

Approved Minutes
LYON COUNTY BOARD OF COMMISSIONERS
LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN
Budget Meeting: August 28, 2012

9:00 AM - Meeting called to order by Chairman Fenske. Members present: Commissioners Goodenow, Ritter, Anderson, Stensrud, County Administrator Stomberg, Assessor Champine and Auditor/Treasurer Van Overbeke.

Pledge of Allegiance to the Flag

Additions to the Agenda

Stomberg: EJ Moberg to go over the Audit Exit and closed session for real estate negotiations for the Cottonwood shop.

Anderson motioned, seconded by Stensrud to approve the Agenda with additions. All in voted in favor. Motion carried.

Identify any Conflict of Interest – none identified

Resolutions

1. County Transfer of Excess Municipal Funds to Regular Funds
2. Resolution to Support and Pursue Funding for the Camden Bike Trail
3. Replace Two Pedestrian Bridges in Garvin Park
4. Resolution to upgrade Garvin Park Bathroom/Shower Facility for the Upper Campground and new Horse Campground and Bathroom Retro-fitting for Lower Campground.

1. County Transfer of Excess Municipal Funds to Regular Funds

RESOLUTION 23-12

COUNTY OF LYON

WHEREAS, Minnesota Statute 162.08, Subd. 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the County Board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer **\$275,000** (all funds) in excess of two years apportionment to the Regular Construction Account.

I, Loren Stomberg, duly appointed and qualified Administrator in and for the County of Lyon, State of Minnesota, do hereby certify that the above is a true and full copy of a resolution duly adopted by the County Board of Lyon County, Minnesota, assembled in regular session on the 28th day of August, 2012.

Goodenow motioned, seconded by Ritter to approve transfer of excess municipal construction funds to regular funds. All voted in favor. Resolution approved.

Projects for Legacy Grant Application

2. Resolution to Support and Pursue Funding for the Camden Bike Trail

RESOLUTION 24-12

Resolution to Support a Multi-Jurisdictional Effort to Pursue Funding and Development Options for a Bicycle/Pedestrian Trail from Camden State Park Through the City of Lynd to the City of Marshall

WHEREAS, Camden State Park is a State asset and attraction to Southwest Minnesota straddling the Redwood River located *in* Lyon County; and

WHEREAS, Camden State Park is a 2,233-acre park numerous amenities that are attractive to pedestrians and bicycles including the following: its unique topography with its deep ravine; 15.8 miles of hiking trails; 4.25 miles of mountain bike trails; upper and lower campgrounds with showers and toilets; 82 drive-in campsites; fishing availability on the Redwood River; swimming beach and numerous picnic shelters;

WHEREAS, the Southwest Regional Development Commission (SRDC) adopted the 2009-2010 Regional Trail Plan for nine counties in Southwest Minnesota in January of 2011 and identified the Camden State Park to the City of Marshall as the fourth priority project in the region; and

WHEREAS, Lyon County adopted the *County Trail System Design for the counties of Brown, Lyon, Redwood and Renville County* (2010) produced and completed by The Center for Changing Landscapes, College of Design, College of Food, Agricultural, and Natural Sciences at the University of Minnesota had identified connecting to Camden State Park from Russell on the South and Marshall on the North as the "highest priority" for Lyon County; and

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WHEREAS, Marshall has adopted a Pedestrian and Bikeway Plan: A Safe & Healthy Marshall as a component of the City Comprehensive Plan and recognize this project is consistent with the goals and objectives identified therein; and

WHEREAS, the Camden segment through the City of Lynd to the City of Marshall's bike trail system has been identified as an opportunity for a phased multi-jurisdictional project; and

WHEREAS, the State of Minnesota, Lyon County, the City of Marshall and the City of Lynd are important partners in the design and development the project; and

WHEREAS, Lyon County, the City of Marshall and the City of Lynd are important partners in the funding the project as it relates to local share leveraged with State, Federal or Non-Profit grant funds; and

WHEREAS, there are ongoing grant funding opportunities available through Federal, State and Non-Profit entities; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Lyon County supports the multi-jurisdictional effort to pursue funding and development options for the *Camden Regional Trail* project bicycle/pedestrian trail from Camden State Park to the City of Marshall; and

NOW, THEREFORE BE IT FURTHER RESOLVED, the Board of Commissioners of Lyon County supports the Camden Regional Trail project application to the Minnesota Department of Natural Resources Parks and Trails Legacy Grant program; and

NOW, THEREFORE BE IT FURTHER RESOLVED, if Lyon County is awarded a grant by the Minnesota Department of Natural Resources, the Board of Commissioners of Lyon County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Lyon County will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement; and

NOW, THEREFORE BE IT FURTHER RESOLVED, the Board of Commissioners of Lyon County names the fiscal agent for Lyon County for this project as:

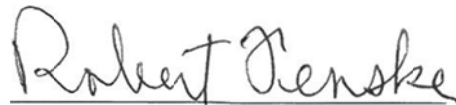
Paula Van Overbeke
504 Fairgrounds Road
Marshall, MN 56258

NOW, THEREFORE BE IT FURTHER RESOLVED, if Lyon County is awarded a grant by the Minnesota Department of Natural Resources, the Board of Commissioners of Lyon County hereby assures the Camden Regional Trail will be maintained for a period of no less than 20 years.

