

**LYON COUNTY BOARD OF COMMISSIONERS  
UNOFFICIAL MINUTES  
LYON COUNTY GOVERNMENT CENTER  
March 5, 2013**

9:00 a.m. Pledge of Allegiance to the Flag;

Present: Commissioners Anderson, Goodenow, Ritter, Sanow, and Stensrud. Also present: County Administrator Stomberg and County Attorney Maes.

Ritter moved to accept agenda, seconded by Stensrud. All voted in favor, motion carried.

Identify any Conflict of Interest- none identified

	<b>Per Diems</b>	<b>Expenses</b>
Anderson	\$ 340.00	\$ 329.96
Goodenow	\$ 150.00	\$
Ritter	\$ 130.00	\$ 32.77
Stensrud	\$ 100.00	\$ 68.93
Sanow	\$ 150.00	\$

Consent Agenda:

1. Approve Minutes from March 5, 2013
2. Approve Commissioner Warrants 132661-132739 03/06/13 Total Amount of Warrants Printed..... \$291,609.05
3. Approve Auditor Warrants 132596-132614 dated 02/21/13 in the amount of \$32,809.93; Warrants 132626-132660 dated 02/28/13 in the amount of \$90,130.44
4. Approve Per Diems & Expenses
5. Extension Committee Appointment – Mike Nassif
6. CPQ Request
7. Lyon County Park & Recreation Board By-Laws

Accept, and sign revised By-Laws of the Lyon County Parks and Recreation Board. As the Lyon County Water Plan is now administered by the SWCD Office, water planning functions have been removed from the scope of the Lyon County Natural Resource, and Recreation Board. As such, the name of the Board is proposed to go back to the Lyon County Park and Recreation Board. The Lyon County Park and Recreation Board has revised its by-laws to reflect these changes. Recommendations from the County Attorney have been incorporated into this final version, and the document has been approved by the Park Board, and signed by the Board President.

**Lyon County Park and Recreation Board By-Laws**

**Article I Name of the Commission**

The name of the organization shall be the Lyon County Park and Recreation Board.

**Article II Mission**

The mission of the Lyon County Park and Recreation Board is to enhance appreciation of natural resources by providing a sustainable balance between natural resource preservation and outdoor recreation; with the cooperation and participation of landowners, and the public.

**Article III Purpose and Objectives**

To promote outdoor recreation in Lyon County by improving recreation opportunities at existing parks, trails, and waters, and by encouraging and assisting the development of additional parks, and recreation opportunities.

To create awareness of the importance of sustainable natural resource use, and encourage protection of parks and waters in Lyon County

In view of these purposes, the organization has the following objectives:

1. To oversee existing facilities and equipment, and to recommend new facilities, and equipment.
2. To provide for the interchange, and dissemination of ideas, and information.
3. To provide opportunities for developing effective, and practical improvements of the parks and recreational opportunities by protecting existing waters, and land used for outdoor recreation.
4. To assist in publicizing the Lyon County Park systems to better inform the public of the facilities available for outdoor recreational opportunities.
5. To encourage cooperation among Federal, State, County, Cities, local organizations, and the public.
6. To advise with the Board of Commissioners in matters of common concern.

**Article IV Membership**

The Lyon County Park and Recreation Board voting membership shall consist of seven (7) regular members to be appointed by the Lyon County Board of Commissioners, one (1) member from the Board of Supervisors of the Soil & Water Conservation District, and one (1) member of the Yellow Medicine Watershed District Board. In addition, one ex-officio, non-voting member may serve on the Board.

**Article V Term of Office**

Length of term of regular members shall be for three (3) years. Terms should be staggered so that no more than three members' terms expire in a given year. No member may serve more than three consecutive terms. All regular terms shall expire at the first Lyon County Board of Commissioners meeting of the new calendar year, or such time as a successor is appointed by the Lyon County Board of Commissioners. The ex-officio member shall sit at the will of, and for such terms as the appointing Lyon County Board of Commissioners shall designate.

**Article VI Vacancy**

Any vacancy in the regular membership shall be filled by the Lyon County Board of Commissioners, and such appointee shall serve for the unexpired term so filled.

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**Article VII Officers**

Section 1. Elections. The Lyon County Park and Recreation Board shall elect at its first meeting in a new year from its membership, a Chair, Vice-Chair, and Secretary; who will serve for a term of one year and shall have such powers as may be prescribed in the rules of said Board.

Section 2. Duties of the Chair. The Chair shall preside at all meetings of the Lyon County Park and Recreation Board, and shall have the duties normally conferred by parliamentary usage of such officers.

Section 3. Duties of the Vice-Chair. The Vice-Chair shall act for the Chair in his/her absence.

Section 4. Duties of the Secretary. The Secretary shall keep the minutes and records of the Board, and other duties as are carried out by a Secretary.

