

**LINCOLN COUNTY BOARD OF COMMISSIONERS
MEETING MINUTES**

January 7, 2020
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, Mic VanDeVere and Jack Vizecky. Commissioner Sik and Hamer were absent. Also present was Lincoln County Auditor, Deb Vierhuf. No conflicts of interest were noted.

Commissioner VanDeVere requested nominations for the 2020 Board Chair. Commissioner VanDeVere nominated Commissioner Drietz as 2020 Board Chair. Commissioner VanDeVere asked for additional nominations 3 times. Motion by VanDeVere, seconded by Vizecky to elect Joe Drietz as the 2020 Board Chair. Commissioner VanDeVere and Vizecky voted in favor. Commissioner Drietz voted in opposition. Motion carried by majority vote.

Commissioner Drietz requested nominations for the 2020 Vice Board Chair. Commissioner Vizecky nominated Commissioner VanDeVere as the 2020 Vice Board Chair. Commissioner Drietz asked for additional nominations 3 times. Motion by Vizecky, seconded by Drietz to elect Mic VanDeVere as the 2020 Vice Board Chair. All (3) voted in favor.

Motion by VanDeVere, seconded by Vizecky to approve the consent agenda which included approval of the minutes from December 17, 2019, and the agenda for January 7, 2020. All (3) voted in favor.

Motion by Vizecky, seconded by VanDeVere, to approve Resolution No. 01-2020 (Mileage Rate and Meal Reimbursement). All (3) voted in favor.

**Resolution No. 01-2020
2020 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 7th day of January, 2020.

ATTEST:

Joe Drietz, 2020 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Vizecky, seconded by VanDeVere, to approve Resolution No. 02-2020 (Setting Time/Days). All (3) voted in favor.

**RESOLUTION 02-2020
Setting Time/Days for 2020 Regular Meetings
(MSA 375.07)**

BE IT RESOLVED that the first and third Tuesdays of each month for the year 2020, 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 21, 2020, and the months of February 2020, through January 5, 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 7th day of January 2020.

ATTEST:

Joe Drietz, 2020 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Drietz, seconded by Vizecky, to approve Resolution No. 03-2020(Pre-Authorization for Payments). All (3) voted in favor.

RESOLUTION No. 03-2020
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, all ACH's/EFT's and County Attorney and County Sheriff contingency claims.

Said claims to be paid upon proper presentation of claims during the year 2020.

All claims following the last Commissioner meeting of the year until December 31, 2020.

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 7th day of January 2020.

ATTEST:

Joe Drietz, 2020 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by VanDeVere, seconded by Vizecky to approve Resolution No. 04-2020(Soil Water Payments). All (3) voted in favor.

RESOLUTION No. 04-2020
2020 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, 2020;

NOW THEREFORE BE IT RESOLVED that the County of Lincoln, Minnesota, hereby appropriates the sum of \$130,000.00 for Soil Conservation purposes and an additional allocation of \$20,000.00 to go towards Soil Conservation matching revenue for the year 2020 beginning January 1, 2020, and ending December 31, 2020, all in accordance with M.S.A 103C.331, Subd.16.

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

\$50,000.00 payment on January 24, 2020
 \$50,000.00 payment on June 19, 2020
 \$50,000.00 payment on October 16, 2020

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

ADOPTED by majority vote this 7th day of January, 2020.

ATTEST:

 Joe Drietz, 2020 Board Chair

 Deb Vierhuf, County Auditor-Treasurer

Motion by VanDeVere, seconded by Vizecky, to approve Resolution No. 05-2020 appointing Robert Olsen as Ag Inspector. All (3) voted in favor.

RESOLUTION No. 05-2020
 (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, 2020 to December 31, 2020.

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 2020.

ADOPTED by unanimous vote, this 7th day of January, 2020.

ATTEST:

 Joe Drietz, 2020 Board Chair

 Deb Vierhuf, County Auditor-Treasurer

Motion by Vizecky, seconded by VanDeVere, to approve Resolution No. 06-2020 (Designation of Depositories). All (3) voted in favor.

Resolution 06-2020
2020 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)
US Bank
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 7th day of January 2020.

ATTEST:

Joe Drietz, 2020 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by Vizecky, seconded by VanDeVere to approve Resolution 07-2020 – Official Newspaper. All (3) voted in favor.

**Resolution No. 07-2020
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 7th day of January 2020.

ATTEST:

Joe Drietz, 2020 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by VanDeVere, seconded by Drietz to approve Resolution 08-2020 – Personnel Committee Authorization. All (3) voted in favor.

**RESOLUTION No. 08-2020
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 7th day of January, 2020.

ATTEST:

Joe Drietz, 2020 Board Chair

Deb Vierhuf, County Auditor-Treasurer

Motion by VanDeVere, seconded by Vizecky to approve the 2020 corporate authorization signatures related to Bank of the West of Ivanhoe, MN for the county banking procedures and administration to be Joe Drietz, 2020 Board Chair, Deborah M Vierhuf, Lincoln County Auditor-Treasurer and Jodette M Otto, Lincoln County Deputy Auditor-Treasurer. All (3) voted in favor.

Motion by Drietz, seconded by Vizecky to approve the reviewed Out-of-State Travel Policy. All (3) voted in favor.

Motion by VanDeVere, 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 (3) voted in favor.

Discussion was held on the appointment and reappointment of committees. Motion was tabled until the next meeting due to absent commissioners.

