

UNOFFICIAL MINUTES - SUBJECT TO CORRECTIONS
LYON COUNTY BOARD OF COMMISSIONERS
LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN
January 16, 2001

Meeting called to order by Chairman Fenske. Members present: Buysse, Fenske, Gladis, Goodenow, Nelson, County Attorney Maes, and County Administrator Jorgensen.

Pledge of Allegiance to the Flag.

Agenda approved with the deletion of Steve Hanson.

Ditch Vouchers were presented. Hammer – There is only one and it is for legal fees for JD#15. This was over and above the attorney's estimate. Maes – During the conference call, it was decided not to pay anymore to the attorney. Hammer – I recommend that this bill is not approved.

Sinking Ditch Vouchers were presented. Discussion. Buysse moved, seconded by Goodenow to approve the Sinking Ditch IV, V, VI, and VII vouchers. All voted in favor.

Hammer – I received a fax regarding JD#31 L&L. About a year ago, the US Army Corp was authorized to put a monitoring station in on JD#31 L&L. Now they would like to go upstream and position them directly on the intakes. Before we can authorize, we should have a conference call with Lincoln County during the next board meeting and reconstitute the joint board and we could possibly take care of this at that time also. I will make sure their ditch inspector has a copy of this fax.

Hammer – I contacted the Attorney General's Office about possibly paying for the abandonment of CD#7 since the ditch is in financial difficulty. They said if they do it for this ditch, they will have to do it for all other ditches across the State that are in the same position. The minimum it will cost will be \$300. Fenske – Will it benefit the landowners to abandon? Hammer – The tile has been routed around the wildlife management area. If Lady Slipper overflows, it would go into the wildlife area. Maes – You have a petition right now so you need to set a hearing. The costs can be discussed at that time. Buysse – Will this be part of Lady Slipper? Hammer – No, a part of the Lyons Wildlife Management Area. Jorgensen – Has all the work basically already been done? Hammer – The weir is not done and contract not let. I would suggest late February to early March for a meeting. Discussion on legal issues between CD#7 and JD#10. Fenske – The CD#7 meeting to discuss the petition for abandonment of the old system will be on March 6th at 1:30.

Hammer presented a preliminary plat denial for Mike Schmitt (see attached). Discussion. Buysse moved, seconded by Goodenow to deny a preliminary plat to Mike Schmitt to subdivide land zoned agricultural in Lake Marshall Township. All voted in favor.

Hammer presented a conditional use permit for Mike Schmitt (see attached). Discussion. Goodenow moved, seconded by Buysse to grant Mike Schmitt a CUP to place two feet of fill material in the floodplain on property located in Lake Marshall Township. Hammer – This will be around his house and buildings. All voted in favor.

Johnson presented the Road and Bridge Vouchers in the absence of Benson. Discussion on why two lists. Jorgensen – I will find out.

Nelson – What is the status on the Nyquist/Ludeman retention dam payments to the farmers from D&C dozing? Johnson – The bonding company has said not to pay out anything right now. Maes explained the situation. Goodenow – Should the farmers put a claim in to the bonding company? Maes – That was suggested to them, but they wanted the County to try to work it out. Johnson – I had to write a letter to the bonding company and let them know whom D&C still owes money to. Discussion.

Nelson – What is the policy for curbs on County Roads? On CR#11, it really causes a problem. Johnson – That was the policy of the engineer at the time, and it was a State Aid issue. Inside city limits, you are required to put it in. Now the rules for State Aid have changed, but that one was done a long time ago. I will mention it to Benson and see what her policy is and talk about the possibility of taking that one out.

Jorgensen – The reason there are two sets of vouchers is because of project cost accounting, some are being expensed in 2000 and others in 2001.

Buysse moved, seconded by Goodenow to approve the road and bridge vouchers. All voted in favor.

Johnson – Would like authorization for a bid letting for CP 99:T18-02. It is a water retention in Monroe Township. Johnson explained a little about the project. Area II will be funding a portion of the project. Discussion on project and funding. Gladis moved, seconded by Buysse to authorize a bid letting for CP 99:T18-02 (water retention project in Monroe Township) to be held on February 14th at 9:00 AM and approve the county providing funds of \$23,000. All voted in favor.

