

**APPROVED MINUTES
 COMMISSIONERS ROOM 1 & 2
 LYON COUNTY GOVERNMENT CENTER
 November 20th, 2012**

9:00 AM - Meeting called to order by Chairman Fenske. Members present: Commissioners Goodenow, Ritter, Anderson, Stensrud, County Attorney Maes, and County Administrator Stomberg.

Additions to the Agenda

City of Cottonwood Library Funding

Stensrud moved to approve agenda with additions, seconded by Ritter. All voted in favor, motioned carried.

Identify any Conflict of Interest – none identified

Present Per Diems and Expenses

	Per Diems	Mileage
Fenske	\$ 150.00	\$
Goodenow	\$ 50.00	\$
Anderson	\$ 230.00	\$ 66.60
Ritter	\$ 100.00	\$
Stensrud	\$ 280.00	\$ 196.47

Consent Agenda:

1. Approve Minutes from November 6, 2012.
2. Approve Commissioner Warrants 131309 - 131440 dated 11/21/12 in the amount of \$498,885.85.
3. Approve Auditor Warrants 131242 - 131270 dated 11/15/12 in the amount of \$336,613; Warrants 131216 – 131241 dated 11/08/12 in the amount of \$171,662.53.
4. Approve Final Payment for SAP 42-603-021 to R&G Construction Co. for \$96,859.65
5. Consider Subordination Agreement with Wells Fargo Home Mortgage

Anderson moved to accept the consent agenda as presented, seconded by Goodenow. All voted in favor, motion carried.

Resolutions and Contracts

1. Consider Approval of GIS Service Agreement with LQPC

Lac qui Parle County- Work Request 2012-7 GIS Services E9-1-1 System Maintenance

- I. Work Request by Lac qui Parle County
 Date: August 28, 2012

General Description: Per General Services Contract between Lyon County and Lac qui Parle County for Geographic information System Services dated January 3, 2012; Lyon County shall perform the following:
 Perform GIS and database updates for the Lac qui Parle County E9-1-1 system. The following services will be available:

- Maintain and Develop GIS layers for the E9-1-1 system
- Maintain E9-1-1 databases
 - o MSAG (Master Street Address Guide)
 - o ALI Database (911 database)
- Assign E9-1-1 addresses
- Prepare the wireless routing worksheets for the State 911 Program
- Be a point of contact for E9-1-1 questions

Desired Schedule: Ongoing

Expected Work Products:

- II. Request Confirmation by Lyon County
Team Members: Ryan Wendt -GIS Coordinator

Anticipated Completion Date: Ongoing

Cost Estimate: Cost will be calculated using the effective hourly rate for Lyon County GIS Staff (currently \$40.00/hour)

Goodenow moved to accept the GIS Service Agreement with LQPC, seconded by Ritter. All voted in favor, motion carried.

2. Approve Police Contracts with Ghent, Russell and Balaton

The contracts are authorized and provided for by the provision of Minnesota State Statute §471.59 and Minnesota State Statute §436.05. Contracts shall be effective from January 1, 2013 to December 31st, 2013, and may be amended as needed by mutual parties. The County has set the fees of the Sheriff yearly in providing such services to the Municipality at a rate of \$40.01 per hour (2013 Deputy hourly rate). Deputy OT rate is \$48.84 as set for by the Lyon County Board of Commissioners on a yearly basis.

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Goodenow moved to approve the 2013 Ghent Police Contract for approximately 120 hours per month (30 deputy hours per week) in 2013, seconded by Ritter. All voted in favor, motion carried.

Anderson moved to approve the 2013 Russell Police Contract for approximately 64 hours per month (16 deputy hours per week) in 2013, seconded by Stensrud. All voted in favor, motion carried.

Stensrud moved to approve the 2013 Balaton Police Contract for approximately 120 hours per month (30 deputy hours per week) in 2013, with 2012 Extension agreement, seconded by Goodenow. All voted in favor, motion carried.

Tammy VanOverbeke-Sign grant 2012 EMPG agreement

The Emergency Management Performance Grant is an annual grant that is passed down through MN Homeland Security Emergency Performance Grant 2012 and originates with the federal government.

Stomberg: is this an annual grant? VanOverbeke: yes. Stomberg: this is not an item in the 2013 Budget, last year we had \$15,000. VanOverbeke: It is a grant that is not guaranteed so I am hesitant to put it in the budget. Stomberg: has there ever been a year we haven't received the grant? VanOverbeke: not yet, we have received it every year.