Deb Vierhuf, Lincoln County Auditor-Treasurer, asked for approval of the AMC Committees for 2020. Motion by VanDeVere, seconded by Vizecky to approve the 2020 AMC Committees as follows:

- Environment & Natural Res. Policy Committee – Commissioner Vizecky
- General Government Policy Committee – Commissioner Drietz
- Health & Human Services Policy Committee – Commissioner Sik
- Public Safety Policy Committee – Commissioner Hamer
- Transportation & Infrastructure Policy Committee – Commissioner VanDeVere

And to appoint the following individuals as AMC voting delegates.

- Commissioner Drietz
- Commissioner Hamer
- Commissioner Sik
- Commissioner VanDeVere
- Commissioner Vizecky
- Auditor-Treasurer Deb Vierhuf
- Emergency Management Director Amber Scholten

All (3) voted in favor.

Motion by VanDeVere, seconded by Vizecky to approve the Lease Agreement between SWHHS and Lincoln County. All (3) voted in favor.

Motion by VanDeVere, seconded by Vizecky to approve the Agreement for Information Technology Services between Lincoln County and SWHHS. All (3) voted in favor.

Chad Meester, Lincoln County Sheriff, presented the employee evaluation/review form for the Sheriff's office. Motion was tabled until next meeting.

Meester requested approval to join the Buffalo Ridge Task Force. Commissioner VanDeVere stated that he thought the department should have all open positions filled before we make that decision. More information will be brought forward later in the year. Information only.

Meester informed the Board that there was a major repair on one of the squad vehicles. Information only.

Commissioner VanDeVere informed the Board that we need to appoint someone to the SWHHS Committee. Joan Jagt has been contacted and is interested in being a member. Motion by VanDeVere, seconded by Drietz to appoint Joan Jagt to the SWHHS Board. Commissioner Drietz and VanDeVere voted in favor. Commissioner Vizecky voted in opposition. Motion carried by majority vote.

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

- Continuing to work on bridge replacement plans and ADA sidewalk plans for Hendricks, Ivanhoe, Lake Benton and Tyler.
- Working on acquiring the right-of-way for the Hwy 7 widening project.

Wilson presented maintenance updates. They were as follows:

- Snow and ice removal
- Equipment repairs.
- The Ivanhoe grader needed to go back for repairs that will be covered under warranty.
- Will do equipment and shop maintenance as time permits.
- Will be putting some numbers together for 2020 equipment replacement.
- The city of Tyler has requested a letter of commitment from the County for the Safe Routes to School Boost Grant. Dustin Hauschild, Lincoln County Engineer's Assistant has been attending the informational meetings to get updates on this grant project.

Amber Scholten, Lincoln County Emergency Management, requested approval of the 2020 Safe Assure contract. The cost for the 2020 contract is \$5,764.86. Motion by VanDeVere, seconded by Vizecky to approve the 2020 Safe Assure Contract in the amount of \$5,764.86. All (3) voted in favor.

Robert Olsen, Lincoln County Environmental, gave a report on the 2019 land use and septic permits. Information only.

Olsen requested approval of the 2020 AIS Plan. The total amount to be received once the plan is submitted is \$64,030.00. Motion by VanDeVere, seconded by Vizecky to approve the 2020 AIS Plan. All (3) voted in favor.

Olsen informed the Board that he feels the radio ads have been beneficial in getting the word out about how to avoid spreading weeds from lake to lake. The county will need to do another treatment on Lake Benton Lake this year if the DNR will approve a second treatment. 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 Ron Bunjer, and Wendy Schalek. Olsen stated that both individuals are in favor of being re-appointed and they have been doing a good job. We will need to find someone to fill the City of Tyler spot. Motion by Vizecky, seconded by VanDeVere to approve the following appointments to the Planning and Zoning Board:

Ron Bunjer – District 5 Representative - 3 Year term
Wendy Schalek – District 3 Representative – 3 year term

All (3) voted in favor.

Olsen informed the Board that he would like to start the process for adding on additional cold storage to the maintenance garage. This additional storage would be used to house the Environmental vehicles. Olsen would like to use the capital improvement funds and pay back over time. The Board would like Olsen to check to see if the highway department is in need of any storage. The Board was in consensus with moving forward with applying for a building permit from the city. Information only.

Committee Reports were given:

Drietz – RCRC and Area II
 Hamer – Absent
 Sik – Absent
 VanDeVere – SWHHS, ACE, United Community Action, CPT, Highway 23 Coalition,
 Vizecky – None

Auditor Warrants were presented.

Motion by VanDeVere seconded by Vizecky to approve the following Commissioner Warrants #11955 - #11993 for the following amounts: Revenue - \$84,041.22, Road & Bridge - \$77,197.51, Ditch – and \$30,599.93. Commissioner 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 - \$6,345.00, Ground Works, LLC - \$4,278.45, Kirkvold Oil Co. - \$2,641.38, Lyon Co Auditor-Treasurer - \$17,312.35, MN Counties Intergovernmental Trust – St. Paul - \$141,197.00, Sterzinger Construction - \$2,531.03, SW Regional Development Commission - \$6,097.50 and 31 payments less than \$2,000.00 - \$11,435.95.

Deb Vierhuf, Lincoln County Auditor-Treasurer, presented the Sheriff's AFSCME Memorandum of Understanding regarding having an administrative bank for payroll hours to allow for a 21 or 28 day rotating schedule. Discussion was held and the MOU was tabled until next meeting. Information only.

Vierhuf informed the Board that the new IRS mileage rate for 2020 is \$.57. Information only.

Motion by Vizecky, seconded by VanDeVere to adjourn at 10:30 a.m. All (3) voted in favor.

ATTEST:

(SEAL)

Joe Drietz, 2020 Board Chair

Deb Vierhuf, County Auditor-Treasurer