

**LINCOLN COUNTY BOARD OF COMMISSIONERS
MEETING MINUTES**

January 5, 2010
Courthouse Commissioner Room
Ivanhoe, MN 56142

The meeting was called to order at 9:00 a.m. by Board Chair, Joan Jagt, followed by the Pledge of Allegiance. Commissioners present were Joan Jagt, Curtis Blumeyer, Larry Hansen, Adam Gillund, and Don Evers. Also present were County Auditor, Kathy Schreurs, and County Attorney, Glen Petersen.

Motion by Blumeyer, seconded by Evers, to nominate Adam Gillund as 2010 Chairperson to the Lincoln County Board of Commissioners. There were no other nominations. All voted in favor.

Motion by Blumeyer, seconded by Evers to cast a unanimous ballot for Adam Gillund for 2010 Chairperson to the Lincoln County Board of Commissioners. All voted in favor.

Motion by Hansen, seconded by Jagt, to nominate Donald Evers as 2010 Vice-Chair to the Lincoln County Board of Commissioners. There were no other nominations. All voted in favor.

Motion by Blumeyer, seconded by Hansen, to cast a unanimous ballot for Donald Evers for 2010 Vice-Chairperson to the Lincoln County Board of Commissioners. All voted in favor.

Motion by Evers, seconded by Jagt, to approve agenda items and additions. All voted in favor.

Motion by Evers, seconded by Jagt, to appoint Darlene Schreurs and Mary Gunninck to the Extension Committee for three years ending December 31, 2012. All voted in favor.

Motion by Evers, seconded by Jagt, to approve minutes from the December 15, 2009 Commissioner meeting. All voted in favor.

Motion by Blumeyer, seconded by Evers, to approve Resolution No. 01-2010 (Elected County Officials Minimum Salaries). All voted in favor.

Resolution No. 01-2010
Minimum Salaries
for Terms Beginning January 1, 2011

BE IT RESOLVED, by the County Board of Lincoln County, Minnesota, that the minimum salaries to be paid the following elected county officials for the term beginning on January 1, 2011, are hereby set as follows, to-wit:

County Auditor	\$6,000	MSA 384.151 (Subd. 1f)
County Treasurer	\$6,000	MSA 385.373 (Subd. 1f)
County Recorder	\$6,000	MSA 386.015 (Subd. 1-2)
County Sheriff	\$6,000	MSA 387.20 (Subd. 1-2)
County Attorney	\$4,000	MSA 388.18 (Subd 1-2)

ADOPTED by unanimous voted, this 5th day of January, 2010.

ATTEST:

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor

Motion by Jagt, seconded by Evers, to approve corporate authorization signatures related to Bank of the West of Ivanhoe, MN for county banking procedures and administration. All voted in favor.

Motion by Jagt, seconded, by Blumeyer, to approve Resolution No. 02-2010 (Setting the Time and Days of the 2010 Regular Board meetings). All voted in favor.

RESOLUTION 02-2010
Setting Time/Days for 2010 Regular Meetings
(MSA 375.07)

BE IT RESOLVED, that the first and third Tuesdays of each month for the year 2010, be set as the official days for regular meetings of the Lincoln County Board of Commissioners, with the exception of December 7, 2010. This resolution provides for the first meeting in December to be held on Thursday, December 2, 2010.

BE IT FURTHER RESOLVED, that the hours for said meetings be fixed at: 9:00 a.m. for January 19, 2010, and the months of February 2010, through January 5, 2011, all in accordance with M.S.A. 375.07 with the exception of December 7, 2010 which will be held on December 2, 2010 at 2:00 p.m.

BE IT FURTHER RESOLVED, that said county Board meetings be held in the Commissioner's Room of the Courthouse, Ivanhoe, MN, 319 North Rebecca Street, in the City of Ivanhoe, State of Minnesota.

ADOPTED by unanimous vote, this 5th day of January 2010.

ATTEST:

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor

Motion by Jagt, seconded by Hansen, to approve Resolution No. 03-2010 (Pre-Authorization of Payments). All voted in favor.

