 20	3,990
County Ditch 54	1,282	Judicial Ditch 20A REP	12,990
County Ditch 55	2,114	Judicial Ditch 20A IMPR	189
County Ditch 56	3,553	Judicial Ditch 21	1,277
County Ditch 57	12,600	Judicial Ditch 22	1,322
County Ditch 58	5,329	Judicial Ditch 23	1,769
County Ditch 59	2,102	Judicial Ditch 24	1,141
County Ditch 60	1,070	Judicial Ditch 26	1,557
County Ditch 61	3,196	Judicial Ditch 27	1,161
County Ditch 62	2,185	Judicial Ditch 28	1,579
County Ditch 63	2,303	Judicial Ditch 38 A	1,237
County Ditch 65	7,991		

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

FINAL 2020 LEVY

Commissioner Kluis presented the following resolution and moved for its adoption:

RESOLUTION 2019-12-3-02
A Resolution Setting the 2020 Final Levy

NOW THEREFORE BE IT RESOLVED, that the Murray County Board of Commissioners set the 2020 Final Levy with a 5.57% increase as follows:

County		
Gross Levy for 2020	Program Aid for 2020	Net Levy for 2020
5,234,233	(357,188)	4,877,045
1,583,006	(108,025)	1,474,981
237,860		237,860
1,339,787	(91,428)	1,248,359
8,394,886	(556,641)	7,838,245

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

FINAL 2020 BUDGET

Commissioner Gunnink presented the following resolution and moved for its adoption:

RESOLUTION 2019-12-03-03
A RESOLUTION SETTING THE 2020 BUDGET

NOW THEREFORE BE IT RESOLVED, that the Murray County Board of Commissioners set the Final 2020 Budget with fund totals as follows and based on a Budget Document kept on file in the Murray County Auditor-Treasurer's Office.

2020 Budgeted Governmental Funds	Revenue	R&Br	Human Services	Economic Development	Ditch	Debt Service	Capital Projects	Totals
Revenues								
Taxes	6,009,945	1,578,981	1,248,133			237,860		9,074,919
Special Assessments	267,240				665,162			932,402
License and Permits	31,950	7,500						39,450
Intergovernmental	2,013,779	6,830,244	91,654		28,435			8,964,112
Charges for Services	349,868	24,550						374,418
Fines and Forfeits								0
Investment Earnings	100,750			13,827				114,577
Gifts and Contributions	3,300							3,300
Miscellaneous	234,769	69,545		58,529				362,843
Other Sources								0
Total Revenues	9,011,601	8,510,820	1,339,787	72,356	693,597	237,860	0	19,866,021
Expenditures								
General Government	4,728,156							4,728,156
Public Safety	2,601,449							2,601,449
Highways and Streets		7,972,176						7,972,176
Human Services			1,339,787					1,339,787
Sanitation	314,796							314,796
Health								0
Culture and Recreation	756,271							756,271
Conservation of Natural Resources	923,488				191,694			1,115,182
Economic Development	2,445			176,458				178,903
General Obligation Debt Services					165,770	220,086		385,856
Community Health	119,969							119,969
Water Quality Loan Program	7,683							7,683
Total Expenditures	9,454,257	7,972,176	1,339,787	176,458	357,464	220,086	0	19,520,228
Excess of Revenues Over (Under) Expenditures	(442,656)	538,644	0	(104,102)	336,133	17,774	0	345,793
Other Sources (Uses)								
Transfers In	800,000			134,266	20,000		250,000	1,204,266
Transfers Out	(424,266)						(750,000)	(1,174,266)
Loans Issued								0
Decrease Reserve for Inventories								0
Sale of Capital Asset		2,000						2,000
Total Other Sources (Uses)	375,734	2,000	0	134,266	20,000	0	(500,000)	32,000
Planned Changes to Fund Balance	(66,922)	540,644	0	30,164	356,133	17,774	(500,000)	377,793

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

NEW 911 SYSTEM

Chief Deputy Heath Landsman met with the Board regarding the purchase of a new 911 call-handling system. He will return to a future meeting with additional details.

CONDITIONAL USE PERMIT

Jean Christoffels presented Conditional Use Permit #1365 for Josh Bonnstetter. The Board reviewed the Murray County Planning Commission public hearing minutes from November 21, 2019, which included findings and special conditions assigned to the permit request.

It was moved by Gunnink, seconded by Welgraven, and passed to approve Conditional Use Permit #1365 for Josh Bonnstetter to construct and operate a new feedlot for 1,440 animal units in the Agriculture District (N1/2 NE1/4, Section 24, Lowville Township) with the four special conditions recommended by the Planning Commission.

FY2020 CAPACITY GRANT

It was moved by Gunnink, seconded by Jens, and passed to approve an obligation of 100% of the match up to \$14,400 to the Murray Soil and Water Conservation District (SWCD) as a match for the Board of Water & Soil Resources (BWSR) FY2020 Capacity Grant.

2020 RETAINER FOR LEGAL SERVICES

It was moved by Jens, seconded by Gunnink, and passed to approve and authorize the County Administrator to sign the 2020 Retainer Agreement for Legal Services with Scott Anderson of Rupp, Anderson, Squires, & Waldspurger, P.A.

The meeting was adjourned at 11:34 a.m.

ATTEST:

Amy Rucker, Economic Development Director

David Thiner, Chairman of the Board