UNOFFICIAL MINUTES - SUBJECT TO CORRECTIONS
LYON COUNTY BOARD OF COMMISSIONERS
LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN
January 16, 2001

Johnson – We will be trying to get a map together that shows where the water retentions are. Kerry Netzke, Area II – It will also include dams that have been built and repaired. Discussion.

Johnson – I have a final contract for 42-632-06 which was the grading portion of Barstad Road in Cottonwood. We had a working days conflict, but that has been taken care of. The final total is \$378,361.53. Fenske – How much additional? Johnson - \$20,000. Goodenow moved, seconded by Buysse to approve finaling the contract for 42-632-06 (grading on Barstad Road). All voted in favor.

General Revenue Vouchers and Special Water Projects were presented. Discussion. Buysse moved, seconded by Gladis to approve the general revenue vouchers and special water projects. All voted in favor.

General Revenue Fund	\$149,169.15
Road and Bridge Fund	\$17,380.64
Landfill Spec. Rev. Fund	\$26,009.61
Water Projects – Spec. Proj.	\$612.81
Sinking Ditch IV	\$29,340.00
Sinking Ditch V	\$27,576.25
Sinking Ditch VI	\$52,500.00
Sinking Ditch VII	\$42,385.00
Agency Fund-taxes & penalties	\$70.02
Total	\$345,043.48

Beginning Warrant Number: 332357; Beginning Warrant Number: 332494.

Jorgensen – The Extension Committee as recommended that you appoint Leah Gossen from Minnesota and Kim Lanoue from Tracy as youth members to the Extension Committee. Fenske – I will appoint Leah Gossen and Kim Lanoue as the youth representatives to the Extension Committee.

Jorgensen – There is one more opening on the Extension Committee. We have gotten one application in and are waiting for another. Nelson – If you can't find anyone, Cathy Wilking would be willing to fill the position.

Jorgensen – I received a letter from the bargaining unit stating that they accept the three percent COLA for 2001. Goodenow – They will not ask for more? Jorgensen – No, they have accepted the three-percent. Discussion. Goodenow moved, seconded by Gladis to approve the three-percent COLA for 2001 for the members of the bargaining unit. Fenske – Is this effective now? Jorgensen – Yes, it will be effective as of January 1, 2001. In discussions with Cy and others, this letter is a contract addendum and would hold up in arbitration. All voted in favor.

Stokke – I have a recommendation for the Jail Administration position – Bradley Marks. His employment would be effective February 1 with a pay of \$18.97 per hour. He has been in management in a larger facility in Wisconsin. He has a good background in corrections. He was born and raised in Marshall and would like to return. Discussion. Buysse moved, seconded by Goodenow to hire Bradley Marks as the Jail Administrator starting on February 1, 2001 with a salary of \$18.97 per hour. All voted in favor.

Stokke – With the new pay scale, two of my deputies that have been here for a while are getting paid less than one that has been here six months. To alleviate this, I would like to increase Dan DeSmet's salary to \$16.73 per hour and Dan Louwagie's salary to \$17.20 per hour effective January 1, 2001. Goodenow – This is a result of the salary equity review? Jorgensen – Yes. Discussion. Goodenow moved, seconded by Buysse to approve the following salary changes effective January 1, 2001 due to the effects of the compensation study.

Dan DeSmet \$16.73/hr.
Dan Louwagie \$17.20/hr.

All voted in favor.

Doug Zimmer – I would like to request approval for upgrades to the E-911 system. The system itself needs upgrades and we would also get new software packages that allow us to do our own mapping and to better track cell phone calls. This will cost approximately \$21,000. I have checked with the State and it would be covered under the 911 surcharge. We would also have to purchase a computer and laptop. The total of all of the upgrades and hardware would be around \$25,000 and the money is available. Buysse – How is the system working? Zimmer – There is an arrow that comes up on the screen that shows us where we need to go and there are GPS units in the squads. It is working very well. Goodenow moved, seconded by Buysse to approve approximately \$25,000 in E-911 upgrades utilizing funds from the E-911 surcharge. All voted in favor.

Meeting recessed.
Meeting back to order.

