

**LYON COUNTY BOARD OF COMMISSIONERS  
UNOFFICIAL MINUTES  
COMMISSIONERS ROOM 1 & 2  
LYON COUNTY GOVERNMENT CENTER  
January 15, 2013**

9:00 AM - Meeting called to order by Chairman Anderson. Members present: Goodenow, Ritter, Sanow, Stensrud, County Administrator Stomberg, and County Attorney Maes.

Pledge of Allegiance to the Flag

Agenda Additions: Knology Contract for phone system at LEC, Ag Society Grant  
Stensrud motioned to approve agenda with additions, seconded by Ritter. All voted in favor, motion carried.

Identify any Conflict of Interest – none identified

	<b>Per Diems</b>	<b>Expenses</b>
Anderson	\$ 50.00	\$ 33.60
Goodenow	\$ 100.00	\$
Stensrud	\$ 50.00	\$ 21.47
Ritter	\$	\$
Sanow	\$	\$

**Consent Agenda:**

1. Approve Minutes from January 8, 2013
2. Approve Commissioner Warrants 132064 - 132127 dated 01/16/13 in the amount of \$120,708.82
3. Approve Auditor Warrants 132032 - 132063 dated 01/10/13 in the amount of \$1,064,880.50
4. Approve Per Diems & Expenses
5. Surplus Property/1997 Taurus
6. Ritter motioned to approve the consent agenda, seconded by Goodenow. All voted in favor, motion carried.

**Resolutions/Contracts**

**1. A'viands Contract**

Approve the A'viands agreement to provide food service for the jail.  
The food service contract renews annually with the renewal rate based on the CPI for food costs. This is the fifth amendment to the original contract and represents a 2.7% increase over last year's rates. This is based on a per meal basis and varies on the amount of meals made per day. **Stomberg:** for the upcoming year, we will begin to negotiate earlier as we have no alternative plan and this is what we have to accept. **Stensrud:** it would be nice to negotiate earlier in the year for next year. **Ritter:** question to Sheriff, what is the staff in the kitchen? **Mather:** one full time and two part time. **Sanow:** 2.7% increase in food cost does not seem unreasonable.  
Stensrud motioned to approve the A'viands Contract, seconded by Sanow. All voted in favor, motion carried.

**2. 2013 EDA agreement with the Marshall Area Chamber of Commerce**

The Marshall Area Chamber of Commerce presented a request in August for a renewal of the contract for EDA services at a monthly rate of \$3,000 per month, an increase of \$500 per month over 2012. This amount was included in the adopted budget. This was brought forward in August and approved verbally, but have no signed contract \$36,000 and want a signed contract before we make the first payment. **Ritter:** I would like to see Cal Brink come at least twice a year, even quarterly. **Anderson:** yes, at least a couple times a year. **Stensrud:** we need to keep the entire county aware of this. Goodenow motioned to approve the EDA Contract with change to end date in paragraph D to 2013, seconded by Ritter. All voted in favor, motion carried.

**3. MAXIMUS Contract**

Approve the Cost Allocation agreement with MAXIMUS. The indirect cost allocation plan recovers costs associated with human services. The \$4,000 fee is recouped by the costs recovered each year. MAXIMUS is the company Lyon County has used for the past ten years. **Stomberg:** this makes us a little money so is a good program. **Goodenow:** can we talk to Human Services and negotiate more counties? **Stomberg:** several years ago AMC negotiated with Maximus for the state. We can table this and bring to the Human Services Board. **Stensrud:** this was negotiated so it's \$4000 per county? **Stomberg:** I don't recall the exact terms of the negotiation, but AMC negotiated with Maximus. **Ritter:** I would suggest that Chris Sorenson from SWHHS come with Loren to the first February meeting to discuss this further. **Stomberg:** we could have Maximus here as well.  
Board tabled item until February 5<sup>th</sup> Commissioner meeting.