Budget Category	Award	Match
Planning		
Funds supporting Emergency Program Manager in Lyon County	\$21,124.00	\$21,124.00
Total	\$21,124.00	\$21,124.00
Allocation	\$21,124.00	\$21,124.00
Balance	\$0.0	\$0.0

Anderson moved to sign the 2012 EMPG agreement, seconded by Stensrud. All voted in favor, motion carried.

VanOverbeke reported the DNR grant been submitted to the State. Email Hazard Mitigation Group, Lyon County submitted a notice of interest for Cottonwood for their fire hall. Federal government has a grant to build Community Safe Rooms. This must be a part of new construction and must be architecturally designed to meet certain criteria to be used by the community. The only other one in the state of MN is in Wadena. This is subsidized 75%, the city would be responsible for the remainder.

Paul Henriksen - Landfill

Approve Joint Powers Agreement with Yellow Medicine County to provide Solid Waste Services. The JPA is renewed on a yearly basis. Based on staffing cost for the agreement, it is requested that the hourly rate be increased from \$38.50 to \$39.00. All other provisions remain the same.

Ritter moved to continue agreement with YMC, seconded by Goodenow. All voted in favor, motion carried.

The Board discussed maintenance of the Cottonwood Recycling building. Stensrud: I have a complaint from a Cottonwood resident and the Recycling Center was in disarray, but Ghent was looking good. Henriksen: I'll bring this to waste management.

Stomberg - 2013 Budget

The Board adopted a preliminary budget in early September. The budget was a 0% levy increase at 12,164,341 which was the same in 2012, 2011, 2010, 2009, and 2008.

First items for discussion: Equipment and Capital Expenditures.

Sheriff has two squad car replacements in the budget, and also the two 2003 cars in the car pool.

Discussion followed regarding moving these two cars to other departments in the county.

Mather: fleet cars are on the market, all are 2012 and selling for \$15,000 to \$17,000. These would be good for our unmarked car needs. The Sheriff budget does include a replacement car rotation within the Sheriff's department. Fenske: do you need to add to your fleet with your request for increased personnel? Mather: I would need to if we furnish a car for the court deputy. The court deputy will not be rotated out of the court duties, however If court is not in session, then that person may be doing duties that require a vehicle.

Anderson: can an investigator's vehicle be used? Mather: the vehicle used will most likely be the vehicle belonging to an officer that is off-duty that day. Stensrud: we still need to replace cars in the county car pool.

Goodenow: I like the idea to replace and rotate the vehicles. Ritter: could either of the two 2003 vehicles be used by the court deputy? Mather: Landfill could use the 2003's, as well as Soil and Water. Stensrud: we definitely need vehicles in Soil and Water. Mather: I'd prefer the court deputy not have the 2003, and purchase a vehicle for that person at a later date if necessary.

Goodenow: Stomberg, can you present to the board a vehicle replacement plan? Ritter: what is the usage on the 2003s? Stomberg: mainly out with probation agents and Extension usage. Assessing uses these vehicles often and we've allowed Public Health to use these vehicles.

Ritter: SWHHS has been purchasing program cars every two years and it has been working well for them. Anderson: So we will leave two cars in Sheriff's budget and look at two program cars? Stomberg: yes, the two squad cars are in the current budget and possibly rotate the two 2003 models to S&W or Landfill. Ritter: we definitely need to work with the dealers in Lyon County. Stomberg: as long as under \$20,000 we can still get bids and work with direct negotiations.

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Lyon County Historical Building budget needs were discussed.

Todd Hammer - Beaver removal on CD70 at \$50 per beaver

Anderson: should this be on our fee schedule? All beavers are \$50. Stensrud: I think we can put that on our fee schedule.

Goodenow moved to approve contract with Todd Marks for beaver removal, seconded by Stensrud. All voted in favor, motion carried.

Accept quotes for repair of CD 60B

Request to accept low quote to repair 2,000 feet of Branch 8 of CD 60B. This is on the Paul Deutz, Kathleen Lanoue and Roger Buysse property, located on Section 12 of Lake Marshall Township. A request for improvement was made in 1971, but repairs were never made. Quotes received:

D & G Excavating, Inc. -----\$13.36 per foot

Schlemmer Tiling-----\$13.56 per foot

The low quote from D&G Excavation is \$26,720.00

Ritter: what is the dollar amount in this ditch account? Hammer: \$71,000.

Stensrud moved the repair of CD 60B at 13.36/foot by D&G Excavating, seconded by Ritter. All voted in favor, motion carried.

Accept quotes for repair of CD39

Authorization to take quotes on the repair of 600 feet of 18 inch tile on the Darwin Bartlow property in Section 33 of Sodus Township.

