

**LINCOLN COUNTY BOARD OF COMMISSIONERS
MEETING MINUTES**

January 8, 2019
Courthouse Commissioner Room
Ivanhoe, MN 56142

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

Wendy Rost, Court Administrator, administered the "Oath of Office" to new/re-elected officials: Commissioner District 2 – Mic VanDeVere, Commissioner District 4 – Joe Drietz, Auditor-Treasurer – Deb Vierhuf, Recorder – Michelle Facile, Sheriff – Chad Meester, and Attorney – Glen Petersen.

Motion by Drietz, seconded by Hamer to elect Mic VanDeVere as the 2019 Board Chair. All (4) voted in favor.

Motion by VanDeVere, seconded by Hamer to elect Joe Drietz as the 2019 Vice Board Chair. All (4) voted in favor.

Motion by Vizecky, seconded by Drietz to approve the consent agenda which included approval of the minutes from December 18, 2018, and the agenda for January 8, 2019. All (4) voted in favor.

Motion by Vizecky, seconded by Hamer, to approve Resolution No. 01-2019 (Mileage Rate and Meal Reimbursement). All voted in favor.

**Resolution No. 01-2019
2019 Lincoln County Mileage and Meal Reimbursements**

BE IT RESOLVED, that the **Federal Rate** be reimbursed to county board members, and county employees, for mileage expenses incurred while using their own vehicles on county business.

BE IT FURTHER RESOLVED, that the sum of **\$30.00 per day** be allowed for meal reimbursement, providing receipts and/or reimbursement forms are submitted with request for payment.

ADOPTED by unanimous vote, this 8th day of January, 2019.

ATTEST:

Mic VanDeVere, 2019 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Drietz, seconded by Vizecky, to approve Resolution No. 02-2019 (Setting Time/Days). All (4) voted in favor.

**RESOLUTION 02-2019
Setting Time/Days for 2019 Regular Meetings
(MSA 375.07)**

BE IT RESOLVED that the first and third Tuesdays of each month for the year 2019, be set as the official days for regular meetings of the Lincoln County Board of Commissioners.

BE IT FURTHER RESOLVED that the hours for said meetings be fixed at:

9:00 a.m. for January 22, 2019, and the months of February 2019, through January 7, 2020, all in accordance with M.S.A. 375.07 with the exception of the first meeting in December which will be held 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 8th day of January 2019.

ATTEST:

Mic VanDeVere, 2019 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Hamer, seconded by Vizecky, to approve Resolution No. 03-2019 (Pre-Authorization for Payments). All (4) voted in favor.

RESOLUTION No. 03-2019
Pre-Authorized Payments by Auditor's Warrant(s)

BE IT RESOLVED, that the County Auditor-Treasurer 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, bank charges, payments to other political subdivisions, lost-duplicate-cancelled warrants of \$1,000.00 or less, motor vehicle registration expenses, employee reimbursement for departmental supplies under \$200.00, County Board Approved purchases, and County Attorney and County Sheriff contingency claims.

Said claims to be paid upon proper presentation of claims during the year 2019.

All claims following the last Commissioner meeting of the year until December 31, 2019.

BE IT RESOLVED, that the County Auditor-Treasurer 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 8th day of January 2019.

ATTEST:

Mic VanDeVere, 2019 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Vizecky, seconded by Hamer to approve Resolution No. 04-2019 (Soil Water Payments). All (4) voted in favor.

RESOLUTION No. 04-2019
2019 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, 2019;

NOW THEREFORE BE IT RESOLVED that the County of Lincoln, Minnesota, hereby appropriates the sum of \$126,000.00 for Soil Conservation purposes and an additional allocation of \$14,400 to go towards Soil Conservation matching revenue for the year 2019 beginning January 1, 2019, and ending December 31, 2019, all in accordance with M.S.A 103C.331, Subd.16.

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

\$46,800.00 payment on January 25, 2019
 \$46,800.00 payment on June 21, 2019
 \$46,800.00 payment on October 18, 2019

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 majority vote this 8th day of January, 2019.

ATTEST:

 Mic VanDeVere, 2019 Board Chair

 Deb Vierhuf, County Auditor-Treasurer

Motion by Hamer, seconded by Drietz, to approve Resolution No. 05-2019 appointing Robert Olsen as Ag Inspector. All (4) voted in favor.