**Knology Contract – Paul Buriark**

Three years ago with the opening of the LEC, the Board decided to go with Knology system and the contract period has expired. Knology has upgrade their equipment making the previously purchased phone equipment obsolete. Knology will upgrade our phone equipment free of charge. This means we will have to extend our contract for another year. I did explain to Mr. Buriark we have been thinking of migrating to Mitel system that we currently have with the rest of the courthouse. The timing was such that we couldn't make that migration in a timely manner to establish a three year contract. The county will enter into a one year contract for the phones and agree to purchase the Knology T1 line at market price for three years. **Goodenow:** this sounds like what we need to do. We had been looking at both systems, but this may be time to review the pros and cons and see where to go after this year. **Mather:** LEC is satisfied with the system. **Stomberg:** to Buriark, with this agreement, if something were to change, would Knology be willing to change to a three year contract? **Buriark:** yes. **Goodenow:** so there are three contracts? **Stomberg:** yes, this is actually for the T1 Line that will begin next year and go through 2017 (three years), and one year contracts with phones. The county will be in contract with Knology for four years.

Ritter motioned to approve the Business Service Agreement for the Lyon County Sheriff Matrix at \$350.00/month, seconded by Sanow. All voted in favor, motion carried

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Goodenow motioned to approve the contract with the Jail at \$230.00/month, seconded by Stensrud. All voted in favor, motion carried.

Sanow motioned to approve the 36 month contract T1 Line Agreement at \$500.00/month, seconded by Goodenow. **Stensrud:** so this contract is a year out? Do we pay now? **Stomberg:** we will pay this next year when we begin the contract. All voted in favor, motion carried.

**Capital Purchases for Highway Department**

Authorize County Engineer to advertise 2013 CIP projects and set bid dates as project plans become available after approvals by regulating agencies. **Kanwar:** asking for each project separately delays bid approvals four to six weeks and make it harder for staff to plan after-bid steps. This will give my department flexibility to manage project timelines.

**Goodenow:** we will know when these will be going out? **Kanwar:** yes. **Anderson:** we would like a list as they are to be started.

Goodenow motioned to authorize County Engineer to advertise 2013 CIP date and set bid dates using proper procedures and timely notification to the Board, seconded by Ritter. **Stensrud:** we would like an update as projects are out for bid. **Kanwar:** yes, that will be done. All voted in favor, motion carried.

**Authorize to advertise bid request for equipment purchase for Highway**

**EQUIPMENT REQUESTS FOR 2013**

**TANDEM TRUCK** APPROXIMATE COST

ESTIMATED TRADE-IN UNIT #18- 2002 INT

290,000 MILES

NOTES: BOX RUSTING OUT

AIR COMPRESSOR REAR BOGGIES BAD JAKE BRAKE ISSUES

<b>3/4 TON PICKUP CREW CAB- 4 WHEEL DRIVE</b>	APPROXIMATE COST	\$35,000.00	
VEHICLE FOR ROAD SUPERINTENDENT	EST. TRADE-IN OF 2002 3/4 TON FORD PICKUP	-\$1,500.00	<b>\$33,500.00</b>

AND KEEP EXISTING SUPERINTENDENT PICK-UP

<b>1/2 TON PICKUP CREW CAB 4 WHEEL DRIVE</b>	APPROXIMATE COST	\$30,000.00	
VEHICLE FOR ASSISTANT ENGR.	ESTIMATED TRADE-IN OF 1998 CHEV. EXT. CAB 4X4	-\$1,000.00	<b>\$29,000.00</b>

158,000 MILES

NOTES: BODY IN BAD SHAPE-DOOR CAVED IN

<b>1/2 TON PICKUP REGULAR CAB 2 WHEEL DRIVE</b>	APPROXIMATE COST		<b>\$20,000.00</b>
	NO TRADE-IN - REPL FROM COTTONWOOD FIRE		

TOTAL EQUIPMENT		<b>\$277,500.00</b>
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MN SALES TAX AT 6.5%		<b>\$18,037.50</b>
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GRAND TOTAL		<b>\$295,537.50</b>
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<b>2013 EQUIPMENT BUDGET</b>		<b>\$310,000.00</b>
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155,000 MILES ON TRADE IN PICK-UP NOTES: RUSTING OUT

**Anderson:** we are looking to putting the tandem trucks on the same schedule as the purchases we made as a result of the Cottonwood fire (look for a 60 day delivery) and to have specs set up for our purchases. Also, to have our pickup bids with local dealers. **Ritter:** if we package these purchases together we will get a better deal. Discussion on truck specs for purchase and current pickup pool.

