

UNOFFICIAL MINUTES - SUBJECT TO CORRECTIONS
LYON COUNTY BOARD OF COMMISSIONERS
LYON COUNTY GOVERNMENT CENTER, MARSHALL, MN
December 3, 2002

Meeting called to order by Chairman Fenske. Members present: Buysse, Fenske, Gladis (at 9:15), Goodenow (at 9:07), Nelson, County Attorney Maes, County Auditor/Treasurer Van Overbeke, and County Administrator Lewis.

Pledge of Allegiance to the Flag.

Agenda approved with addition of discussing the ice arena lease and the Marshall Leadership Academy.

Buysse moved, seconded by Nelson to approve the Minutes for the August 22nd Ditch Maintenance Hearing, the minutes for the October 29th Sinking Ditch IV meeting and the minutes from the regular meetings on November 5th and 19th. All voted in favor.

Biren – I have talked with fellow administrators and Bob Byrnes about the Livestock Friendly Program and our 40-acres/2000 animal unit restriction does not qualify us. It sounds like the program may actually be falling apart anyway.

Biren – I just wanted to bring your attention to the meetings at the end of the week with the townships and cities to discuss the Planning and Zoning Ordinance. Buysse – Ghent was not included? Biren – Just an oversight, I will contact them.

Goodenow present at 9:07 AM.

Discussion on Aggregate Conference and the possible shortage in the State.

Ditch Vouchers were presented. Hammer explained the bills. Buysse moved, seconded by Nelson to approve the ditch vouchers. All voted in favor.

Hammer – I met with the viewers on CD#34, they are expecting a report back on the efficiency of the tile. It is coming along pretty well.

Hammer – Still working on getting a quote for JD#15 R&L. Gale Thorstenson will have to remove the trees that are on top of the tile at his own expense.

Gladis present at 9:15.

Hammer – I received a bill from Kurt Deter for the informational meeting we had for JD#10. The bill was larger than I expected, it totaled about \$900. Our share will be about 7 percent and the rest will be sent to Yellow Medicine. I will bring it for approval at the next meeting.

Hammer – Van Overbeke and I have discussed getting all the ditches at a positive balance. The recommendation will be to transfer some funds from the ditches with positive balances. Van Overbeke – We will discuss it during my scheduled time.

Road and Bridge Vouchers were presented. Gladis moved, seconded by Nelson to approve the road and bridge vouchers. Benson explained the problems encountered with the striping service and that they had to hire a couple other firms to fix problems etc. She also explained that the bonding company had been notified. All voted in favor.

Landfill Vouchers were presented. Discussion on SEH bill. Nelson moved, seconded by Gladis to approve the landfill vouchers. All voted in favor.

Henriksen – Need to put cover on the part of the landfill that is not being used by December 31st. We received two quotes: Schmidt Construction will shred bales at \$9 per bale and Dave Swanson at \$9.75 per bale. We have to provide the bales, which we are working on getting. Gladis moved, seconded by Goodenow to accept the quote from Schmidt Construction to shred bales for winter cover at the landfill. Henriksen – The total cost will be around \$3,000. All voted in favor.

Benson – Need to set the date for the Public Hearing on the Cost Participation Policy. It was sent to all the cities and I have not received any comments. You may want to take a look at the part dealing with 100 percent payment of parking lanes. I have tried to model the policy after past practice. Fenske – The Public Hearing for the Cost Participation Policy will be January 7th at 9:30 during the regular board meeting.

Benson – I am requesting approval of the Limited Use Permit for the Southwest Ridge Runners Snowmobile Club to use trails in the County Road right away. This is almost identical to the one you passed at your last meeting for State highways. Nelson – In #14 there is a misspelled word. Benson – That is not a signature page so I will get it corrected and insert the new page. Gladis moved, seconded by Goodenow to approve the Limited Use Permit with correction for the Southwest RidgeRunners to have snowmobile trails in County Road right of ways. All voted in favor.

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Benson handed out a copy of the Ice Facility Lease Agreement that she developed. Benson – I am trying to arrange an Ice Facility Board meeting before the next Commissioner Meeting. Hopefully they will sign off and I can bring it for your approval on the 17th.