RESOLUTION No. 03-2010
Pre-Authorized Payments by Auditor's Warrant(s)

BE IT RESOLVED, that the County Auditor be and is hereby authorized to issue her warrant(s), drawn on the proper fund, for the following expenditures:
All utilities, (water, sewer, electrical, heating fuel, phone, etc.), incidentals, postage, payroll activity, insurance, board approved contracts, monthly lease payments, maintenance contracts, court ordered expenses, permit fees, dues, registrations, employee travel expenses, miscellaneous taxes, tax distributions and refunds, inter fund billings, expenditures subject to finance charges, payments to other political subdivisions, lost-duplicate-cancelled warrants of \$1,000.00 or less, motor vehicle registration expenses and County Attorney and County Sheriff contingency claims.

Said claims to be paid upon proper presentation of claims during the year 2010.

BE IT RESOLVED, that the County Auditor is hereby authorized to make fund transfers from time to time to maintain non-deficient fund balances or to issue warrants in payment of obligations of the County.

ADOPTED by unanimous vote this 5th day of January 2010.

ATTEST:

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor

Motion by Jagt, seconded by Evers, to make \$100.00 appropriation to each of the Legion/VFW's in the County of Lincoln, and to include the Legion Post of Porter, MN (cemetery decoration), for their services for the year 2010. All voted in favor. Said Auditor' Warrant(s) to be issued upon

receipt of a verified claim form. This being in accordance with M.S.A. 375.34 and 375.35 procedures.

The motion was made by Blumeyer, seconded by Evers, to approve Resolution No. 04-2010 (Lincoln County Soil & Water Conservation District Budget Appropriation). All voted in favor.

RESOLUTION No. 04 -2010
2010 Soil & Water Conservation District Appropriation/Payments

WHEREAS, the District Board of Supervisors of the Lincoln County Soil & Water Conservation District has submitted a budget and made application to the Board of County Commissioners for aid in meeting expenses for soil and water conservation purposes in Lincoln County, Minnesota, for the year beginning January 1, 2010;

NOW THEREFORE BE IT RESOLVED that the County of Lincoln, Minnesota, hereby appropriates the sum of \$107,150.00 for Soil Conservation purposes for the year 2010 beginning January 1, 2010, and ending December 31, 2010, all in accordance with M.S.A 40.07, Subd. 15.

BE IT FURTHER RESOLVED that said appropriation be paid as follows:

\$35,717.00 payment on January 22, 2010
\$35,717.00 payment on June 18, 2010
\$35,716.00 payment on October 22, 2010

BE IT FURTHER RESOLVED that the county auditor is hereby authorized to issue her warrant for said amounts/payments as scheduled above (Revenue Fund/SWCD Account).

ADOPTED by unanimous vote this 5th day of January, 2010.

ATTEST:

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor

Motion by Hansen, seconded by Jagt, to appropriate \$300.00 to each organization in the County of Lincoln that operates an aeration system on a county lake. These organizations include the following:

Lake Hendricks Improvement Association
The Shaokatan Sportsmans Club
The Tyler Rod Gun Club
The Lake Benton Sportsmans Club
The Arco Sportsmans Club

Motion carried. The county auditor was authorized to issue her warrant(s) to each organization for the operating year 2009-2010.

Motion by Blumeyer, seconded by Hansen, to approve "Out of State Travel Policy". All voted in favor.

Lincoln County Out of State Travel Policy
Adopted: January 5, 2010

The 2005 Session Laws, Chapter 156 requires counties to develop a policy on out of state travel for elected officials.

This policy applies to elected officials and employees of Lincoln County and overrules any other travel policy pertaining to out-of-state travel

All out-of-state travel requests are to be presented to the Lincoln County Board of Commissioners for consideration and approval prior to the planned date(s) of travel.

The County Board shall consider each request on a case-by-case basis.

The County Board will consider each request using the following guidelines:

- a. The contacts made or the information obtained must be important to the improved operation of the County and the respective department
- b. Conferences are to be professional in content and should be selected only when a similar conference is not held locally within a reasonable period of time.

Whenever possible, employees should make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement.