Kropp Sewer Service-----\$12.48/ft for a total of \$7,490.00

D&G Excavating, Inc -----\$19.21/ft for a total of \$11,528.00

Goodenow: there is quite a price difference on these quotes. Hammer: the tile is not deep so this can be done with a backhoe. We have \$8,300 in this ditch account.

Anderson moved to accept quote from Kropp Sewer Service for \$7,490.00 to repair 600 feet in CD 39, seconded by Ritter. All voted in favor, motion carried.

9:55-10:10-----Break

Stomberg-Cottonwood Library Plan Request

Stomberg gave background regarding the progression of the Cottonwood City Hall/Library. The City of Cottonwood is considering moving the city offices from its current location to a recently vacated building on Main Street. If the move is made, the City would remodel its current location converting the entire building into a library. In August of 2010, the county board did authorize the \$53,334 appropriation to assist in financing \$500,000 City Hall/Library project. The city is now asking if the county is willing to give the appropriation to the remodel project.

Cathy Dahl updated the board on estimated renovation costs for the project. Projected costs are approximately \$100,000. The City of Cottonwood has approximately \$52,000 in reserves to renovate the building.

Stensrud: the board has no problem authorizing the \$53,334 towards the project.

Goodenow: we certainly are committed to helping the Cottonwood Library, but we want to see the plans. The location is good and the size of the building is adequate. Dahl: this is my first step, to see if the county will help. Stensrud: this is a project that Cottonwood is responsible for, but I do want to see a plan.

Stensrud moved to approve the \$53,334 for the renovation of the City of Cottonwood Hall into a library facility, contingent that the board sees a plan from the City, seconded by Goodenow. All voted in favor, motion carried. This money is to come out of general fund reserves.

Budget

Highway and Landfill: \$310,000 estimated budget request.

Needs- tandem truck, ½ ton 2WD pickup to replace one lost in fire, pickup, trailer for hauling mowers, replace a 1998 ½ ton 4WD pickup with 158,000 miles.

Ritter: can the 1998 be used for S&W? Thomassen: we were looking to trade this in. I am looking to a replace these pickups with a 4 door model. Anderson: I'm not sure of the need for a new trailer. Suhail: we are looking to \$7,000 for the trailer. Thomassen: this is a trailer to haul larger equipment, not just mowers, but not large enough to move a skid loader.

Landfill Budget- Henriksen: we need a new skid loader (\$50,000 est.) and a new trailer with a slant bed.

Ritter: is the skid loader a track type? Henriksen: it can be. Ritter: this would be good for snow removal.

Discussion on vehicle needs and possible cars from the car pool moved to Landfill.

Commissioner Board Room furniture, computer screens, and wireless mics were discussed.

Garage addition for Govt. Center on 7th St. was discussed. County parking needs and impound lots were discussed.

Public Works Annex

This building could provide office space for Soil & Water, NRCS, and agricultural government agencies under one roof. This could also provide space for Southern Prairie Community Care and future expansion.

Stomberg: We have the winter to get a plan up and get bids. If we want this, we should bring this to next meeting to bring forth proposal. Ritter: what will we gain from this building? Goodenow: cash flow, plus the

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coordination of government functions. Ritter: Soil and Water is a one stop shop now. We are using tax money to build this, and then taking away rent money to the county. Goodenow: this can work both ways. Stensrud: I think we should have Ron Helgerson look at this. Ritter: before we spend the money, we need a commitment from the entities affected by a new building.

Personnel/Hiring Requests

Assistant County Attorney, Internship funding, Park Supervisor, Deputies and Law Enforcement.

Mather: I would like to fill positions by posting internally for 10 days. The county needs to move forward with hiring to fulfill the law enforcement contracts with cities within the county. The department has two internal applicants, Derek Daniels and Alissa Lightfoot. I'd like to move Derek Daniels forward to full time on 26th of November. Also move Alissa Lightfoot from Jail to full time Deputy position around December 6th. The courts and part time positions that are currently open will move forward to the first of the year.

Goodenow moved to hire Derek Daniels to the full time Deputy position, seconded by Anderson. All voted in favor, motion carried.

Discussion – Mather: the request to move Alissa Lightfoot to full time will be brought forward at the next Board meeting. Goodenow asked about filling the part time jail position. Mather: by hiring Derek Daniels and Alissa Lightfoot we will create two full time jail positions and one part time to hire. Anderson: is there anything we need to build in for budget regarding safety upgrades for the Government Center? Mather: I have the policy prepared to bring forth and talking to the workforce on December 3rd. Stomberg: these expenses will come out of General Building Fund.

Assistant County Attorney- Maes: the work in the office has increased substantially. This may relate to the nature of the casework and the fact that jury trials have increased. Stomberg: this position has been factored into the County Attorney's budget.