Fenske – What about the plaque in the entrance of the Public Works Building? Benson – E&V and Group II bought the plaque and the Chamber also gave us one. Fenske – We should thank them. Benson – I will prepare a letter for the next meeting for your signature.

General Revenue Vouchers, Water Projects, and Capital Projects were presented. Discussion on Wells Concrete bill. Gladis moved, seconded by Goodenow to approve the general revenue vouchers, water project vouchers and capital project vouchers. All voted in favor.

General Revenue Fund	\$63,924.51
Road & Bridge Fund	\$16,631.25
Landfill Spec. Rev. Funds	\$54,268.26
Water Projects – Spec. Rev.	\$5,093.00
Capital Project Funds	\$47,658.52
Ditch Fund	\$1,178.58
Total	\$188,754.12

Beginning Warrant Number: 340350; Ending Warrant Number: 340448.

Auditor's Warrants were presented. Nelson moved, seconded by Buysse to approve warrants 340259 to 340272 dated 11/21/02 in the amount of \$46,558.37 and warrants 340275 to 340301 dated 11/29/02 in the amount of \$239,937.54. All voted in favor.

Van Overbeke – I have visited with the State Auditor's and we can transfer money from the ditches with a positive balance into the ditches with a negative balance, then transfer it back again after the first of the year. Other counties do this all the time. Discussion. Nelson moved, seconded by Gladis to authorize the Auditor/Treasurer to transfer funds between Drainage Systems for the year 2002. All voted in favor.

Van Overbeke – Now, I would like to close the 1993 Courthouse Addition Fund. You also need to discuss money being allocated to the Maintenance Budget from Lease Revenue. Discussion. Nelson moved, seconded by Gladis to close the 1993 Courthouse Addition and transfer remaining funds as of 12/31/2002 into the Capital Improvement Projects. All voted in favor.

Gladis moved, seconded by Nelson to divide the rent money from LLM Human Service, Public Health and State Auditor's with 30% to reimburse the facilities budget and 70% going into the Capital Improvement Projects. All voted in favor.

Van Overbeke – I would also like the Building and Improvement Fund eliminated from General Revenue. Discussion on Building and Improvement Fund, Capital Improvement Fund, and Designated Funds. Goodenow moved, seconded by Fenske to close the Building Improvement Fund and transfer remaining funds as of 12/31/02 into Capital Improvement Projects. All voted in favor.

Discussion on transferring money out of reserves and which fund to transfer it to. Gladis moved, seconded by Nelson to transfer 2,000,000 from General Revenue Reserves into Capital Improvement Projects. All voted in favor.

Van Overbeke – We have been carrying the following reconciling items for a few years:

\$135.50 – Barrington Group, previous flex company
\$ 1.00 – lower deposit
\$ 20.00 – NSF fee
\$.17 – raise deposit
\$.36 – transposition error

I would like to lower our cash book to balance with the bank. Gladis moved, seconded by Goodenow to lower the Lyon County Cash Book by \$155.97 to balance with the bank. All voted in favor.

The City of Marshall Amenities Task Force met with the Board and gave a Power Point presentation on their goals. Mission, goals and recommendations were discussed.

Meeting Recessed.
Meeting Back to Order.

Discussion with Chris Sorenson, Director of Human Services and Fran Van Keulen, Human Service's Director of Information Systems. Lewis – I have had a couple meetings with Sorenson to discuss the possibilities. Since Human Services has the infrastructure in place, we don't see a need for something new. There might be a need to expand the workforce, but right now we would like to discuss the addendum to the agreement. Van Keulen explained what happened when the AS400 was upgraded. He explained that he thought he had checked to make sure that all the programs on the system would be compatible with the upgrade, but that he has missed the

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Sheriff's CAD program. Van Keulen – We had to bring in someone to rollback the system, but the other program vendors are saying that the AS400 must be upgraded. We believe the only way to go right now is to put the Sheriff's Department on their own AS400. Van Keulen explained the bill to rollback the system and that Human Services would pay for half of it. Lewis – I have talked to Van Overbeke and Maes about the AS400 for the Sheriff's Department and the funds can come out of the Criminal Justice Fund. Van Keulen is in the process of evaluating his staff, but right now our focus is the upgrades. I will be discussing staffing etc. with Van Keulen and Sorenson. Goodenow moved, seconded by Fenske to pay half of the bill to High Plains for rolling back the AS400. All voted in favor.