RESOLUTION No. 05-2019
 (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, 2019 to December 31, 2019.

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 2019.

ADOPTED by unanimous vote, this 8th day of January, 2019.

ATTEST:

 Mic VanDeVere, 2019 Board Chair

 Deb Vierhuf, County Auditor-Treasurer

Motion by Hamer, seconded by Vizecky, to approve Resolution No. 06-2019 (Designation of Depositories). All (4) voted in favor.

Resolution 06-2019
2019 Depository Designations

WHEREAS, Minnesota Statute 118A.02, subdivision 1 (a) states "The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions."

WHEREAS, Minnesota Statute 118A.02, subdivision 1 (b) allows the governing body to authorize the Auditor-Treasurer or chief financial officer to make investments of funds under Minnesota Statute 118A.01 to 118A.06 or other applicable law;

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Lincoln County, designates as depositories the following financial institutions and designates the following as brokers and authorized investment holders:

Wells Fargo
MBS (Multi Bank Securities)
Bank of the West
Canby Co-op Credit Union
First Security Bank, Hendricks
First Security Bank-Canby/Lake Benton Branch
First Independent Bank of Russell

All banks and financial institutions that our brokerage firms deposit in and the said Board of Commissioners of said County having designated said banks and brokerage firms to act as depositories of the public funds of said County.

BE IT RESOLVED, by the Board of Commissioners of Lincoln County, that the proposals, the securities therein specified and the assignments thereof of each said institutions be and the same are hereby approved this 8th day of January 2019.

ATTEST:

Mic VanDeVere, 2019 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Hamer, seconded by Drietz to approve Resolution 07-2019 – Official Newspaper. All (4) voted in favor.

**Resolution No. 07-2019
County Printing Bid**

BE IT RESOLVED, that the Lincoln County Editorial Association was awarded said County Printing Bid for 2018, 2019, and 2020 to be the Official County Paper, to print all said matters as specified in said bid proposal, as required by law, and

BE IT FURTHER RESOLVED, that the rate for said services be as submitted in said bid, and that claims for county printing to include a signed certificate of measurement.

BE IT FURTHER RESOLVED, that Lincoln County designates the Lincoln County Web site for the publication of transportation projects.

ADOPTED by unanimous vote this 8th day of January 2019.

ATTEST:

Mic VanDeVere, 2019 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Hamer, seconded by Drietz to approve Resolution 08-2019 – Personnel Committee Authorization. All (4) voted in favor.

**RESOLUTION No. 08-2019
Personnel Committee**

WHEREAS, the Personnel Committee is made up of 2 County Commissioners and the Lincoln County Auditor-Treasurer and is involved in the interviewing of County positions. Upon a recommendation by the Department Head and the Personnel Committee, hires are approved by the full Board.

WHEREAS, it would be beneficial to allow the Personnel Committee to approve posting and advertising to fill positions currently held as employees leave. All new positions will need to go through the full Board.

NOW THEREFORE BE IT RESOLVED that the Personnel Committee is authorized to approve posting and advertising to fill current positions as employees leave.

ADOPTED by majority vote this 8th day of January, 2019.

ATTEST:

Mic VanDeVere, 2019 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Drietz, seconded by Hamer to approve the 2019 corporate authorization signatures related to Bank of the West of Ivanhoe, MN for the county banking procedures and administration to be Mic VanDeVere, 2019 Board Chair, Deborah M Vierhuf, Lincoln County Auditor-Treasurer and Jodette M Otto, Lincoln County Deputy Auditor-Treasurer. All (4) voted in favor.

Motion by Hamer, seconded by Vizecky to approve the Non-Corporate Resolution for Multi-Bank Securities, Inc. All (4) voted in favor.

Motion by Hamer, seconded by Drietz to approve Deborah M. Vierhuf and Jodette M. Otto to appear on the new bank signature card for First Security Bank of Lake Benton/Canby, First Independent Bank of Russell and Canby Credit Union. All (4) voted in favor.

Motion by Hamer, seconded by Vizecky to approve the reviewed Out-of-State Travel Policy. All (4) voted in favor.

Motion by Drietz, seconded by Vizecky, 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. 398.31 and 398.36 (M.S. 282.08). All voted in favor.