EXCEPTION 1: Due to the proximity of "East River Counties of South Dakota" to Lincoln County, "East River Counties of South Dakota" will be exempted from this "Out of State Travel Policy". (The "River" is defined as the Missouri River)

EXCEPTION 2: Employees of the Highway Department and the Courthouse Maintenance Department are authorized for travel to pick up equipment and/or maintenance parts in North Dakota, South Dakota, Wisconsin, Nebraska and Iowa.

EXCEPTION 3: Employees of the Sheriff's Department are authorized to travel to any state as deemed necessary in the line of duty.

This policy will be reviewed annually by the County Board at the first meeting of each year.

Motion by Jagt, seconded by Evers, to set aside up to 20% of the remaining balance in the county's forfeited tax sale fund for the acquisition and maintenance of county parks or recreational areas as defined in M.S. 39831 to 398.36 (M.S. 282.08). All voted in favor.

Motion by Evers, seconded by Jagt, to approve Data Processing Services Agreement #803 with Lincoln, Lyon Murray Human Services. All voted in favor.

Motion by Evers, seconded by Jagt, to approve Transit Service Agreement #618 with Lincoln, Lyon Murray Human Services. All voted in favor.

Motion by Hansen, seconded by Blumeyer, to approve the following Committee/Board Appointments for 2010. All voted in favor.

Lincoln County Commissioner Committee Appointments – 2010

Road Inspection Committee	:	All County Board Members
Human Services Joint Powers	:	Evers & Jagt
Negotiating Committee	:	Hansen & Jagt
S.W. Regional Development	:	Hansen
County Council on Aging	:	Jagt
RSVP Board	:	Hansen
Western Mental Health	:	Gillund
Lincoln County H.R.A.	:	Evers
Extension Committee	:	Gillund & Evers
County Park Board	:	Gillund & Jagt
Water Management Task Force(C&VC)	:	Gillund & Evers
Plum Creek Library Board	:	Evers
Lincoln County Library Board	:	Evers
Solid Waste Recycling Comm.	:	Blumeyer/Hansen
Law Library	:	Evers
Daytime Activity Center	:	Jagt
Community Health Services	:	Blumeyer (Alternate Jagt)
Lincoln County Prom. & Tourism	:	Evers
Lincoln Co. Enterprise Dev.	:	Gillund & Hansen
Lincoln SWCD Board Representative:	:	Blumeyer & all Commissioners as alternates
AMC Policy Committee	:	Hansen & Blumeyer
S.W. MN PIC Council	:	Blumeyer
Wind Power Committee/Mtgs.	:	All Commissioners

Rural MN Energy Board	:	Hansen/Evers
Area II Water	:	Blumeyer-Hansen Alternate
RCRCA	:	Evers
Yellow Medicine Watershed Advisory	:	Blumeyer
LacQuiParle Watershed Advisory:	:	Dan Christianson (3 year – 4/18/09)
J.C.D. #16 Drainage (Pipestone):	:	Hansen, Evers, Jagt, Gillund
J.C.D. #13 and #31 Drainage (Lyon):	:	Jagt/Gillund(Fenske/Stensrud/Ritter)
Land Use/Zoning	:	All Commissioners
SW Environmental Task Force	:	Evers
Insurance Committee	:	Blumeyer
Health/Safety/Personnel	:	Hansen & Jagt
Building/Capital Improvement	:	Hansen & Blumeyer
Regional Radio Board	:	Blumeyer
Step II Grievance	:	Hansen & Jagt
Step III Grievance	:	All Commissioners
RC & D	:	Blumeyer
Audit	:	Jagt & Blumeyer
Lincoln County Board of Appeals:	:	All Commissioners
SW Emergency Med. Services	:	Gillund
Western Community Action	:	Loretta Lundberg
Transportation Committee	:	Hansen
Western Mental Health Dev. Selection:	:	Gillund & Jagt
Nutrition Council	:	Hansen
5 th District Public Defender	:	Blumeyer
Affirmative Action Officer	:	Jagt
Prairieland Economic Development:	:	Hansen
Juvenile Detention Center	:	Hansen

Bids for the 2010 Official and Secondary newspapers were opened and reviewed. A bid was received from the Lincoln County Editorial Association. The Lincoln County Editorial Association is comprised of the Hendricks Pioneer, Ivanhoe Times, Lake Benton News and Tyler Tribute. The Lincoln County Editorial Association offered a joint printing bid of \$8.40 per column inch. This was the only bid received. Motion by Jagt, seconded by Blumeyer, to accept bid from Lincoln County Editorial Association for \$8.40 for 2010 official county printing. All voted in favor.