Goodenow – We can't just shrug this off. We have been worried about this since June. Van Keulen has spent tons of time putting out fires instead of planning to run a good department. I think we need to share the computer equipment and staff, but Lyon County could possibly be paying more for staff. Van Keulen needs to know what his job is. Are we on the new server yet? Van Keulen – Hopefully within the next couple weeks. The AS400 problems really set us back. Gladis – Doesn't the Sheriff's Department need to be updated? Van Keulen – It would take \$85,000 to upgrade the Sheriff's system. They are looking at their options. Discussion. Lewis – I have mentioned before that a Technology Plan would be good for the County to have. Goodenow – Does the new contract solve any problems? Van Keulen – It is basically maintenance. Goodenow – Personnel needs to be looked at. Fenske – I agree, we will be looking at this in the future. Goodenow moved, seconded by Fenske to approve the addendum to the contract with Human Services for computer support. All voted in favor.

Senator Dennis Frederickson met with the Board to discuss issues and concerns.

Goodenow moved, seconded by Buysse to close the meeting to discuss possible upcoming labor negotiations. All voted in favor.

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

Truth and Taxation meeting discussed. It is scheduled for December 5th at 7:00 PM.

Lewis – We received a request for payment for the soccer fields. Discussion on agreement. Lewis – They would like the check by the end of the year. Goodenow moved, seconded by Buysse to authorize appropriating the funds for the soccer field contingent on receiving a copy of the signed contract. All voted in favor.

Goodenow moved, seconded by Gladis to authorize advertising for bids for the official newspaper for 2003. All voted in favor.

Lewis – In the past you have authorized at least one person to attend the Marshall Leadership Academy. Van Overbeke – Last year you authorized two to go. Lewis – We formed a committee last year and they reviewed the applications that were received. Goodenow moved, seconded by Gladis to authorize up to two Lyon County employees attending the Leadership Academy. Van Overbeke – It will cost \$249 per person. All voted in favor.

Goodenow – We need to discuss the RSVP contract. If we sign this contract, we will have to appropriate the amount of money they request for 2003. I believe this is only for one year. Gladis – The contract says to 2006. Goodenow – I believe there is an out clause. Fenske – The agreement is backdated so they are saying we would be responsible for the money they think we owe for 2002. Van Overbeke – They billed us for rent this year also. Fenske – We will discuss this at our next meeting.

Lewis – Need to discuss the possible modification of the performance pay system. The proposed system would change the ratings to 1 to 4, would eliminate the multiplier and the pay ranges would not move with COLA. All employees would get a COLA, even if they are at the top to their range. Fenske – What ever average rating an employee has, that would be the percent increase. Lewis – Have heard concerns about dropping the multiplier. Goodenow – In Human Services the board sees the pay increases quarterly. It is kept very confidential. Fenske – This would be a good idea and it would help accountability. Is the Board ready to take action. Barker – The multiplier helps to compensate people who just start for learning at the rate they need to. Fenske – I don't think the multiplier is all bad, but it is hard for cost control. Benson – I have used it as an incentive to perform and in hiring. Fenske asked if anyone wanted to take action and none was taken so the performance pay system will remain the way it is.

Fenske – We should set COLA. Lewis – I recommend a 2 percent COLA increase. Nelson moved, seconded by Goodenow to approve a two percent COLA increase effective January 1, 2003 for all employees exempt and non exempt not covered under a bargaining unit based on the employees salary as of December 31, 2002. Voting For: Gladis, Nelson, Fenske, Goodenow. Opposed: Buysse.

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Goodenow moved, seconded by Nelson to provide a COLA to all exempt and nonexempt employees not covered by a bargaining unit even if the employee is at the top of his/her scale. All voted in favor.

Discussion on possibly closing early on December 24 and the consequences. Lewis gave options. Van Overbeke – There is an issue with offices that are open 24 hours/day seven days/week. Discussion. Fenske – It is getting so complicated that it should either be designated as a holiday or just left as a regular workday. Gladis – We tried to do something nice for the employees last year and it backfired. I think we should just leave it as a regular workday. Fenske – We will discuss it at the next meeting.