Motion by Hamer, seconded by Drietz to approve the 2019 committee appointments/Re-appointments. All (4) voted in favor.

Lincoln County Commissioner Committee Appointments – 2019

18 County Adult Mental Health	Hamer (Alternate VanDeVere)
5 th District Public Defender	Sik (Alternate VanDeVere)
ACE of SW MN Board	VanDeVere (Alternate Drietz)
Affirmative Action Officer	Sik (Alternate VanDeVere)
AMC Committees	All Commissioners
AMC Voting Delegates	VanDeVere (Alternate Drietz)
Area II Water	Drietz (Alternate Sik)
Audit	VanDeVere & Drietz
Building/Capital Improvement	VanDeVere/Hamer
Broad Band Task Force	VanDeVere & Drietz (Alternate Hamer)
Community Awareness & Emergency Response (CARE)	VanDeVere

County Council on Aging	Hamer
County Park Board	VanDeVere (Alternate Hamer)
Daytime Activity Center	VanDeVere
Emergency Communications Board	Drietz (Alternate Sik)
Explore SW Minnesota/Travel SW MN	Sik (Alternate VanDeVere)
Extension Committee	Hamer (Alternate Drietz)
Health/Safety	Drietz (Alternate Sik)
Helping Hands (SWHHS)	VanDeVere (Alternate Sik)
Highway Round Table	All Commissioners
Hwy 68 Coalition	Hamer
Insurance Committee	Drietz
J.C.D. #13 and #31 Drainage (Lyon)	VanDeVere/Sik (Fenske/Stensrud/Ritter)
J.C.D. #16 Drainage (Pipestone)	VanDeVere, Sik, Drietz, Hamer
Juvenile Detention Center	Sik
Labor Management	Sik (Alternate VanDeVere)
LacQuiParle Watershed Advisory	Drietz
Land Use/Zoning	All Commissioners
Law Library	Sik
LBLID	Sub Committee – Sik & VanDeVere (Alternate Drietz)
Legacy Park Committee	VanDeVere/Drietz (Alternate Sik)
Lincoln Co Enterprise Dev	Drietz (Alternate VanDeVere)
Lincoln County Board of Appeals	All Commissioners
Lincoln County H R A	Sik (Alternate VanDeVere)
Lincoln County Library Board	Sik
Lincoln SWCD Board Representative	Drietz & all Commissioners as alternates
LSLID	Hamer (Alternate VanDeVere)
MCIT	All Commissioners per Board Approval
Negotiating Committee/Personnel - HIGHWAY	VanDeVere/Sik (Alternate Drietz)
Negotiating Committee/Personnel - SHERIFF	VanDeVere/Drietz (Alternate Sik)
Nutrition Council	VanDeVere
Missouri River Watershed Policy Committee	Drietz (Alternate Sik)
Plum Creek Library Board	Sik
Prairieland Economic Development	Drietz
RCRCA	Drietz (Alternate Sik)
Regional Advisory Board (RAC)	Drietz, Amber Scholten Voting member(Alternate Chad Mee
Road & Bridge Committee	Drietz/VanDeVere
Road Inspection Committee	All County Board Members
Rural MN Energy Board	VanDeVere (Alternate Drietz)
Solid Waste Recycling Comm	VanDeVere & Drietz (Alternate Sik)
Southern MN Tourism Assoc(State/percapita)	Sik
Southern Prairie Community Care	VanDeVere (Alternate Sik)
Step II Grievance	Hamer & VanDeVere (Alternate Drietz or Sik)
Step III Grievance	All Commissioners
SW Emergency Med. Services	Amber Scholten (Alternate Drietz)
SW Environmental Task Force	Sik
SW MN PIC Council/SW MN Workforce Development Council	Drietz
SW Regional Development	VanDeVere
SWMHHS Health	VanDeVere (Alternate Sik)
SWMHHS Human Services	Sik (Alternate VanDeVere)
Transit Representative	Hamer
Water Management Task Force(C&VC)	Hamer & Drietz
United Community Action	VanDeVere (Hamer alternate)
Western Mental Health	VanDeVere (Alternate Hamer)
Western Mental Health Dev. Selection	VanDeVere (Alternate Hamer)
Wind Power Committee/Mtgs	All Commissioners

Yellow Medicine Watershed Advisory
Yellow Medicine One Watershed One Plan

Drietz (Alternate Sik)
Drietz (Alternate Sik)