Passed and adopted by the Board of Commissioners of Lyon County on this 28th day of August, 2012.

ATTEST:

Loren Stomberg
Lyon County Administrator



Chairman, Lyon County Board of Commissioners

Goodenow motioned to approve the Resolution to Support and Pursue Funding for the Camden Bike Trail, Ritter seconded for discussion.
Stensrud – do we need to apply for an amount, none is specified here. Anderson – can we have those numbers before the next meeting? Ritter – a consultant will help write the grants, is that covered in the grant itself or are consultant fees above and beyond the grant award? Suhail – the consultant fee and the grant are two separate things. Ritter – the local match was reduced from 10% to 0 in July. Suhail – The local match was removed as a requirement, but we may still offer a match as we have a better chance of getting the grant if we provide some match. Stensrud – the county is responsible for this for 20 years, perhaps the city should help pay for this? This will take a lot of maintenance. Anderson – has this bike trail met the criteria for a regional trail? Suhail – yes, this is next to a regional park so it meets the criteria. Anderson – not necessarily, there is a distance and time element to consider. Suhail – I'll double check.
All voted in favor. Resolution approved.

3. Replace Two Pedestrian Bridges in Garvin Park

RESOLUTION 26-12

BE IT RESOLVED that Lyon County act as legal sponsor for the project contained in the Park Legacy and/or Regional Park Application (*Replace Two Pedestrian Bridges in Garvin Park*) to be submitted on September 25, 2012 and that Public Works Director is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of Lyon County .

BE IT FURTHER RESOLVED that Lyon County has the legal authority to apply for financial assistance, and financial capability to meet the match requirement and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, Lyon County may enter into an agreement with the State of Minnesota for the above-referenced project, and that Lyon County certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Public Works Director is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the County Board of Lyon County on August 28, 2012.

Loren Stomberg

WITNESSED:

Robert Tenske
(Signature)

Administrator 9-4-2012

Chair 9-4-2012
(Title) (Date)

Goodenow motioned, seconded by Anderson to approve the resolution to apply for a Legacy grant for the replacement of two pedestrian bridges in Garvin Park. All voted in favor. Resolution approved.

4. Resolution to upgrade Garvin Park Bathroom/Shower Facility for the Upper Campground and new Horse Campground and Bathroom Retro-fitting for Lower Campground.

RESOLUTION 25-12

BE IT RESOLVED that Lyon County act as legal sponsor for the project contained in the Park Legacy and/or Regional Park Application (*Garvin Park Bathroom and Shower Facility for the Upper Campground and New Horse Campground along with Bathroom Retrofitting for the Lower Campground*) to be submitted on September 25, 2012 and that the Public Works Director (*title of the Authorized Official*) is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of Lyon County

BE IT FURTHER RESOLVED that Lyon County has the authority to apply for financial assistance, and financial capability to meet the match requirement and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, Lyon County may enter into an agreement with the State of Minnesota for the above-referenced project, and that Lyon County certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Public Works Director is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the County Board of Lyon County on August 28, 2012.

SIGNED:

Robert Tenske

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Chair 9-4-2012

WITNESSED:

County Administrator 8-28-12
(Title) (Date)

Loren Stomberg

Stensrud motioned, seconded by Goodenow to approve the resolution to apply for a Legacy grant for the upgrade of the Garvin Park Bathroom and Shower Facility for the Upper Campground and New Horse Campground along with Bathroom Retrofitting for the Lower Campground. All voted in favor. Motion approved.

Authorize Budget for Assistant County Engineer Position

Stomberg – this is not included in the budget I've developed for 2012. I assumed it was in the budget numbers submitted to me last week. However, we should have enough in the overall budget for this.

Goodenow – we are assuming a lot of things to advertise externally for this position. We have an internal candidate that may want this. We need to look at the job description to determine qualifications. Do we want to make changes to the description for the Assistant County Engineer? Right now it needs only a two year position, can we hire a tech for this? Stomberg – the proper way to address this is to bring the Assistant County Engineer job description back to the Board for discussion. That way there is no question between the County Engineer and the Board as to the job requirements. Fenske – when the job description is determined, then we will bring this request to the Board. Ritter – can this person be required to have some grant writing capabilities? Anderson - are we hiring this person to write grants or oversee the actual project work? Stensrud – we do need a grant writer. Suhail – Most of our transportation grants and applications are handled by my department.