**Article VIII Meetings**

Meetings shall be held as needed at a date and time as voted upon by Board members. Special meetings may be scheduled at the discretion of the Board. The meetings will be open to the general public and advertised according to Minn. Open Meeting Laws

**Article IX Removal Non-Performance**

The Lyon County Park and Recreation Board may call for the removal of any member for non-performance of duty or misconduct in office. If a member has three (3) unexcused absences in any one year, the secretary shall certify this fact to the Board and the Board shall notify the County Board along with suggested action. The County Board shall appoint a replacement for the unexpired term, as if the member has resigned.

**Article X Quorum**

A majority of the total Lyon County Park and Recreation Board regular members shall constitute a quorum for the transaction of business.

**Article XI Partnerships with other entities**

The Lyon County Park and Recreation Board will encourage partnerships with appropriate entities to accomplish objectives of common interest. Attendance at Board meetings by representatives of other entities is encouraged. Liaisons with other boards, commissions, or groups will be established by request of the Board Chair.

**Article XII "Robert's Rules of Order"**

Robert's Rules of Order shall be the procedural protocol used to govern the proceedings of all meetings of the Lyon County Park and Recreation Board.

**Article XIII Amendments**

These by-laws may be amended by a majority vote of the existing membership of the Lyon County Park and Recreation Board after full notice has been given in writing to all members. Amendments are recommended for approval by the Lyon County Board of Commissioners.

**Article XIV Implementation of Board Member Term Rotation**

The seven (7) regular, voting board members appointed by the Lyon County Board of Commissioners shall follow the term rotation as approved in the By-Laws dated February 1, 2011.

The two (2) members, one from the Board of Supervisors of the Soil & Water Conservation District, and a member of the Yellow Medicine Watershed District Board will be appointed annually by their respective boards. Term limits and rotation will not apply to these members.

Adopted this 5<sup>th</sup> day of March, 2013.

Stensrud motioned to approve the consent agenda items 1-7, seconded by Ritter. All voted in favor, motion carried. (A copy of the approved Lyon County Park and Recreation Board By-Laws are in the County Administrator's office.)

**Resolutions/Contracts**

**1. Turkey Hunting Resolution**

Requesting the Board to approve the 2013 turkey hunting resolution. The Park and Recreation Board made a motion at their February 21<sup>st</sup> meeting to allow turkey hunting for Seasons A-D (April 17 – May 6, 2013) at Garvin Park. Closing the park from ½ hour before sunrise until noon on each day during this period of time. Information on the Park's closure in the mornings on these dates will be sent to the newspapers in Lyon County and the Marshall Radio station for public awareness. Letters will be mailed to the successful permit holders for the season they were awarded advising them of park rules and park boundaries.

Resolution No. 7-13

**RESOLUTION**

WHEREAS, the 2013 Minnesota Spring Wild Turkey Hunting Season is scheduled for April 17 through May 30; and,

WHEREAS, the hunting hours for the wild turkey season are from ½ hour before sunrise until noon; and,

WHEREAS, hunters will be allowed to hunt for wild turkeys in Garvin Park, which is owned and operated by Lyon County and is located within Lyon County's boundaries; and,

WHEREAS, the Natural Resources and Recreation Board is recommending that the park be closed during the permitted hunting hours of the Minnesota wild turkey hunt seasons A through D (April 17, 2013 through May 6, 2013); and,

WHEREAS, the Lyon County Commissioners believe it to be in the best interests of public safety to close the park during the aforementioned hunting hours.

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NOW THEREFORE BE IT RESOLVED, that Garvin Park shall be closed to the public, except for individuals licensed to hunt wild turkey, from ½ hour before sunrise until noon on each day commencing April 17, 2013 through May 6, 2013.

Dated this 5<sup>th</sup> day of March, 2013.

Goodenow motioned to approve the Turkey Hunting Resolution, seconded by Anderson. All voted in favor, motion carried. (*Resolution 7-13 on file at the County Administrator's office.*)

**2. GIS Software Maintenance Contract**

Approve the maintenance contract with ESRI. ESRI is the primary software provider for the GIS department. As with most software, an annual maintenance agreement is required to keep the system up to date. The total with tax is \$8,932.75. The cost of the contract would be paid from the Recorder's Unallocated Fund.

Sanow motioned to approve the GIS Software Maintenance Contract with ESRI for \$8,932.75, seconded by Goodenow. **Stensrud:** is this to keep the contract as is or for the maintenance and upgrades? **Stomberg:** this will approve the contract as is for the year, including upgrades and maintenance. This is approximately the same cost as last year. **Stensrud:** in the future, it would be good to have ESRI present this contract to the Board. All voted in favor, motion carried.

**3. IT Services Contract with SWHHS**

Approve the agreement with SWHHS for IT Services for 2013 Lyon County has contracted with SWHHS for IT service for many years. This arrangement provides for technical support as well as email service for the county.