**RESOLUTION No. 05-2010
2010 County Printing Bid**

BE IT RESOLVED, that the Lincoln County Editorial Association comprised of the Hendricks Pioneer, Ivanhoe Times, Lake Benton News and Tyler Tribute, be awarded said County Printing Bid for 2010, to become the Official County Paper, to print all matters as specified in said bid proposal, as required by law, and

BE IT FURTHER RESOLVED, that the rate for said services be \$8.40 per column inch as submitted in said bid, and that claims for county printing include a signed certificate of measurement.

ADOPTED by unanimous vote this 5th day of January 2010.

ATTEST: (SEAL)

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor

Jack Vizecky, Sheriff, reported that the Lincoln County ARMER Committee had met on December 22 and 23, 2009 to hear proposals to complete an ARMER Participation Plan. Proposals were received from GeoComm, Elert & Associates and Alpha Wireless. Vizecky reported that the Committee recommends accepting a quote of \$30,000.00 from Alpha Wireless due to the scope of the plan and the county's positive past experience. Motion by Blumeyer, seconded by Hansen, to accept quote of \$30,000.00 from Alpha Wireless to prepare the Lincoln County ARMER Participation Plan. All voted in favor.

Vizecky requested approval to replace the current Sheriff Department's copier with a new color copier/scanner/printer. Vizecky reported a purchase price of \$5,140.00 plus tax per state bid through Davis Typewriter Company Inc. Motion by Evers, seconded by Jagt, to approve purchase of a Sharp MX 2600N Color Document System from Davis Typewriter Company Inc. at a cost of \$5,140.00 plus tax. All voted in favor.

The Board met with Norm VanOverbeke regarding accepting an appointment as the Lincoln County Safety Officer. VanOverbeke agreed to accept the position. Motion by Blumeyer, seconded by Jagt, to appoint Norm VanOverbeke as the Lincoln County Safety Officer retroactive to January 1, 2010 at an annual salary of \$3,100.00. All voted in favor.

Motion by Evers, seconded by Jagt, to approve Safety Policy Changes to the Lockout/Tagout Section. New language to read as follows:

III. AUTHORIZED PERSONNEL AND SECURITY

- A. Courthouse/Road & Bridge/Law Enforcement
 1. The Maintenance Supervisor is the trained and authorized employee to perform Lockout/Tagout procedures.
 2. The Maintenance Supervisor will have control of key for locks.
- B. Highway Department Buildings
 1. The Highway Department personnel are all trained in the Lockout/Tagout procedure.
 2. The Shop Foreman will have control of the key for locks.
- C. Law Enforcement (jail building)
 1. The Maintenance Supervisor is the trained and authorized employee to perform Lockout/Tagout procedures.
 2. The Maintenance Supervisor will have control of the key for locks.
- D. DELETE (Extension Building)

Craig Larson, Maintenance Supervisor, reported that the Request for Proposals to replace the courthouse skylights will be opened on Thursday, January 7, 2010.

Lee Amundson, County Engineer, reported on construction/maintenance projects scheduled for 2010.

Amundson reported on the snow removal and clean up following the Christmas storm. The Department is considering purchasing a one-way plow for one of the graders that will improve the time it takes to blade snow.

Motion by Hansen, seconded by Hansen, to add Drainage Permits - \$50.00 to the current fee schedule. All voted in favor.

The Board reviewed a listing of pickups in the Road and Bridge fleet. The listing included mileage, make, and location. Information only.

Motion by Evers, seconded by Hansen, to approve "Out of State Travel" for Amundson to attend the National Association of County Engineers in Fort Worth, Texas on April 25-29, 2010. All voted in favor.