Chad Meester, Lincoln County Sheriff, gave an update on the new camera install. The current monitors in the Sheriff's office are at least 5 years old and have some clarity issues. It has been recommended to replace the two current TV monitors and purchase two additional. Scott's Electronics has given us a quote of \$299 per TV monitor which would be \$1,196. We previously approved 2 monitors at \$1,000. Scott's Electronics also stated that the outside camera should be replaced due to sun wearing the image sensor at a cost of \$750. The quote also includes a stream box - \$360, remote - \$30, cables - \$24 and labor for installation - \$800. The total additional cost will not exceed \$3,160.00. Motion by Drietz, seconded by Vizecky to approve the Sheriff's office preliminary estimate for 4 TV monitors, an outside camera, stream box, remote, cables and labor on the camera install project not to exceed \$3,160.00. All (4) voted in favor.

Meester also reported that November and December were very busy with vehicle incidents due to the winter weather. Information only.

Joe Wilson, Lincoln County Engineer, was present to give project updates. They were as follows:

- Submitted an application for federal funding for pedestrian ramps and sidewalks for Lincoln County cities.
- Bridge projects for 2020
- Hwy 7 widening project

Wilson presented maintenance updates. They were as follows:

- Snow plowing
- Minor breakdowns which caused some delay
- Snow blowing on large banks to knock them back before next snow
- Starting on specifications and costs for a new truck
- Equipment maintenance and building barricades as weather permits.

Wilson reported that the current Road and Bridge server is over 7 years old and it is recommended to replace every 5-7 years. Wilson would like to replace before there are any major outages and received a quote in November for \$8,000.00. David Allex, IT, recommends that we look at putting the server in the Courthouse server room. Wilson will bring an updated quote to a future meeting. Information only.

Wilson reported that the Highway Labor Management meeting will be held at the end of January. Information only.

Robert Olsen, Lincoln County Environmental, informed the Board that two individuals need to be re-appointed to the Planning and Zoning Board. The individuals for appointment are Bill Behnke, and Mike Rybinski. Olsen stated that both individuals are in favor of being re-appointed and they have been doing a good job. Motion by Vizecky, seconded by Drietz to approve the following appointments to the Planning and Zoning Board:

Bill Behnke – District 5 Representative - 3 Year term

Mike Rybinski – At Large Representative – 2 year term

All (4) voted in favor.

Olsen informed the Board that Brian Krog has expressed his gratitude on the CD #35 system repair and things appear to be working properly. Information only.

Olsen informed the Board that there was another fire at the Hendricks recycle site but it was seen and contained right away. Information only.

Olsen requested that the Environmental skid loader be declared as surplus and placed on the Minnbid auction site with a minimum bid of \$16,000. Motion by Drietz, seconded by Hamer to declare the

Environmental skid loader as surplus and placed on Minnbid with a minimum of \$16,000.00. All (4) voted in favor.

Daryl Schlapkohl, Parks Manager, presented quotes for a tracked skid loader. Quotes received were from Christianson Farm Machinery for a New Holland in the amount of \$55,265.00 at 0% interest to be paid over 5 years and Kibble Equipment for a John Deere the amount of \$50,600.00 over 5 years at 6.5% interest. With the added interest from Kibble Equipment, the New Holland is the lower quote and it also has the wider tracks which will be a safer machine to work on the park trails. A new pickup is included in the 2019 budget so Schlapkohl would like to use those dollars to make the 2019 skid loader payment and hold off on the purchase of the pickup. Motion by Vizecky, seconded by Drietz, to approve the purchase of a New Holland skid loader from Maurice Christianson Farm Machinery for \$55,265.00 to be paid off over 5 years at 0%. All (4) voted in favor.

Schlapkohl reported that he had money left in the Parks budget and used that money to pay the revenue fund back for money borrowed to the parks for the new sites at Norwegian Creek. Information only.

Commissioner VanDeVere stated that he would like to see more attention be given to Picnic Point. VanDeVere feels there will be additional campers at Picnic Point in the next few years due to the wind tower projects. Information only.

Schlapkohl reported that he has his help for this next summer lined up. Information only.