AGREEMENT FOR INFORMATION TECHNOLOGY SERVICES  
Effective January 1,2013 -December 31,2013

WHEREAS, Southwest Health and Human Services is willing and able to provide computer programming, training, and support services, and

WHEREAS, Lyon County desires to enter into an agreement to purchase said services, the following is stated for agreement:

**SOUTHWEST HEALTH AND HUMAN SERVICES WILL PROVIDE:**

1. Computer programming, training for operators, pc support services, development, writing, editing and testing of any programs as per request.
2. All services will be billed at a rate of \$4,167.00 per month.
3. Southwest Health and Human Services IT staff will not be responsible for data not keyed by its personnel.
4. Data processing will not be responsible for data not keyed by its personnel.
5. Southwest Health and Human Services will provide Lyon County email services at a rate of \$1.50 per mailbox per month. As of 01-01-2012, 83 mailboxes are in use. Mailboxes will be counted prior to contract renewal.

**LYON COUNTY WILL PROVIDE:**

1. Lyon County will provide one primary person responsible for coordination of the use of the system.

This contract will be in effect from January 1,2013 through December 31,2013.

THEREFORE, Southwest Health and Human Services and Lyon County enter into this agreement with the signing of this document.

This agreement shall be renewed on or before the expiration date. Any desire to not renew this contract shall be submitted to the Southwest Health & Human Services Board in writing no less than 60 days before termination of the contract.

**Stomberg:** in our budget we did have approx \$50,000 to offset the personnel cost of one of their IT professionals. That is noted in the contract at \$4,167, and this provides support for all or our networked system PCs. This is what we have contracted in the past. **Stensrud:** I see we are getting charged per mailbox at 83, is this needed or are there more?

**Stomberg:** I don't the specific number for the county but collaborated with the hardware and software in the past. We have always shared in the upgrades. It was always 50/50 before but with the SWHHS expansion, we are now only approximately a third of the total number of mailboxes instead of 50%.

Goodenow motioned to approve the, IT Services Contract with SWHHS seconded by Stensrud. All voted in favor, motion carried. (*Contract for IT Services with SWHHS is on file at the County Administrator's office.*)

**1. State of Minnesota Annual County Boat & Water Safety Grant**

Authorize the approval to accept the 2013 DBR County Boat and Water Safety Grant The Grant acceptance process requires a resolution from the Count Board authorizing the chairman to sign the grant, or copy of the board minutes stating that approval has been given. Lyon County has participated in the grant for the past several years. The grant will give the Sheriff's Office \$1,150.00 to assist in the funding of personnel and supplies needed to patrol the lakes located within the County and to provide education to the public regarding recreational water safety. The grant period runs from 01/01/2013-06/30/2014.

Stensrud motioned to approve the DNR Boat and Water Safety Grant for \$1,150.00, seconded by Sanow. All voted in favor, motion carried. (*Grant Contract is on file at the County Administrator's office.*)

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**2. Western Community Action Resolution**

Background Information: WCA service area includes the counties of Cottonwood, Jackson, Lincoln, Lyon, and Redwood. The current fund year runs from July 2011 to June 30, 2013.

WCA received: \$39,132.56 in Prevention Assistance  
\$24,623.73 in Rehousing Assistance

	# of Households	# of Individuals
People served:-----	123	254
Total service area: ----	61 (49.6%)	117
Case Management:---	67	138

Adoption of the resolution authorizing WCA as the entity to be charged with the administration of funds made available through the MN Housing Finance Agency Family Homelessness Prevention and Assistance Program. Western Community Action needs the County Commissioners approval to offer Rental Assistance in Lyon County. They are not asking for money but just permission to offer this service. WCA applies for funding at the State level every two years and it is that time again. The grant requests are due the beginning of April so they are asking to get this permission signed. WCA needs the resolution from the County stating they grant us permission printed on county letterhead.

**Authorizing Application for  
Minnesota Housing and Finance Agency  
Family Homelessness Prevention and Assistance Program** **Resolution 8-13**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,  
WHEREAS, Western Community Action has developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program; and  
WHEREAS, Western Community Action has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program.

NOW, THEREFORE, be it resolved that Western Community Action is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program in the county of Lyon, in Minnesota.

I hereby certify that the above is a true and correct copy of a resolution adopted by the Lyon County Board of Commissioners at their session on the 5 day of March, 2013, and as appears on the minutes of their record of proceedings.

