

**LINCOLN COUNTY BOARD OF COMMISSIONERS  
MEETING MINUTES**

August 15, 2017  
Courthouse Commissioner Room  
Ivanhoe, MN 56142

The meeting was called to order at 9:00 a.m. by Board Vice Chair, Joe Drietz, followed by the Pledge of Allegiance. Commissioners present were Joe Drietz, Corey Sik, Jack Vizecky, and Mic VanDeVere. Commissioner Hamer was absent. Also present was Lincoln County Auditor, Deb Vierhuf and Lincoln County Attorney Glen Petersen. No conflicts of interest were noted.

Motion by VanDeVere, seconded by Sik to approve consent agenda which included approval of the minutes from August 1, 2017 with a change in the motion to pay the bills and the agenda for August 15, 2017. All voted in favor.

Vince Robinson, Executive Director of Lincoln County Enterprise Development Corp., presented information on the current board of directors, the annual meeting minutes, a breakdown of where the staff's time is spent and the 2018 budget request to the cities and county. Robinson informed the Board on the types of projects and services they offer and the importance of these services to the whole county. LCEDC's budget request is \$58,000.00. In 2017 the request was \$52,000.00 but the Board chose to keep the 2017 appropriation at \$45,000. Robinson would like the Board to appropriate the requested amount due to the LCEDC's depleted reserves. The Board will take the request into consideration. Information only.

John Engels, LCEDC Vice Chair, was present for support and to reinforce the need for the \$58,000 budget request. Information only.

Robinson requested approval to submit the Hole in the Mountain Master Plan that was presented for review at the August 1<sup>st</sup> meeting. Daryl Schlapkohl, Lincoln County Parks Manager was present in support of the plan. Motion by VanDeVere, seconded by Sik to approve submission of the Hole in the Mountain Master Plan. All (4) voted in favor.

Loretta Lundberg, Lincoln County Recorder, requested approval of Resolution No. 33-2017 Property Transfers. Lundberg expressed the need for the resolution due to a legislative change to assure that transfers are done on a timely basis. Motion by Vizecky, seconded by Sik to approve Resolution No. 33-2017 Property Transfers. All (4) voted in favor.

**RESOLUTION NO. 33-2017  
Property Transfers**

**BE IT RESOLVED**, pursuant to M. S. 272.162 Subd.3 and Resolution Number 49-2005 transfers of property will continue to be done by the Lincoln County Recorder's Office **without** certification by the clerk of the municipality or designated county planning official.

**BE IT FURTHER RESOLVED** All provisions as to full payment of taxes prior to transferring a split of the current tax statement will continue to be enforced.

**BE IT FURTHER RESOLVED** All provisions as to delinquent taxes being paid in full on the property before transfer is completed will be enforced.

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Joe Drietz, 2017 Board Vice Chair

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Loretta Lundberg, Lincoln County Recorder

Robert Olsen, Lincoln County Environmental, informed the Board that the RFP for the Single Stream Collection of Commercial and Residential Recyclable Materials and Rural Garbage Collection proposals were opened on Monday with the Solid Waste Recycling Committee and the Lincoln County Auditor present. The proposals are still being reviewed and will be brought to the full board at an upcoming meeting. Information only.

Olsen informed the Board that new part time employees Bill Hall and Tom Munt have been working well with the landfill and other related duties. The employees have been scheduled for online safety training. Information only.

Olsen presented a draft Buffer Ordinance to be reviewed. Notices will be sent out and a Planning and Zoning Public Hearing will be set and that would be considered the initial public hearing on the proposed Buffer Ordinance. Motion by Vizecky, seconded by Sik to put the draft Buffer Ordinance out for public review and hold a public hearing on September 20, 2017 with the Planning and Zoning Commission. All (4) voted in favor.

Olsen informed the Board that the recommendation of SWCD is to also pass a resolution on other waters. The other waters buffer can be recommended but not enforced at this time. Information only.

Olsen informed the Board that a Clean Water Conference will be held on September 16<sup>th</sup> at SMSU in Marshall by the Governor's staff. Information only.

Dave Halbersma, Lincoln County Highway Engineer, presented project updates. They were as follows:

- Highway Safety Improvement Project that included the road striping and chevrons is about 50% complete. The striping is epoxy and is ground in so it lasts longer. This is along County Road 7 South of Tyler. The rest of the striping is epoxy along the top of the pavement.
- Working on getting right of way for some township bridge projects that will be possibly done this fall.
- County Road 9 blacktop in Verdi Township will need to have some ditches touched up due to the heavy rain.

Halbersma presented Resolution No. 32-2017 Proposed Prioritized Bridge Replacement List. This resolution is done to help MnDOT see the bridges in the State that are on the 5 year plan. Motion by VanDeVere, seconded by Sik to approve Resolution No. 32-2017 Proposed Prioritized Bridge Replacement List. All (4) voted in favor.