Hendricks Township Officials Ron Weverka, Jim Moravetz, and Chuck Nygaard, were present to discuss the assessment for the Improvement for CD #39. The ditch authority for this ditch is Yellow Medicine Watershed and although the assessments are placed through Lincoln County taxes, the procedure of noticing the members for the ditch project is done through Yellow Medicine Watershed. Robert Olsen had a record of notices sent to Hendricks Township for CD #39. The Township Officials did not feel that they were made aware of the amount they would have to pay but in this case, it would be Yellow Medicine Watershed they should talk to regarding this issue. Further discussion was held on how the ditch improvement should help with water damage to the road and that is why the Township is included as benefited by the improvement. If you didn't have the ditch to keep the water away from the road, it would cost more in road maintenance. Information only.

Committee Reports were given:

Drietz – Area II and RCRCA
 Hamer – None
 Sik – Absent
 VanDeVere – 3 Personnel meetings, Lincoln County Enterprise Development,
 Vizecky – None

Auditor Warrants were presented.

Motion by Vizecky seconded by Drietz to approve the following Commissioner Warrants #9253 - #9319 for the following amounts: Revenue - \$122,881.58, Road & Bridge - \$75,310.80, Debt Service - \$382,288.75, Ditch - \$66,354.08, Solid Waste - \$1,567.00 and LID - \$2,307.00. Commissioner Sik, VanDeVere and Vizecky voted in favor. Commissioner Drietz abstained due to a bill for Ivanhoe Service Center. Motion carried by majority vote.

The following bills were over \$2,000.00 per M.S. 375.12: A & C Excavating LLC - \$35,174.00, A.C.E. of Southwest Minnesota - \$3,835.25, Assn of MN Counties - \$6,200.00, Bond Trust Services Corporation - \$382,288.75, Buffalo Ridge Concrete Inc. - \$6,577.17, Cornerstone Consulting Service LLC - \$4,000.00, Counties Providing Technology - \$5,251.00, DLT Solutions LLC - \$4,127.80, Ground Works, LLC - \$4,872.50, Lyon Co Auditor – Treasurer - \$17,712.91, MCCC MI 33 - \$2,787.00, MN Counties Intergovernmental Trust – St Paul - \$124,723.00, MN Dept. of Corrections - \$17,310.53, Gayle

Rasmussen - \$2,017.50, Rural MN Energy Board - \$8,836.00 and 51 payments less than \$2,000.00 - \$24,995.80.

Commissioner VanDeVere informed the Board that interviews have been completed for the Maintenance Supervisor position. We had 13 applications for the position and interviewed 5. We had some very good candidates to choose from. We chose the 5 that had the most pertinent experience. The Personnel Committee would like to recommend Richard Drietz be hired as the Maintenance Supervisor. Motion by VanDeVere, seconded by Hamer to approve the hire of Richard Drietz as the Maintenance Supervisor with a starting salary of \$47,000. Commissioner Hamer, VanDeVere and Vizecky voted in favor, Commissioner Drietz abstained. Motion carried by majority vote.

Deb Vierhuf, Lincoln County Auditor-Treasurer, informed the Board that we need to set a public hearing for the Citizen Participation Plan and the plan is needed for the Small Cities Development Grant Program. Motion by Drietz, seconded by Hamer, to set the hearing for the adoption of the Citizen Participation Plan for February 5, 2019 at 9:05 a.m. All (4) voted in favor.

Vierhuf asked for approval of the Clifton Larson Allen Portal Agreement which allows the Auditor-Treasurer's office to upload pertinent documents to the portal for the Lincoln County Audit. Motion by Hamer, seconded by Vizecky to approve the Clifton Larson Allen Portal Agreement. All (4) voted in favor.

Vierhuf asked to approve Jodette Otto as the new Driver's License Appointee. This person oversees and manages the other users that do driver's license. Vierhuf feels Otto is the most appropriate person to be the appointee due to her experience with driver's license. Motion by Drietz, seconded by Hamer to appoint Jodette Otto as the new Driver's License Appointee. All (4) voted in favor.

Vierhuf informed the Board that the new IRS mileage rate for 2019 is \$.58. Information only.

Motion by Drietz, seconded by Vizecky to adjourn at 11:21 a.m. All (4) voted in favor.

ATTEST: (SEAL)

Mic VanDeVere, 2019 Board Chair

Deb Vierhuf, County Auditor-Treasurer