Goodenow motioned to adopt the Western Community Action Resolution, seconded by Ritter. All voted in favor, motion carried. (*Resolution 8-13 on file at the County Administrator's office.*)

**9:15-9:20- Purchase Commercial Lawn Mower - Roger Schroeder**

Recommend acceptance of low bid on commercial lawn mower and deck with trade-in option from Tracy Equipment. County Board approved requesting quotes for a new commercial lawn mower and deck on Feb 5, 2013. Sealed quotes were received from five (5) distributors. Three quote options did not meet specifications. Low quote is from Tracy Equipment for 2013 John Deere 1445 Series II mower and deck. This includes the trade-in option of the park's 2002 1445 John Deere Lawn Mower. A breakdown of quotes received is included as an attachment.

COMMERCIAL RIDING LAWN MOWER SEALED QUOTES					
EQUIPMENT	DISTRIBUTOR	LIST PRICE	TRADE-IN	TAXES	FINAL COST
2013 John Deere 1445 II	Tracy Equipment	\$ 29,514.00	\$ (18,014.00)	\$ 790.63	\$ 12,290.63
2013 Kubota F3080	Kesteloot Equipment	\$ 18,200.00	\$ (5,075.00)	\$ 902.35	\$ 14,027.35
2013 John Deere 1445 II	Schuneman Equipment	\$ 19,225.00	\$ (5,775.00)	\$ 874.25	\$ 14,324.25
2013 Kubota F3080	Kesteloot Equipment	\$ 18,200.00	NA	\$ 1,251.25	\$ 19,451.25
2013 John Deere 1445 II	Schuneman Equipment	\$ 19,225.00	NA	\$ 1,223.38	\$ 20,448.38
2013 John Deere 1445 II	Tracy Equipment	\$ 19,250.00	NA	\$ 1,323.44	\$ 20,573.44
2013 Toro GM360	MTI Distributing	\$ 25,122.53	\$ (2,750.00)	\$ 1,538.64	\$ 23,911.17
2013 Toro GM360	MTI Distributing	\$ 25,122.53	NA	\$ 1,727.17	\$ 26,849.70
SUBMITTED, DID NOT MEET SPECIFICATIONS					
2011 Kubota F3680	Kesteloot Equipment	\$ 15,975.00	\$ (5,500.00)	\$ 720.16	\$ 11,195.16
2013 Snapper Pro S800X/72	Swede's Service	\$ 12,540.00	NA	\$ 862.13	\$ 13,402.13
2011 Kubota F3680	Kesteloot	\$ 15,975.00	NA	\$ 1,098.29	\$ 17,073.29

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	Equipment				
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Stensrud motioned to accept the quote from Tracy Equipment for the JD 1445 II for \$12,290.63, seconded by Goodenow. All voted in favor, motion carried.

**SAIC Energy Update Paul Henriksen .**

**Henriksen:** We are in the middle of the permitting process, we are working with Randall Sippel and Cammi Van Able and I suggest we stay with SAIC even though Fred is no longer there. Hopefully, we will have a final permit later this spring/summer. **Ritter:** and we also have a contract with SAIC? **Henriksen:** yes, it would be good to stay with SAIC during the permitting process for sure. The Board thanked Paul Henriksen for the update.

**9:35-9:50 Terry Wing**

**MDVA Community Outreach Program Grant Contract**

The Minnesota Department of Veterans Affairs received a one-time appropriation of \$200,000 that was specifically designated for use by the CVSOs for community outreach. It was determined that the appropriated funds would be divided equally among 87 counties. As a result, each county will receive \$2,298. This one-time funding is not tied to CVSO certification. The County will have until May 31, 2013 to spend the grant on qualified items. The request is made for the Lyon County Board of Commissioners to adopt a resolution to accomplish the following: The Board enters into a grant contract with the Minnesota Department of Veterans Affairs (MDVA) for the Community Outreach Grant Program. Authorizes Terry Wing, Lyon County Veteran Service Officer, as the individual designated to sign the grant contract on behalf of the Board.

**RESOLUTION OF LYON COUNTY      R-9-13**

BE IT RESOLVED by Lyon County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Community Outreach Grant Program.** The grant must be used for community outreach as defined in Minnesota Statutes, section 197.608, to all eligible veterans regarding the availability of benefits they have earned and especially those relating to posttraumatic stress disorder for all veterans, including World War II, Korean War, and Vietnam War era veterans, and should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Lyon County that Terry Wing, the County Veteran Service Officer, be authorized to execute the attached Grant Contract for the above- mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the Board this 5<sup>th</sup> day of March in the year 2013.

Goodenow motioned to approve the resolution with MDVA Community Outreach Program Grant Contract, seconded by Sanow. *(Resolution 9-13 on file at the County Administrator's office.)*

**Balaton American Legion Donation**

The request is made for the Lyon County Board of Commissioners to accept a donation from the Balaton American Legion Post in the amount of \$100 and to authorize use of the donated funds solely for the administrative costs of the Lyon County Veterans Coalition. The request is to authorize these funds to be assigned a unique accounting code and added as a separate line item in the Veteran Services budget and, should the Veterans Coalition be dissolved at any time in the future, to authorize the funds to be distributed to the Lyon County Veteran Service Office. The donation was made at the first regular meeting of the Lyon County Veterans Coalition. The Veterans Coalition incurs administrative costs from quarterly mailings to its Board of Directors. The administrative cost is estimated at \$100 annually. Sanow motioned to accept the donation of \$100 from the Balaton American Legion and send a letter of appreciation. All voted in favor, motion carried.