Amundson reported:

- Tom Behm, District 8 State Aid Engineer and Assistant District Director, is retiring
- Dustin Hauschild will report at the January 19, 2010 meeting as Amundson will be at the Annual Engineer Conference in Brainerd, MN
- Next Labor Management Meeting is January 26, 2010

Robert Olsen, Environmental Administrator, reported that a meeting is planned for January 6, 2010 with JD #28 landowners.

Olsen presented the Level II Performance Review Report for Lincoln County Local Water Management from the Board of Water and Soil Resources. Information only.

Olsen reported that JD #28 will need an assessment in 2010 in order to maintain a positive balance. Motion by Jagt, seconded by Blumeyer, to approve Resolution # 06-2010 (JD #28 Special Assessment - \$3,000.00). All voted in favor.

**Resolution No. 06 -2010
Resolution of the Lincoln County Ditch System for
Judicial Ditch No. 28 Assessment for 2010**

Be it Revolved by the Lincoln Board of Commissioners, acting as the County Ditch Authority, County of Lincoln, State of Minnesota, that the following assessment is herewith adopted; and

Be it Further Resolved that the following assessment is adopted to maintain an appropriate balance in the following Ditch Repair Funds:

Fund No.	Judicial Ditch No. 28	Amount
42-280		\$ 3,000.00

BE IT FURTHER RESOLVED, that the aforementioned assessments are due and payable to the Ditch Repair Funds in 2010.

WHEREUPON the above resolution was adopted at the regular meeting of the Lincoln County Board of Commissioners this 5th day of January, 2010.

ATTEST: (SEAL)

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor

Motion by Blumeyer, seconded by Hansen, to approve Resolution No. 04-2010 (Agriculture Inspector Appointment). All voted in favor.

**RESOLUTION No. 07-2010
(Agriculture Inspector Appointment)**

WHEREAS, provision is made in M.S.A 18.80, Subd. 1, for the appointment of a County Agricultural Inspector.

NOW THEREFORE BE IT RESOLVED, that Robert Olsen, Lincoln County Environmental Office, PO Box 66, Ivanhoe, MN 56142 and telephone number is (507)-694-1344, is hereby appointed as Lincoln County's Agricultural Inspector, from January 1, 2010 to December 31, 2010.

BE IT FURTHER RESOLVED, that the County Agricultural Inspector and/or his Assistant, may attend the Annual Short Course and other Regional or District Conferences held during the year 2010.

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to the Commissioner of Agriculture, State of Minnesota.

ADOPTED by unanimous vote, this 5th day of January, 2010.

ATTEST:

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor

Olsen reported that Frank Citterman will be working at the Landfill Transfer site up to 8 hours per week at an hourly rate of \$9.00 per hour.

Bruce Nielsen, Deputy Assessor/Appraiser reported that his narrative should be ready to submit by the end of January. The narrative is a requirement to become a Accredited/Certified Senior Appraiser.

Nielsen reported that Barb Dybdahl, Deputy Assessor Appraiser, has been hired by the Auditor's Office.

Motion by Jagt, seconded by Hansen, to Post-Advertise-Hire a Deputy Assessor. All voted in favor.

Auditor Warrants were presented.

Motion by Jagt, seconded by Blumeyer, to approve the following Commissioner Warrants #9547 - 9569 for the following amounts: Revenue - \$33,191.67 and Road & Bridge - \$91,594.16. All voted in favor.

Correspondence was reviewed and the following Committee Reports were given:

Hansen – Health & Safety Committee, RSVP, LCEDC

Blumeyer – ARMER, Regional Radio Board, Public Health, JD 28 Hearing

Jagt – Human Services

Gillund – JD 28 Hearing, LCEDC, Health & Safety, Personnel, Western Community

Action

Evers – Human Services, HRA

Hansen reported that representatives are still needed for the Tourism Board and that Lincoln County Enterprise Development should be considered to facilitate the Organization.

Motion by Jagt, seconded by Hansen, to adjourn at 12:10 p.m. All voted in favor.

ATTEST:

(SEAL)

Adam Gillund, 2010 Board Chair

Kathy Schreurs, County Auditor