**Anderson:** from this discussion, the consensus is to change the ½ ton 2WD to a 4WD, and to allow bids to be ordered out? **Goodenow:** but if we order out can we get that in 60 days? **Stensrud:** the last time we ordered out it took 8 months to get the vehicles. **Ritter:** I just want price comparisons. **Stensrud:** if we do this both ways, then are opening up a much longer time to get the bids in. **Anderson:** I like to see the vehicles acquired and on the road in a timely manner. **Ritter:** I like to see the connection with local vendors. **Stensrud:** we should keep the bids open to vendors outside of town and I want to see the 60 day time frame.

Stensrud motioned to approve the equipment purchase request for the highway and change ½ ton 2WD truck to a ½ ton 4WD, bid the three pickups, and the tandem dump truck with a 60 day delivery, seconded by Ritter. All voted in favor, motion carried.

**Suhail Kanwar:** Request to improve Lyon County Signage directing to Highway/Public Works. The current signage is not professional in appearance. The proposed sign improvement will be a two sided sign costing less than \$1,000.

**Cottonwood Library Letter**

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The City of Cottonwood is currently working on a grant application to the Otto Bremer Foundation in order to assist the City with funds for their share of the proposed Cottonwood Library Project. In addition to the expenditures needed for building repairs, they will also be including the costs of new furnishings and equipment and the Library costs of the grant application.

Stensrud motioned for Chair to sign letter of support for the Cottonwood Library project, seconded by Sanow. All voted in favor, motion carried.

**Stomberg-Open Assistant County Engineer Position internally (tabled from 1/8/13)**

Kanwar: as per discussion on August 21<sup>st</sup> meeting promoting within for the Assistant County Engineer position. Stomberg: we have committed to hiring a Project Engineer (interviews to be held on January 28<sup>th</sup>). The question today is do we want to open up an Assistant County Engineer, move the current Project Engineer to Assistant County Engineer and not backfill the vacated Project Engineer? The county will have one Project Engineer, one Assistant County Engineer, and two Engineering Techs. **Goodenow**: we are promoting moving our current Project Engineer to the salary position of Assistant Engineer. **Sanow**: what is the advantage of an Assistant County Engineer over a Project Engineer, and what are the costs to the county? **Goodenow**: as far as costs, the promotion will mean moving into a new pay range, but there will be no overtime costs. **Kanwar**: our current Project Engineer looking to this position has been working here for 5 years and has done very well. We have set up this path to help him. **Sanow**: does the county have steps? **Stomberg**: we have a merit system based upon performance. This position would be exempt from overtime which may be significant this upcoming construction season. **Kanwar**: I request this be opened internally, but will accept outside posting.

Ritter motioned to open the Assistant County Engineer position externally, seconded by Goodenow. **Sanow**: so we are moving forward with the Project Engineer interviews as well? **Stomberg**: we will move forward with the Project Engineer interviews and hold off with offering the position until we determine what path to take with the Assistant County Engineer hire. All voted in favor, motion carried.

**10:05-10:15-----Break**

**Approval of Grant Application for Ag Society Pat Verly, Wally Wichmann, and Justin Schultz**

The AG Society is proposing to apply for a Legacy grant (\$50,000 max – competitive grant) to construct a hoop building 60'X80' to hold free stage events during the fair. We have another grant that is provided to all fairs in the state in the amount of \$7,368.00 to be used for new construction or entertainment. The hoop building is to be located between the Commercial Exhibit Building and Poultry Rabbit Barn. The grant request includes all costs (building, cement, electrical). Request for Board to apply for the grant as the building will be located on the fairgrounds. This building will be versatile, bright, cool, and can be used for many, many things. The project total is \$43,013.61. The deadline for the grant is January 31<sup>st</sup>, 2013.