**Court Deputy Sheriff**

Sheriff recommends Tyler J. Sandgren for entry level deputy sheriff at the starting wage of \$19.39 with a start date of March 18<sup>th</sup>, 2013. After a year of work on our Government Center Security Plan, the sheriff's department is near completion. Sheriff and Human Resources have completed the required process for hire and recommendation for this position.

**Resolution #10-13**

**RESOLUTION FOR PEACE OFFICER**

WHEREAS, the policy of the State of Minnesota declared in Minnesota Statute 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes 353.64 permits governmental subdivision to request coverage in the Public Employees Police and Fire Plan for eligible employees of police departments whose position duties meet the requirements stated there in and listed below.

NOW, THEREFORE, BE IT RESOLVED, that the Sheriff's Office of Lyon County, hereby, declares that the position title Deputy Sheriff currently held by Tyler J. Sandgren, meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota Peace Officer Standards and Training Board under

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sections 626.84 to 626.863 and this employee is so  
Licensed;

2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position give this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's office.

BE IT FURTHER RESOLVED, that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

I certify that the above resolution was adopted by the Lyon County Board of Commissioners on this 5th day of March, 2013.

BY:

WITNESSETH:

\_\_\_\_\_  
Rick Anderson, Chairman

Lyon County Board of Commissioners

*(Resolution 10-13 on file at the County Administrator's office.)*

\_\_\_\_\_  
Loren Stomberg, Administrator Lyon County

Goodenow motioned to hire Tyler Sandgren at entry level deputy sheriff with a start date approximately on March 18, 2013, seconded by Sanow. All voted in favor, motion carried.

Mather updated the Board on the Lyon County Security Plan.

Capital Improvement Board: Mather would like to purchase a used Impala with low miles and use as an unmarked vehicle for transports. The court deputy can use this as transportation for call outs and to and from the mental health unit. I am not comfortable with correctional officers using a marked car in case we had a problem and a citizen thought we had a deputy behind the wheel instead of a correctional officer. I would have the court deputy alternate with a regular deputy every other month so they don't lose their skills on patrol. Currently we have over 50,000 on our transport van and it was purchased just last March. **Ritter:** are confiscated cars usable? **Maes:** forfeited vehicles can be used by the county, but are often not what law enforcement would want to use. **Mather:** we currently do not have a usable vehicle in our confiscated car pool.

Goodenow motioned to approve Resolution of a Peace Officer into PERA, seconded by Sanow. All voted in favor, motion carried.

**Part Time 911 Dispatcher**

Sheriff recommends Aaron Thibert for entry level 911 Dispatcher for approximately 16-24 hours per week at the starting wage of \$14.59 and start date of March 18<sup>th</sup>, 2013. Mr. Thibert is relocating to this area. He has been interviewed by Human Resources and is recommended for 911 Dispatch. This position is 1 of 2 part time positions needing to be filled to reduce overtime and extended hours of fulltime staff. Previous PT Dispatchers have left for FT positions.

Goodenow motioned to hire Aaron Thibert as entry level 911 Dispatcher at a starting wage of \$14.59, seconded by Stensrud. All voted in favor, motion carried.

**10:00-10:15----- Break**

**9:55-Suhail Kanwar/Stan Tessmer - Great River Energy Contract**

Authorize Board chair to sign contract with Great River Energy. Great River Energy is installing power line under CAPX 2020 Plan. Due to extensive overlap with county road right of ways we need this contract to protect our right of ways and develop an understanding about detours and other construction related issues. Tessmer presented the CAPX 2020 Plan, road right-of-way concerns, and timelines to the Board.

Chair Anderson requested that when township agreements regarding the contract are acquired, the county get a copy so commissioners know the townships have been notified.

Goodenow motioned to approve the Contract with GRE for Road Right-of-Way CAPX 2020 Plan, seconded by Sanow. All voted in favor, motion carried.

**10:15-10:30----- Marshall – Lyon County Library Balaton & Cottonwood Project**

Consider the special project request for Balaton and Cottonwood Community Libraries. The Marshall-Lyon County Library is donating \$14,891.00 to the Balaton & Cottonwood Library Project.