Fenske – Need to decide if deferred comp should be an option included in the cafeteria plan. I think it would be a good option. But cash out will not be an option. Fenske moved, seconded by Goodenow to include deferred comp as an option in the cafeteria plan. All voted in favor.

Lewis – The Personnel Team is still reviewing the handbook. Goodenow – It would be my suggestion to set up a special meeting in January to discuss it. It would be hard to do this at a regular meeting.

Lewis – Need to finalize salary ranges for exempt positions per Maximus’s review. This would move all the non-exempt position ranges to reflect a 40-hour workweek except the VSO, which will remain at 37.5. Salaries will not change. Discussion. Goodenow moved, seconded by Gladis to approve the following pay ranges for exempt employees:

Salary Grade	Minimum	Midpoint	Maximum	Position Title
18	\$31,590.10	\$37,910.18	\$44,230.26	VSO (37.5 hour workweek)
19	\$37,048.53	\$44,462.03	\$51,875.53	No Positions (40 hour workweek)
20	\$38,085.89	\$45,706.97	\$53,328.05	Facilities Manager (40 hour workweek)
21	\$39,152.29	\$46,986.76	\$54,821.23	No Positions (40 hour workweek)
22	\$40,248.55	\$48,302.39	\$56,356.23	P&Z Administrator (40 hour workweek)
23	\$41,375.51	\$49,654.86	\$57,934.20	Sr. Accredited Assessor (40 hour workweek) County Recorder (40 hour workweek) Assistant County Attorney (40 hour workweek)
24	\$42,534.03	\$51,045.20	\$59,556.36	No Positions (40 hour workweek)
25	\$43,724.98	\$52,474.46	\$61,223.94	No Positions (40 hour workweek)
26	\$44,949.28	\$53,943.75	\$62,938.21	No Positions (40 hour workweek)
27	\$46,207.86	\$55,454.17	\$64,700.48	Environmental Administrator (40 hour workweek) Chief Deputy Sheriff (40 hour workweek)
28	\$47,675.88	\$57,211.55	\$66,747.21	No Positions (40 hour workweek)
29	\$49,058.48	\$58,870.68	\$68,682.88	Auditor/Treasurer (40 hour workweek)
30	\$50,672.51	\$60,807.53	\$70,942.55	No Positions (40 hour workweek)
31	\$51,791.49	\$62,151.23	\$72,510.97	County Sheriff (40 hour workweek)
32	\$53,640.45	\$64,370.03	\$75,099.61	No Positions (40 hour workweek)
33	\$55,196.02	\$66,236.76	\$77,277.50	County Attorney (40 hour workweek)
34	\$56,741.51	\$68,099.12	\$79,456.73	No Positions (40 hour workweek)
35	\$58,387.01	\$70,077.97	\$81,768.92	No Positions (40 hour workweek)
36	\$60,080.23	\$72,110.23	\$84,140.22	County Administrator (40 hour workweek)

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37	\$61,822.56	\$74,201.42	\$86,580.28	No Positions (40 hour workweek)
38	\$63,615.42	\$76,353.27	\$89,091.11	Public Works Director (40 hour workweek)
39	\$65,460.26	\$78,567.51	\$91,674.75	No Positions (40 hour workweek)

All voted in favor.

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

	<u>Per Diems</u>	<u>Expenses</u>
Nelson	\$280	\$145.95
Gladis	\$120	\$77.70
Goodenow	\$80	
Buysse	\$80	\$42.70
Fenske	\$30	

All voted in favor.

Gladis left.

Commissioner Reports:

Goodenow – I am on the IEIC board and it is a board that a County Commissioner needs to be on because they get Federal Funds so someone will have to be appointed.

Nelson – The Governor may have OK'd the application for the MN River Basin. Also, the Basin is trying to get taxing authority.

Buysse – We need to set a date to talk with the townships and cities in the northern part of the County. Would it be wise to defer all talks about a new jail for four years? There are many school districts trying to get referendums passed. Goodenow – That is something that the new board will have to decide.

Buysse moved, Nelson seconded motion to adjourn the meeting until Tuesday, December 17, 2002 at 9:00 A.M.

Robert Fenske, Chairman

Attest: _____
Gregory D. Lewis
Lyon County Administrator