Discussion on the building and its location in the fairgrounds. **Stensrud**: the location as to where this building sits is still not set in stone. **Anderson**: do we have a cost/coverage estimate for insurance through MCIT? **Stomberg**: not at this time. **Goodenow**: what about maintenance of this building? **Wichmann**: it has a 15 year expected life span.

Goodenow motioned to approve and apply for the hoop building grant and provide a letter of support for the hoop barn, seconded by Ritter. **Goodenow**: I would like to see this brought to the Fair Board meeting. They may write a letter of support as well.

All voted in favor, motion carried

**Appointment of the positions of Auditor-Treasurer and County Recorder (tabled from 1/8/13).**

Stomberg presented information on the legislation process and neighboring counties progression on this topic. Lyon County worked with Kandiyohi and Swift counties to move this forward in the legislative process. It did not progress past the Senate in last year. Lyon County may join with a ten-county group to get the bill presented in this legislature this year. **Ritter/Stensrud**: agree that the county should move forward with this. **Anderson**: after talking with Senator Dahms, we need to have public meetings on this. **Sanow**: how many meetings, one or more? **Anderson**: we should have several throughout the county. **Ritter**: I agree, we should do this in several locations within the county and have a dates set up for these public hearings. The County Administrator could find out as to when these bills will be presented to the legislators. **Stomberg**: to keep options open, I suggest we move on these public meetings before the first Board meeting in February. This is an involved process and the public meetings are a first step. **Goodenow**: this does more than just determine appointment or election, it will also change is the job functions of the Auditor and the Treasurer. This will increase flexibility and functionality in the offices. **Anderson**: is this something that should set to referendum like Swift county? **Stomberg**: if this goes to referendum, it would be a 2014 vote. The county could not begin to implement the A/T appointment process until 2018 because the officials elected in 2014 would have to serve their term.

The Board requested County Administrator Stomberg to schedule five dates at five different locations within the county and allow Commissioners to attend the locations of their choice, with a minimum of two Commissioners at each meeting. Locations for public meetings on this topic are Russell, Tracy, Cottonwood, Minneota, and Marshall.

**Authorize advertise, interview, and conditional offer to hire an Appraiser for the Assessor's Office (tabled from 1/8/13)**

Currently Lyon County has an Assessor and Appraiser. Carolyn Runholt is technically an Assistant Assessor. When current county assessor retires, the city assessing could be included in county assessing. **Anderson**: do we talk to the city of Marshall and have a County/City Assessing Program? **Sanow**: The city currently has three positions and is interested to transition over the next several years to a countywide assessing program. **Goodenow**: the trend is to combine these types of services and not have a separate county/city assessing.

Discussion on staffing needs if offices combine. **Stomberg**: if we move forward with this decision, we want to hire an Appraiser by April 1, 2013 which would be aggressive. **Anderson**: we have prepared for this and have funds in our budget. **Stomberg**: if board desires, we can negotiate with the city and open up this conversation more formally, but the Board need to direct this. **Stensrud**: I would like to see the Administrator begin the process to combine city and county

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Assessing. **Goodenow:** we can ask the County Administrator to write a letter on the Board's behalf and present to the City of Marshall to bring this to a higher level.

Stensrud motioned to authorize County Administrator's office to advertize for an appraiser for the Assessor's office, seconded by Ritter. All voted in favor.

Goodenow motioned for Board Chair and County Administrator to write a letter to consider/request combining Assessing/Appraiser county program with the City of Marshall, seconded by Ritter. All voted in favor, motion carried.

**Committee Appointments**

HHS Committee appointments are also the alternate and main delegate for Southern Prairie Community Care.

Soil & Water Committee: Rick Anderson will be alternate for the Liaison Committee.

New Committees/Appointments

Investment Committee: Steve Ritter and Rodney Stensrud

Insurance Committee: Steve Ritter and Rick Anderson

Cottonwood Shop Committee (New): Rodney Stensrud and Charlie Sanow

SWEMS- will be appointed in mid-April

Appointments

Park Board Committee: Janice Petersen from Lynd, Gaylen Boerboom from Minneota, re-appoint Ron Prorock from Marshall

Planning & Zoning: Dave Sturrock

Extension Committee: re-appoint Diane Konjura, and appoint Kris Wegner, and looking to appoint the vacancy left by Dave Sturrock.