UNOFFICIAL MINUTES - SUBJECT TO CORRECTIONS
 LYON COUNTY BOARD OF COMMISSIONERS
 LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN
 January 16, 2001

Maes – The recent decision in the US Supreme Court involving the Corps will probably positively affect Lyon County. I will call the attorney and find out where we go. Jorgensen, Henriksen, and I will be talking with Joel Carlson tomorrow. Discussion.

Jorgensen – I would ask that the meeting be closed to discuss personnel evaluations.

Buyse moved, seconded by Goodenow to close the meeting to discuss personnel evaluations. All voted in favor.

Gladis moved, seconded by Goodenow to open the meeting. All voted in favor.

Dean Champine, Assessor, and Paula Van Overbeke, Auditor/Treasurer met with the board to discuss a full time shared staff position. Champine – Van Overbeke and I have discussed it and we think the position would be 1/3 Assessor and 2/3 Auditor/Treasurer. The reason I would like some extra help is because of increased workload, increased parcels and the new programs such as This Old House and Actively Farming. The programs are taking up more of our time and things are not getting done like they need to be. Fenske – I know in the Auditor/Treasurer's Office you have a part time person and also get temporary help from time to time. Van Overbeke – This would not replace my part-time person. Increasing her to the full time shared position would only give me 1-½ hours more per week. Name changes, deeds etc. have increased along with driver's license. I spend a lot of time doing data entry and would like to do more overseeing. Fenske – What about the temporary help? Van Overbeke – We get temporary help at tax time because we can not deposit checks until they are posted. The temporary person just posts without any interruptions. Two years ago, I approached Jorgensen about the fact that there used to be seven employees and now there were only five and ½. We agreed at that time to have a trial period to see how it would work. Well, it is not working very well. Gladis – Would it help at all to have a forty-hour workweek. Maybe still close at 4:30, but work until 5:00 without interruptions. Van Overbeke – I have staff right now that work over and above the 37.5 hours, and I don't believe only a half-hour would help that much. Jorgensen – I would be concerned about public perception. If the doors close at 4:30, but the office is still full, the public will expect to be waited on. Goodenow – Could we give the employees the option of working a forty-hour week and not make it mandatory? The cross training will be a big advantage of a shared position. Discussion. Van Overbeke – One of our concerns has been that when Champine and his assistant are out assessing, our office tries to cover, we can do a little, but we don't know all of the laws, so we feel there is not good customer service. Champine – This one person could handle questions that would typically take someone from my office and someone from Van Overbeke's. Fenske – Is this in the budget? Jorgensen – Yes. Goodenow moved, seconded by Buyse to approve advertising for a full time position to be shared 1/3 by the Assessor's Office and 2/3 by the Auditor/Treasurer's Office. All voted in favor.

Van Overbeke – I did get some information from another county on how they handle flextime. I would like to discuss it with Jorgensen first.

Goodenow moved, seconded by Buyse to increase the hours worked from 37.5 per week to 40 hours per week for the Assistant County Attorney position. All voted in favor.

Goodenow moved, seconded by Fenske to approve an adjustment increase of \$2798.00 to BC Thompson's annual salary. All voted in favor.

Goodenow moved, seconded by Nelson to approve an adjustment increase of \$2,114.00 to Rick Maes's annual salary. All voted in favor.

Goodenow moved, seconded by Nelson to approve the following 2001 salaries for exempt employees:

Department Head	Department	2001 Salary
Jeanine Barker	Recorder	\$47,525
Rick Maes	Attorney	\$66,979
Don Stokke	Sheriff	\$68,339
Paula Van Overbeke	Auditor/Treasurer	\$47,733
Dean Champine	Assessor	\$47,282
Paul Henriksen	Env. Officer	\$49,173
Jim Hubley	VSO	\$41,845
Mark Jorgensen	Administrator	\$77,205
Ron Krause	Facilities Manager	\$37,570
Anita Benson	Dir. Of Public Works	\$75,000
BC Thompson	Asst. Attorney	\$42,201
Aaron Duis	Asst. Attorney	\$39,216

All voted in favor.

UNOFFICIAL MINUTES - SUBJECT TO CORRECTIONS
LYON COUNTY BOARD OF COMMISSIONERS
LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN
January 16, 2001

Landfill Vouchers were presented. Discussion. Goodenow moved, seconded by Buysse to approve the landfill vouchers. All voted in favor.