Holly requested funding for personnel expenses of \$10,850 including PERA and withholding taxes. These two libraries are operated by a single person, and the extra staff would expand the libraries ability to engage in more outreach activities. Balaton particularly needs a substitute to assist with staffing, but it is also recommended that Cottonwood have an additional qualified staff member added. The Cottonwood librarian is close to retirement, and Holly would like to hire an assistant now to grow into this position. Given the renovation with the Cottonwood library, the real need exists there. The amount budgeted by Lyon County for the Cottonwood/Balaton is the \$10,850.00, the \$14,891.00 was a higher request based upon travel time expenses for Marshall Library personnel to assist with the Cottonwood library project.

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Stensrud motioned to stay with the budgeted \$10,850 requested from the MCL for the Cottonwood/Balaton Library and to hire staff from the local Cottonwood and Balaton community, seconded by Ritter. All voted in favor, motion carried.

**10:38-10:45 ----- CDBG Grant Close-Out Public Hearing – Liz Struve**

**NOTICE OF PUBLIC HEARING  
FOR POST AWARD HEARING**

NOTICE OF PUBLIC HEARING

TO OBTAIN CITIZEN COMMENTS ON THE IMPLEMENTATION OF THE PROJECT FUNDED BY THE MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT ON BEHALF OF LYON COUNTY MINNESOTA.

**NOTICE IS HEREBY GIVEN** that the Lyon County Board of Commissioners will hold a public hearing on Tuesday March 5, 2013, at 10:30 am in the Commissioner's Meeting Room in the Government Center, 607 W. Main St., Marshall, Minnesota, relating to the implementation of the Community Development Block Grant project funded by the Minnesota Department of Employment and Economic Development on behalf of Lyon County. A summary of the project as completed will be on file and available for public inspection by contacting the County Administrator's Office during regular business hours.

All interested persons may appear at the hearing and present their view orally or in writing.

Liz Struve presented the results of the Community Development Block Grant. The outcomes were better than originally anticipated.

Chair Anderson requested input from the public. No comments were heard.

Struve also presented the ongoing economic development issues with Lyon County and the surrounding counties. The Board thanked Ms. Struve for her work with the CDBC.

**11:30 – 12:00-----McDonald/Kanwar  
Assistant County Engineer Hire**

Board approval to confirm conditional offer of the full time Assistant County Engineer position to Aaron VanMoer. The starting yearly salary is \$57,000 with an hourly rate of pay at \$27.29. The start date is Monday, March 18, 2013. This position is classified as FLSA exempt with a minimum of 40 hours per week and will be required to serve a six month probationary period that will evaluate performance of the duties of this position. At the end of the probationary period, this position will be eligible for a merit increase subject to the terms of the Lyon County personnel policy. This position reports to the Lyon County Public Works Director.

Ritter motioned to approve to hire Aaron VanMoer to the Assistant County Engineer position with a yearly salary at \$57,000, seconded by Stensrud. All voted in favor, motion carried.

**Project Engineer Hire**

Board approval to confirm conditional offer of the full time Project Engineer position to Jeff Brink from Watertown, SD. The starting hourly rate of pay is \$20.38 with a start date on or around March 6, 2013. This position is classified as FLSA exempt with a minimum of 40 hours per week and will require a CDL. Mr. Brink currently does not possess a CDL and is aware that his probationary period will remain in place for a minimum of six months, or until the CDL is acquired. At the end of the probationary period, this position will be eligible for a merit increase subject to the terms of the Lyon County personnel policy. This position reports to the Lyon County Assistant Engineer.

Goodenow motioned to approve hiring Jeff Brink to the position of Lyon County Project Engineer at an hourly rate of pay of \$20.38/hour starting on or around March 6, 2013, seconded by Sanow. All voted in favor, motion carried.

**Parks Manager Position Description**

Request Board to review and provide input on the Parks Manager position description. If position description meets Board approval, request authorization to advertise, interview and hire Lyon County Parks Manager. Position is exempt with salary range of: \$40,341.39 – \$ 56,473.66.

**Goodenow:** I ask to remove two Lyon County Parks to state simply Lyon County Parks, and add the Ag Society Board meetings to the position description. Along with more marketing or promotion wordage, and less physical work within the park. **Stensrud:** can this be expanded as a grant writer for the county, with less physical labor such as lawn mowing? This kind of salary we are willing to pay, we don't want them mowing grass. **Anderson:** I understand your desire for a grant writer, but by writing grants for the entire county, this may be taking something away from the Parks Department. **Suhail:** do we have someone in the county who is designated as the grant writer. **Anderson:** the policy manual does state that grants should go through the Administrator. **Goodenow:** I agree with Commissioner Stensrud, it should at least state somewhere in the position description that there be grant writing duties. **Stensrud:** someone getting paid this amount of money should not be riding a mower. **Goodenow:** this is a supervisory position that should get physical labor type resources from Public Works. Having a supervisory office position is good, but also to have someone physically working with the park. **Anderson:** the qualifications indicate the person still needs to be at the park and has the licensure to apply pesticides, etc. If this person is to be at the office, we can get rid of the first responder requirement **Stensrud:** the person who is running the parks should not be spraying and mowing. **Goodenow:** the advantage of working with the Public Works is that we can use personnel from Public Works to do this type of work. **Stensrud:** I suggest we have one county employee qualified to spray, they can get that one person licensed for both ditches and the parks. **Suhail:** we are already getting Dallas licensed for spraying. **Sanow:** the licensures should be in the position description regardless.