**Review Meeting Schedule**

**Commissioners Report**

Goodenow: Library Board update

Anderson: Insurance Committee update; Southern Prairie Community Care updates-budget information and intern hire; Extension Office hire with February 7<sup>th</sup> recommendation-plan to have hire in place by March 1, 2013; Area II and RCRCA update

**11:30am** Ritter motioned to move to closed session for performance evaluations for County Assessor, Public Works Director, and Director of Facilities, seconded by Stensrud. All voted in favor, motion carried.

**12:40pm** Board moved out of closed session

Ritter motioned to set 2013 salary for Suhail Kanwar Public Works Director; performance unsatisfactory and salary to remain unchanged at \$101,376 with 360 Eval and PIP to review in April, seconded by Stensrud. All voted in favor, motion carried.

Anderson motioned to set 2013 salary for Dean Champine County Assessor – performance found satisfactory with salary set at \$74,255.79, seconded by Sanow. All voted in favor, motion carried.

Stensrud motioned to set 2013 salary for Ron Krause Director of Facilities – performance found satisfactory with salary set at \$65,814.00, seconded by Ritter. All voted in favor, motion carried.

Sanow updated the Board on the taxation of the Marshall Cemetery.

Anderson updated the Board on the possibility of Lincoln County sharing VSO Services, and possible sharing of County Engineer position in the future.

Ritter motioned to adjourn, seconded by Sanow.

Meeting adjourned.

Upcoming Meetings:

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

2/19/13..... JD #6 Fairview at 3:30pm CR 1&2

**WARRANTS FOR PUBLICATION**

Warrants Approved On 01/15/13 for Payment on 1/10/13

<u>Vendor Name</u>	<u>Amount</u>
COMPUTER PROFESSIONALS UNLIMITED INC	\$ 4,678.88
COTTONWOOD COUNTY SHERIFF'S OFFICE	35,746.41
GREAT PLAINS NATURAL GAS CO	8,433.40

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LYON COUNTY	8,282.01
LYON-LINCOLN ELECTRIC COOP INC	4,977.72
MARSHALL AREA CHAMBER OF COMMERCE	2,500.00
MN DEPT OF TREASURY	2,496.00
REDWOOD COUNTY SHERIFF	10,420.31
ROCK COUNTY SHERIFF'S OFFICE	40,000.00
SECURE BENEFITS SYSTEMS	5,131.07
SW WC SERVICE COOPERATIVES	109,125.50
UNITED HEALTHCARE INSURANCE COMPANY	3,944.66
US BANK NA	783,725.00
WAKEFIELD M.A./HOLLIDA	2,600.00
YELLOW MEDICINE COUNTY SHERIFF	40,000.00
Payments less than 2000	2,819.54

Final Total: \$ 1,064,880.50

Warrants Approved On 1/15/2013 For Payment 1/16/2013

<u>Vendor Name</u>	<u>Amount</u>
ARCHER COMPANY LLC/THE	\$ 8,250.00
COTTONWOOD CO-OP OIL COMPANY	3,218.08
D & G EXCAVATING, INC	3,789.03
FARMERS COOP ASSN	21,452.00
JOHNSON FEED INC	3,466.83
LYON COUNTY AUDITOR-TREASURER	5,542.00
MN COUNTIES INTERGOVERNMENTAL TRUST	3,294.00
NORTHERN BUSINESS PRODUCTS INC	2,491.26
PRAIRIE PRIDE	24,527.55
ROCK COUNTY TRANSFER STATION	6,380.00
RURAL MINNESOTA ENERGY BOARD	2,000.00
SCHUNEMAN EQUIPMENT CO.	9,640.46
THOMPSON EXCAVATING	4,994.00
WESTMAN FREIGHTLINER	2,501.11
50 Payments less than 2000	19,162.50

Final Total: \$ 120,708.82

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Rick Anderson - Chair

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Attest: Loren Stomberg  
Lyon County Administrator