Ritter moved to review Assistant County Attorney job description and begin process to hire/advertise for Assistant County Attorney, seconded by Anderson. All voted in favor, motion carried.

Internship funding \$15,000

Anderson: If interns are paid, they are considered Lyon County Employees and the county is responsible. Stomberg: this can be funded through the departments, so each department will fund their own internship needs. VSO department has \$3,600 in internship money in their budget request. Ritter: this should be discussed with department heads.

Free Fair

Ritter: if we propose free fair, we should have public input, and have the county fair board audited? Goodenow: that is a good request, we should see the audit. Anderson: this is not a state audit, though. Maes: requesting a state audit is valid. The Board requested fair board representation at the next County Board meeting.

VSO Program: Terry Wing has application in the VSO that would fund outreach efforts. This is reviewed by a panel and ultimately by the Lyon County Commissioners.

Commissioners Report

Anderson: Extension, Road Tour, Canvassing, Historical Society, Park Board meeting. Area II meeting, and RCRCRA update

Stensrud: Twin Lakes Park, Minneota City road, AMC Environmental and Natural Resources meeting in St. Cloud, Western Mental Health and American Medical Association billing, Ag Society

Goodenow: Ag Society meeting, Library Board meeting

Ritter: meeting recap

Fenske: Road Tour

Goodenow moved to enter into closed session for LELS negotiations, seconded by Anderson. All voted in favor, motion carried.

Goodenow moved to come out of closed session, seconded by Ritter. All voted in favor, motion carried.

12:25 meeting adjourned.

Upcoming Meetings:

12/06/12.....7:00pm TNT meeting CR 1&2

12/07/12.....8:30am Road Tour continued

12/08/12.....Area II RCRCRA in Redwood Falls; 9:30am registration

12/13/12.....9:00am CD13 Improvement Hearing in CR 1 & 2

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WARRANTS FOR PUBLICATION

Warrants Approved On 11/06/2012 For Payment 11/8/12

<u>Vendor Name</u>	<u>Amount</u>
COMPUTER PROFESSIONALS UNLIMITED INC	\$ 3,903.89
GREAT PLAINS NATURAL GAS CO	2,841.97
R & G CONSTRUCTION INC	103,210.09
SIR LINES-A-LOT	51,447.59
22 Payments less than 2000	<u>10,258.99</u>
Final Total:	<u>\$ 171,662.53</u>

Warrants Approved On 11/20/2012 For Payment 11/15/12

<u>Vendor Name</u>	<u>Amount</u>
LYON-LINCOLN ELECTRIC COOP INC	\$ 3,897.36
MARSHALL MUNICIPAL UTILITIES	21,893.73
MN DEPT OF TREASURY	9,066.50
MURRAY COUNTY SHERIFF'S OFFICE	264,970.00
SECURE BENEFITS SYSTEMS	4,910.23
SWHHS	20,254.19
TITAN MACHINERY	6,730.00
21 Payments less than 2000	<u>4,891.63</u>
Final Total:	<u>\$ 336,613.64</u>

Warrants Approved On 11/20/2012 For Payment 11/21/2012

<u>Vendor Name</u>	<u>Amount</u>
A'VIANDS, LLC	\$ 15,814.95
BAY WEST, INC.	5,435.99
D & G EXCAVATING, INC	3,095.00
FARMERS COOP ASSN	8,323.88
HABITAT FOREVER, LLC	3,556.00
KERKAERT FARM	3,000.00
KETTERLING SERVICES INC	4,000.00
LYON COUNTY HIGHWAY DEPARTMENT	5,703.79
MARSHALL MUNICIPAL UTILITIES	2,621.17
MN DEPT OF CORRECTIONS STS	90,301.15
MN VALLEY CO-OP LIGHT & POWER	71,760.39
NORTH CENTRAL INTERNATIONAL, INC	8,484.44
ON TARGET TRAINING & CONSULTING, LLC	4,881.45
PRAIRIE PRIDE	2,608.91
PROACTION SAFETY & SALES	2,343.49
RATWIK, ROSZAK & MALONEY, P.A.	2,225.55
ROCK COUNTY TRANSFER STATION	7,540.00
SAIC ENERGY, ENVIRONMENTAL & INFRASTRUCT	8,795.16
SWHHS	55,843.25
WASTE MANAGEMENT	92,767.50
ZIEGLER, INC	56,301.85
111 Payments less than 2000	<u>43,481.93</u>
Final Total:	<u>\$ 498,885.85</u>

 Robert Fenske, Chairman

 Attest: Loren Stomberg
 Lyon County Administrator