Anderson requested as recommendation from the Board to re-visit the Park Supervisor position description at the April 2<sup>nd</sup> Board meeting.

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**Suhail:** can we open the position if the description is approved by the Board, at that time? **Anderson:** that would be up to the Board at that time.

**Seasonal Openings**

Approval to advertise, interview, and fill the following various positions for temporary seasonal openings in Public Works, Landfill, and Parks:

Interns are 10-12 and all other summer help will start at \$8.50/hour

Temp Help \$7.25 - \$10.25

Seasonal Help \$8.50 - \$12.00

2 Engineering Interns

1 GIS Intern

1 Environmental intern for HHW

1 FT summer help for landfill (May 15 to October 15)

1 30-hr/week summer help for Fairgrounds (May 15 to October 15)

1 FT summer help for Parks (May 15 to October 15)

1 shared summer help for Fairgrounds and Highway shop

2 FT summer help (May 15 to October 15) for mowing ditches

2 on-call employees (May to October) On-call employees are needed for summer projects.

**Ritter:** we have just hired a Project Engineer, why do we need three more engineering interns, plus all these additional seasonal positions? **Suhail:** this list is similar to last year. The interns are used for new construction projects as well as ongoing projects. This is just a recommendation,

**Ritter:** how many did we have last year, how much was budgeted, and where the interns were placed, and length of employment. **Anderson:** and how many interns did we ask for and how many were filled.

The Board tabled the decision to approve to advertise, hire and fill the seasonal/temporary positions for Public Works, Landfill and Parks, to March 19, 2013 Board meeting.

**Accept Resignation of GIS Coordinator**

Board to accept resignation of GIS Coordinator Ryan Wendt and authorize to advertise, interview, and replace GIS Coordinator position. The position is exempt, Pay Grade 11, with a salary range of \$42,309.40 - \$59,233.16.

Ritter motioned to accept resignation from Lyon County GIS Coordinator Ryan Wendt, seconded by Sanow.

**Stensrud:** I think we are losing a very valuable person with our county. Was anyone aware he was leaving and was there any move to keep him here? **Suhail:** he was offered more money with less costly health insurance. **Stensrud:** does this state that we aren't paying enough? **Sanow:** this tells us that the utilities company can raise the electric rates. **Ritter:** can the County work with MMU?

All voted in favor, motion carried.

**Anderson:** Ritter's comments are valid regarding working with MMU. Do we need to advertise for a combined GIS/IT position like we had with Shawn Strong? **Suhail:** I have talked to Brad Bruce about working with MMU is open to assisting with the transition for the county. He said he needs Ryan as a full time employee, so the help with the transition would be minimal. **Anderson:** We will miss Ryan as our ditch viewer. Should the county advertise as GIS Specialist or GIS/IT specialist? **Stensrud:** he has done a wonderful job working with other counties as a viewer. **Anderson:** I'd like to see this position looked at as a combination position with IT. **Suhail:** my request is for a full time GIS Coordinator only, but I will work with the Board regarding how this position is developed. **Stensrud:** if we are going to use this position as GIS and redetermination of benefits, the GIS duties will be huge on its own. **Jeannie Barker:** from my experience, the situation with the previous GIS Coordinator, the GIS and IT were combined and consequently the GIS duties were put on the back burner. **Anderson:** I'd like to see the position combination looked at. **Stensrud:** I agree with Jeannie, this should be GIS Coordinator only.

Stensrud motioned that the county advertise for a GIS Coordinator, seconded by Goodenow.

**Ritter:** will we have a draft of the position description sent and looked at the next board meeting? We want to move forward with the hire. **Stensrud:** we need to move on this. **Goodenow:** remember, it was a salary issue as the reason we have lost our current employee, we may start at mid to high range. **Suhail:** I ask that we show the entire range to attract better candidates. **Stomberg:** we have usually gone up to the middle of the range. **Goodenow:** can we have the entire range advertised and state it is based upon experience and credentials? With this position, we may need to pay mid to upper range. **Stomberg:** if we have someone qualified for the higher pay, are we willing to buy that experience for the county and pay at a higher range? **Ritter:** yes, because this will be a viewer, and we need this for the county and the position. We may pay more money, but viewer qualifications will weed out those with less experience. **Goodenow:** we have contracts with three counties and it takes a certain amount of maturity to be a viewer. **Sanow:** if we can get the person with experience and we can really use, then we should pay the appropriate salary.