Exit Audit

E.J. Moberg presented his findings from the Lyon County Audit for 2011. The Audit was released on August 16, 2012.

Loren Stomberg - 2013 Budget

Two changes to note, we did receive a consolidated parks budget. It does include capital items and some expenditure from Wetland credit funds. It has all been added to the general fund and thus has increased the levy 2.1%. State Aid is down \$200,000 so that affects our bottom line.

I don't have capital type purchases in this budget. Cost of garage storage addition is estimated at \$30,000. Court costs have a significant increase. The Board discussed adding on to Public Works Building. Stomberg - if the Board is interested in pursuing this, the Board should allocate funding for a space analysis study at approximately \$10,000. Then we can hold a discussion about possible tenants (state agencies) out there. Fenske – are we looking to move Soil and Water out there? Stomberg- the county would furnish the operating expense of the agency for Soil and Water. Stensrud – we do have interest from other agencies so we should look into this. This would be a one-stop shop building and we could have better communication between county entities.

Stomberg - we also need to look at replacing squad cars for the Sheriff's department and possibly using refurbished squad cars as car pool replacements. Goodenow – they should be replaced at so many miles regardless. Stomberg – Should we lease or buy? Should we circulate the law enforcement cars every two years, and then run into the county car pool, or do we eliminate the car pool and pay the current mileage rate and have people drive their own cars? Dean Champine – in the assessing department, this is a lot of wear and tear on a vehicle for little mileage re-imburement. Stomberg - So we have three options out there: 1. Buy new for the car pool. 2. Work with the Sheriff's office and work the vehicle through the county car pool. 3. Dispense of county car pool cars and just pay out mileage. Fenske – where would this fall in the budget? Stomberg – there is no adjustment for new cars for the car pool in this budget.

Discussion was held on space needs for County Maintenance Department, State Probation, and ITV.

Discussion was held regarding increased staffing needs for two additional deputies. Mather – our staffing needs to tighten up especially if we want to include State Probation. Stensrud – we are definitely on the minimum end of deputy staff. Mather – we have been at the same staff level for the past 12 years. Fenske – Does the increase in the Sheriff budget for 2013 come from this increased staff? Mather – some, but we have other reasons for increases. Ritter – so two additional deputies means two additional vehicles? Mather – yes. Ritter – maybe we could look at deputies sharing vehicles? Mather – if it comes down to staffing vs. cars we can work with that and get a recommendation from the department.

Discussion on Capital Expenditures: Anderson – do we include payments/refunds from MCIT in our budget? Should this be in capital expenditures? This isn't a steady thing, although we've received this for years. Goodenow – this is a risk that we may not get this money, but this is why we have fund reserves. Stomberg – that is a policy decision due to levy limits. \$125,000 is going into operating budget for 2012 and it is balancing our budget. Goodenow – when we have levy limits and can't cover expenses it was nice that that was available, and now we've gotten used to it. Anderson – I'd like to see capital expenditures kept separate as the permanent items added to the county, not to balance our budget. Stensrud – you can go so long at zero and feel happy about it, but eventually it is going to crash. We've been holding/cutting positions for a long time and we need to make sure the county is covered. Discussion followed regarding cost accounting, capital expenditures funds and how they originate.

Carol Oakland gave a Fairgrounds and Parks Budget overview and the number of projects requested for 2013 generated lengthy discussion. Fenske – this is a very ambitious program, and we are committed to keeping the levy at zero. Stomberg – this needs to be discussed further. Goodenow – this wasn't intended to be taken (all) from the levy. Other funding such as the Wetland Credit Funds can be used for this as well. Stomberg – we will come forward next week regarding the proposed levy.

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10:55 Break

11:05 Chair Fenske called the meeting back to order.

Terry Wing reported on Veteran Services. Budget additions were discussed and amounted to a 50% increase in funds over the previous year. Additions in transportation costs, a mental health peer group, and a matching fund grant to facilitate outreach to veterans in the county was the reason for the department budget increase.

Stomberg –\$15,000 is requested as internship funds for the GIS, Administration, and VSO departments. Next week at the regular meeting we can adopt the levy or a set a special session on September 11th. The levy must be approved by September 15th.

The Board discussed the Amateur Sports Facility and the Hockey Building at the Lyon County Fairgrounds.

11:38am Ritter motioned to move to Closed Session for real estate negotiations for the Cottonwood Shop, seconded by Stensrud. All voted in favor. Motion Carried.

11:45am Goodenow moved, seconded by Anderson to come out of Closed Session.

Ritter motioned to adjourn, seconded by Goodenow. All voted in favor. Meeting adjourned.

Upcoming Meetings:

8/29/12.....Closed Meeting Attorney Client Privilege 2:45pm CR 1&2

9/4/12.....Regular Commissioner Meeting 9:00 a.m. CR 1&2

Robert Fenske, Chairman

Attest: Loren Stomberg
Lyon County Administrator