**LINCOLN COUNTY**  
**Proposed Prioritized Bridge Replacement List**  
**# 32-2017**

WHEREAS, Lincoln County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS, Lincoln County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority and Lincoln County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Bridge Number (Old)	Road Number/Name	Total Project Cost	Township or State Bridge Funds	Local or State Aid Funds	Proposed Construction Year
7206	CSAH 1	650,000	325,000	325,000	2017
41502	CSAH 1	560,000	280,000	280,000	2017
41506	CSAH 7	600,000	300,000	300,000	2017
3208	130 <sup>th</sup> Ave(Hendricks)	130,000	110,000	20,000	2017

L2027	120 <sup>th</sup> St(Verdi)	85,000	65,000	20,000	2017
L2064	130 <sup>th</sup> St(Hope)	105,000	85,000	20,000	2017
L2050	150 <sup>th</sup> Ave(Drammen)	160,000	140,000	20,000	2017
L2032	170 <sup>th</sup> St(Drammen)	245,000	225,000	20,000	2017
L2075	250 <sup>th</sup> Ave(Hope)	285,000	265,000	20,000	2017
L2068	230 <sup>th</sup> Ave (Marshfield/Diamond Lake)	85,000	65,000	20,000	2018
L2031	160 <sup>th</sup> St(Verdi/Drammen)	100,000	80,000	20,000	2018
L1978	CSAH 15	110,000	55,000	55,000	2019
L1988	CSAH 19	160,000	80,000	80,000	2019
L2105	330 <sup>th</sup> St (Royal Twp)	220,000	200,000	20,000	2019
L2010	CSAH 8	110,000	55,000	55,000	2020
L2011	CSAH 8	110,000	55,000	55,000	2020
L2013	CSAH 8	110,000	55,000	55,000	2020
L2055	130 <sup>th</sup> Ave (Shaokatan Twp)	95,000	75,000	20,000	2020
7245	CSAH 17	550,000	225,000	225,000	2021
L2094	170 <sup>th</sup> Ave (Diamond/Drammen Twp)	95,000	75,000	20,000	2021
L2040	220 <sup>th</sup> St(DiamondLake Twp)	105,000	85,000	20,000	2021
L2041	220 <sup>th</sup> St(DiamondLake Twp)	105,000	85,000	20,000	2021
L2111	380 <sup>th</sup> St (Alta Vista Twp)	145,000	125,000	20,000	2021

FURTHERMORE, Lincoln County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Lincoln County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Adopted by majority vote on this 15<sup>th</sup> day of August, 2017.

ATTEST:

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Joe Drietz, 2017 Board Vice Chair

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Deb Vierhuf, County Auditor

Halbersma opened the bids for Contract 04-2017 (Box Culverts) which included project No SAP 041-601-029, Sap 041-601-030 and SAP 041-607-044. The bids were as follows:

- Landwehr Construction, Inc. \$1,632,879.95
- Duininc Inc. \$1,722,099.06
- Quam Construction Company, Inc. ~~\$1,592,382.12~~ \$1,592,193.15
- Midwest Contracting \$1,670,165.00
- Riley Bros Construction Inc. \$1,464,797.50

There was an irregularity with the Riley Bros. Construction Inc. bid where it appeared that the Addendum was not acknowledged. After review, Halbersma informed the Board that the Addendum was acknowledged by an email sent on July 31, 2017 and read through the email for the record. Halbersma also noted that the Addendum section was initialed on the form but the Addendum number was not noted. There was only one addendum. Halbersma also stated that the bid from Quam had a mathematical error and the amount stated at opening of \$1,592,382.12 would need to be changed to \$1,592,193.15. After review with the County Attorney, it was decided that the errors were not material and did not disqualify the bids. Halbersma's recommendation was to award the bid to Riley Bros Construction Inc. Motion by VanDeVere, seconded by Drietz to waive the irregularity and award the bid for Contract 04-2017 (Box Culverts) Project No SAP 041-601-029, Sap 041-601-030 and SAP 041-607-044 to Riley

Bros Construction Inc. in the amount of \$1,464,797.50 which is 18% below the engineer's estimate of \$1,793,806.50. Commissioners Drietz, Sik and VanDeVere voted in favor. Commissioner Vizecky voted in opposition. Motion carried by majority vote.

Halbersma informed the Board that the CLA Auditors recommended that we add some items to our inventory. This was contrary to what was recommended in the past. The Highway Department did add the items that were recommended by the CLA Auditors which required them to revise the Annual Summary of Highway Information in the Annual Report dated December 31, 2016. Halbersma requested approval of the revised report. Motion by VanDeVere, seconded by Vizecky to approve revised December 31, 2016 Annual Report. All (4) voted in favor.

Halbersma presented the maintenance updates. They were as follows:

- County Road 134 is getting close to a needed change. The plan is to grind up the road and change it back to gravel. Quotes will be brought to the Board at a future meeting.
- It is not clear in the policy who maintains the sidewalks along county roads. Halbersma would like this clarified.
- The Tyler shop foundation is in. The floor is being completed and they will be starting on the walls soon.
- Motor Grader from Ivanhoe is down.
- Gravelling on the west side of the County is in progress.
- The 2<sup>nd</sup> mowing has been completed.
- Ditch cleaning.

Halbersma inquired whether the Board would like a fall road tour this year or if we should do a spring tour. The Board was in favor of a spring road tour. Information only.