Henriksen – I received information on shredder studies. I will be discussing it with a representative from SEH. I will be bringing it to the next Solid Waste Committee Meeting.

Fenske – I have some problems with recycling I would like to let you know about. First of all, are all the apartments getting picked up? Henriksen – We gave Curry a list. Fenske – I have a list here that say they are being skipped. Henriksen – If you give me a copy of the list, I will check into it. Fenske – Are the recycling sheds being picked up? They were stuffed at the first part of the year. Henriksen – I talked to Curry about them and they also said they were stuffed. It is expected at the first of the year. Gladis – Did Ritter's pick up at the end of the year? Henriksen – The said they did. Fenske – What about cardboard needing to be bundled? Henriksen – I will talk to them about that. Fenske – A pickup with a trailer was picking up recyclables before day light one morning and the trailer had no lights. The person who almost hit the trailer called Ritter's. This is not Ritter's, it is Curry. Henriksen – I will check into this. Fenske – I have also gotten complaints about the demo. The contractors put the big containers at the site. They are gone for a couple days and the sub-contractors are the ones throwing everything in. The contractors are not able to collect the fee charged by the landfill from the subcontractors. Jorgensen – The contractor is responsible for their sub contractor. Henriksen – They don't have to put the container there. Discussion. Fenske – Ritter's has told me that some of the employees at the landfill have been harassing the Ritter's drivers asking them whether or not they are going to have a job. I think you need to speak to your personnel about this. Jorgensen – Anytime you make a change, there is going to be transition issues. Gladis – I have had calls from schools wondering when Curry is going to pick up their recyclables. They have separate contracts right? Henriksen – Yes. Gladis – I told them that Lyon County is just dealing with residential and the commercial sector has their own contracts and that includes the schools. Jorgensen – Get together with Curry and get some ads out including local phone numbers where they can be reached. Gladis – Someone also made the comment to me that if the pickup schedule was changed, they would not recycle. I told them, they are not recycling for the right reasons then. Fenske – People reject change, that is why I have pushed to keep the same pickup days.

Fenske mentioned a Certificate of Appreciation from the Census Bureau for Lyon County's help.

Commissioner Reports:

Goodenow – They have concerns with sewer gas at the Lyon County Group Home. Krause is working on it and it seems one of the lines was split in half. Jorgensen – The original contract that was set up between Lyon County and the Group Home states that Lyon County is responsible for very little. I will get you a copy. They should be carrying their own insurance. Goodenow – They are also having trouble with bats and they may have to do something with them. I should let you know also, that they have a program where kids are able to live in apartments. They have been renting one of mine for the last six months. I have two apartments right next to my house and they may rent the other one in the future.

Gladis – I was elected PHS board chair. There are three new commissioners on the board.

Nelson – I attended the PHS meeting and the Area II meeting. At the Area II meeting they entertained the idea of sharing an engineer with Benson, but they are very satisfied with the engineering firm they hired.

Goodenow – There is a ditch law conference coming up in February. Nelson – I was going to go, but the DM&E meeting is at the same time.

Discuss County Administrator job search.

Chuck Pope – I have gotten all of your surveys back and would like to meet with you at your next board meeting to discuss them. We need to discuss the ad today. Discussion on packet that Pope left. Pope – We can discuss further at our search committee meeting this afternoon. Fenske – Is the word out? Jorgensen – I sent an e-mail out to all of my colleagues, so they know. Pope handed out a draft copy of the ad and job description. Discussion on years experience needed.

Per Diems were presented. Buysse moved, seconded by Goodenow to approve the following per diems:

Buysse \$60
Fenske \$80
Gladis \$40

All voted in favor.

UNOFFICIAL MINUTES - SUBJECT TO CORRECTIONS
LYON COUNTY BOARD OF COMMISSIONERS
LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN
January 16, 2001

Buyse moved, Gladis seconded motion to adjourn the meeting until Tuesday, February 6, 2001 at 9:00 A.M.

Robert Fenske, Chairman

Attest: _____
Mark R. Jorgensen
Lyon County Administrator