All in favor, motion carried.

Hiring update: The Assistant County Attorney posting has closed, with 13 viable applicants. Resumés and applications are reviewed and interview dates will be set shortly.

The Property Appraiser position has been posted and will close this Friday. Applications will be reviewed and interviews will be set. It is likely a recommendation to the Board will be presented at the first meeting in April.

**Meeting Schedule**

3/25/13.....Joint City/Township/County Meeting 7:00pm CR 1&2

6/18/13.....Board of Equalization 6:30pm CR 1&2

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Commissioner Reports

Ritter: Soil & Water update – request to meet with liaison committee, Western Mental Health update.

Stensrud: Ditch meeting update, Minneota street project (near golf course) update on costs.

Goodenow: Library Board update, DAC meeting, Plum Creek update, SRDC orientation meeting update, RSVP update. Perhaps the County Administrator could invite them to present a Board meeting. Update on rezoning issues with property on Main. The county should have input in this, if we are interested. Can we get consensus with ourselves and other departments our plans for expansion?

Sanow: Safety meeting update, Security Policy update, Transportation Meeting update, County Road 7 interchange update. The Board discussed right turn only interchanges.

Anderson: Ditch Hearing, meet with representatives update, SPCC update and hires, Insurance taskforce update, Historical Society update, Jennifer from the Historical Society will be at the March 19th meeting to present progress, Regional Extension meeting update, Radio Board update, new Extension Program Coordinator for Lyon County – Grant Will.

Stomberg: Senate File 915 (AT/Recorder Appointment) has our name on it; Clay, Lake, Kandiyohi are up today on the house side, and the statewide bill is in the works, house companion bill update, Lyon county will need to send rep before March 15.

Stensrud motioned to adjourn, seconded by Ritter. All voted in favor, motion carried.

Upcoming Meetings:

3/11/13..... P&Z

3/15/13.....Insurance Taskforce Meeting

3/19/13..... Regular Commissioner Meeting 9:00 a.m. CR 1&2

3/25/13.....Joint City/Township/County Meeting 7:00pm CR 1&2

6/18/13.....Board of Equalization 6:30pm CR 1&2

WARRANTS FOR PUBLICATION

Warrants Approved On 3/05/2013 For Payment  
2/21/2013

<u>Vendor Name</u>	<u>Amount</u>
BLUE CROSS AND BLUE SHIELD OF MN	\$ 2,460.00
MEDICA	2,178.00
MII LIFE - VEBA	13,775.00
RED ROCK RURAL WATER	6,007.84
WEST PAYMENT CENTER	5,352.41
14 Payments less than \$2000	3,036.68
 Final Total:	 \$ <u><u>32,809.93</u></u>

WARRANTS FOR PUBLICATION

Warrants Approved On 3/05/2013 For Payment  
2/28/2013

<u>Vendor Name</u>	<u>Amount</u>
AREA II MN RIVER BASIN PROJECTS INC	\$ 12,726.92
FLEET SERVICES DIVISION	5,051.85
GREAT PLAINS NATURAL GAS CO	9,940.74
LARSON/BRUCE	3,304.90
LINCOLN COUNTY AUDITOR	36,659.53
REMIGER/STEVEN OR JANE	3,746.99
RJF MINNEAPOLIS	2,333.33
UNITED HEALTHCARE INSURANCE COMPANY	4,385.53
27 Payments less than \$2000	11,980.65
 Final Total:	 \$ <u><u>90,130.44</u></u>

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Warrants Approved On 3/05/2013 For Payment  
3/06/2013

Vendor Name	Amount
A'VIANDS, LLC	\$ 17,292.29
BOLTON & MENK INC	5,334.50
CARLSON/JOEL	2,500.00
COMPUTER MAN, INC/THE	2,709.28
DIAMOND MOWERS	104,546.19
FORUM COMMUNICATIONS PRINTING	3,700.00
GEOCOMM INC	52,405.00
JOHNSON FEED INC	5,758.01
LYON COUNTY GIS	4,140.00
LYON COUNTY HIGHWAY DEPARTMENT	4,706.51
MARSHALL AREA FINE ARTS COUNCIL	2,000.00
NORTH MEMORIAL AMBULANCE SERVICE	3,047.40
PRAIRIE PRIDE	28,397.74
RINKE NOONAN-ATTORNEY AT LAW	2,168.40
SAIC ENERGY, ENVIRONMENTAL & INFRASTRUCT	17,151.39
SW MN REGIONAL PUBLIC SAFETY BOARD	4,000.00
WEST CENTRAL SANITATION INC	4,477.31
WESTERN PRINTING OF MARSHALL	2,630.51
WSB & ASSOCIATES, INC.	2,531.50
60 Payments less than 2000	22,113.02
Final Total:	\$ 291,609.05