Glen Krog from Diamond Lake Twp. was in to express concerns about a couple box culverts that were put in. One of the box culverts was requested by Diamond Lake Township so the recommendation was for Krog to voice his concern to the township. The other box culvert was within the County so Halbersma will take a look at it and suggested it be part of the spring road tour. Information only.

Chad Meester, Lincoln County Sheriff, gave an update on the Zuercher (CAD) system. Meester informed the Board that the internal network needs to be upgraded but installation of the system was moving ahead. Some in-house training will be taking place this week and it is projected to go live by the end of the month. The City of Lake Benton is also interested and may be coming aboard the Zuercher system. Information only.

Meester has been gathering quotes for a new squad car and will bring that forward at a future meeting. Information only.

The interviews for the part-time deputy were held on August 10<sup>th</sup>. Two individuals were interviewed with Sheriff's office personnel and the Lincoln County Auditor (Personnel Committee representative). The background check will be starting soon. Information only.

A part-time dispatcher has submitted their resignation. Meester requested approval to post and advertise for another part-time dispatcher. Motion by Sik, seconded by VanDeVere to approve posting and advertising for a part-time dispatcher. All (4) voted in favor.

Meester would like approval for a JPA to be able to do a search in the case of a name change within the courts. Motion by Sik, seconded by Vizecky to approve a Joint Powers Agreement with the State of MN acting through the Fifth Judicial Court and Lincoln County acting through the Sheriff's office to do a local or national search in the case of a name change within the courts. All (4) voted in favor.

Commissioner Vizecky brought up some office supplies that were purchased and reimbursed to Sheriff Meester. The Board feels that whenever possible, County charge accounts and County credit cards

should be used for office supplies and other purchases due to sales tax exemption status and a smoother process for purchasing. Information only.

Robin Sterzinger, Lincoln County Financial Accountant, discussed the budget and informed the Board what the preliminary levy increase was at this time. The Board will continue to review the budget and a resolution will be brought forward at the first meeting in September to approve the preliminary budget. Information only.

Discussion was held on the interviews that were completed on August 10<sup>th</sup>. In the future, if none of the Personnel Committee Commissioners can make the interview, the interview will need to be rescheduled or one of the other Commissioners can be asked to fill in. Information only.

Committee Reports were given:

- Drietz – RCRCA, Regional Extension Meeting, Missouri River Watershed, Solid Waste Recycling Commission
- Hamer – Absent
- Sik – None
- VanDeVere – Supporting Hands, Solid Waste Recycling Commission
- Vizecky – None

Discussion was held on Committee meetings and the importance of representing Lincoln County by attending the appointed meetings and if unable to attend, to notify the alternate so they are able to attend. Information only.

Auditor Warrants were presented.

Motion by Vizecky seconded by Sik to approve the following Commissioner Warrants #5505 - #5585 for the following amounts: Revenue - \$69,881.40, Road & Bridge - \$10,791.99, County Ditch - \$204,820.32 and LSLID - \$1,868.00. All voted in favor.

The following bills were over \$2,000.00 per M.S. 375.12: A & C Excavating LLC - \$3,587.50, Alpha Wireless Communications Corp. - \$2,432.24, Andrzejek Cherp Excav. Inc. - \$3,207.55, Kirkvold Oil Co - \$2,110.00, Lozinski Construction Services - \$12,775.00, Petersen Law Offices PLLC - \$7,361.83, Joseph W Savage - \$7,677.42, Southwest Health and Human Services - \$3,052.50, SW Sanitation Inc. - \$5,422.13, Waste Management of WI-MN - \$10,401.40, WM of Southern Minnesota MA 1 - \$6,705.30, Yellow Medicine River Water Dist. - \$195,352.04 and 69 payments less than \$2,000.00 - \$27,276.80.

Deb Vierhuf, Lincoln County Auditor, presented the annual plan documents for the Lincoln County Select 105, Flexible Benefits and Cobra with USI. Motion by VanDeVere, seconded by Vizecky, to approve plan documents for the Lincoln County Select 105, Flexible Benefits, and Cobra with USI Insurance Services Inc. All (4) voted in favor.

Discussion was held on the Forfeited property. Attorney Petersen presented some documentation that talked about some various statutes and the county and cities nuisance ordinance. Petersen recommended that some cleanup is done before putting the property on the auction. The Board is in favor of keeping the Arco property (parcel # 16-0010-000) off the auction list until some of the buildings are demolished and cleaned up. Vierhuf informed the Board that after a lien release is received from Bank of the West for the Ivanhoe property (parcel #18-0250-000) a resolution will be presented to set a value and auction date. Information only.

Vierhuf presented the TIF documents that have been submitted by the cities. The documents are available for review in the Auditor's office. Information only.

Vierhuf informed the Board that the 3 courthouse unions are ready for the initial meeting. A meeting will be set up with the negotiating committee. Information only.

Motion by Drietz, seconded by Sik to adjourn at 11:46 a.m. All (4) voted in favor.

ATTEST:

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Joe Drietz, 2017 Board Vice Chair

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Deb Vierhuf, County Auditor