

LYON COUNTY BOARD OF COMMISSIONERS
APPROVED MINUTES
April 30, 2013

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

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

Agenda Additions: Accept and approve bid for Cottonwood property sale, and accept and approve resolution to extend contract for Public Works Director.

Goodenow moved to approve agenda with additions, seconded by Sanow. All voted in favor, motion carried. No conflict of interest identified.

Stomberg

Consider the bid of \$27,500 for the purchase of the former Cottonwood shop building.

Bids on the property were received on April 24th. Three bids were received, the highest bid from WED LIMITED, LLS was in the amount of \$27,500.

RESOLUTION FOR THE SALE OF THE SURPLUS REAL PROPERTY
IN COTTONWOOD, MINNESOTA

WHEREAS, Lyon County did offer at public on bids the real estate located in the County of Lyon, State of Minnesota, which is legally described as follows:

All that part of Lots 1, 2, 3 and 4 of Geo. Anderson's Addition to the Village of Cottonwood and the NW ¼ of Section 9, Township 113 N, Range 40 W of the 5th Principal Meridian in Lyon County, Minnesota described as follows:

Beginning at a point on the north line of Main Street which is 50 feet north of the east and west quarter line and 621 feet west of the southwest corner of Block 18 of Tyler & Schutz 2nd Addition to the Village of Cottonwood and running thence west and parallel with east and west quarter line a distance of 271 feet; thence at right angles north a distance of 300 feet; thence at right angles east a distance of 271 feet; thence south at right angles a distance of 300 feet to the place of beginning, containing 1.9 acres.

RESERVING UNTO THE COUNTY OF LYON ALL IRON ORE AND OTHER VALUABLE MINERALS IN AND UPON THE LANDS, WITH RIGHT TO EXPLORE FOR, MINE AND REMOVE THE IRON ORE AND OTHER VALUABLE MINERALS.

WHEREAS, the Lyon County Board of Commissioners on April 24, 2013, did receive a bid of \$27,500.00 from WED Limited, LLC; and

WHEREAS, The Lyon County Board of Commissioners needs to appoint and authorize officers of Lyon County to execute the needed legal documents to transfer title to the property;

NOW, THEREFORE, BE IT RESOLVED, that the Lyon County Board of Commissioners accepts the bid of WED Limited, LLC in the amount of \$27,500.00 and authorizes the Chairman of the Lyon County Board of Commissioners and the Lyon County Administrator to execute a limited warranty deed and any and all documents required to complete the transaction of transferring title of the property to WED Limited, LLC, or its assigns.

Dated this 30 day of April, 2013.

Stensrud motioned to accept bid of \$27,500 from WED LIMITED, LLS, seconded by Ritter. All voted in favor, motion carried. (*Resolution 13-13 on file in County Administrator's Office*)

HR

Appraiser Position Hire

On April 12th and 16th, interviews were conducted for the Assistant Appraiser position. The interview committee recommends the following:

Request approval to hire Brienna Beierman as the full time Lyon County Assistant Appraiser on or around May 14, 2013. This position is at a pay grade 5 with a starting wage of \$16.35.

Goodenow motioned to approve the Lyon County Assistant hire at \$16.35/hr with a start date on or around May 14, 2013, seconded by Stensrud. All voted in favor, motion carried.

Administrative Tech Assistant Hire

Administrative Tech Assistant interviews and background checks were held on Friday, April 24th. Tegan Laleman has accepted the position pending Board approval.

Request Board approval to set Tegan Laleman at the mid-range of pay grade 4 at 16.04/hr on or around May 14, 2013.

Goodenow motioned to hire Tegan Laleman at \$16.04/hr with a start date on or around May 14, 2013, seconded by Anderson. All voted in favor, motion carried.

County Intern Hires

HR was approached regarding the possibility of an internship in the A/T or Finance Department of the County. Interns have been hired in the past to assist with special projects directed by A/T.

Request Board approval to hire Skyler Stensrud as Intern for Lyon County Auditor Treasurer, on or around May 13th with an end date on or around August 16th. Skyler is currently a Jr. at Mankato State University majoring in Accounting. Rate of pay is \$10.00/hr with expected 25-30 hours per week.

Goodenow motioned to hire Skyler Stensrud as A/T Intern at \$10.00/hr with a start date on or around May 14, 2013, seconded by Ritter. All voted in favor, motion carried.

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Request Board approval to extend Hannah MacArthur as the Administrative Intern beyond the May 10th previous approved end date to August 30th. Ongoing hiring activity and receptionist responsibilities have re-enforced the need for front line assistance in the Administrator's office. Rate of pay is \$10.00/hr with expected 20-25 hours per week.

Stensrud motioned to approve hire extension to Hannah MacArthur as Administrative Intern to approximately August 30th, seconded by Sanow. All voted in favor, motion carried.

Shift Sergeant Hire

Interviews for Shift Sergeant were held on April 23rd. The interview committee recommends the following: Brandon Athen to hire as Shift Sergeant. Mr. Athen's starting wage as Shift Sergeant is \$19.39, the base pay rate for pay grade 10.

Goodenow motioned to hire Brandon Athen as Shift Sergeant at \$19.39/hr, seconded by Stensrud. All voted in favor, motion carried.

Goodenow: are we going to move forward with the hire of the Parks Manager at this time, given that we will have a change in Public Works? **Anderson:** I feel we can move forward with the Parks Manager position with the PW Director position open.

9:50-10:00----- Resignation of Public Work Director

Addendum to Public Works/County Engineer Employment Agreement

This Addendum to May 19, 2009, Employment Agreement is solely intended to clarify the four-year term of employment set forth in the Employment Agreement between Lyon County ("Employer") and Suhail Kanwar ("Employee") and shall become effective as of today, April 29, 2013. The Employment Agreement signed by the parties on May 19, 2009, is attached and made a part of this document.

The parties, at the time of negotiating and entering into the previous Employment Agreement during May 2013, intended that Employee's appointment to a four-year term as County Engineer pursuant to Minnesota Statute, section 163.07, would begin June 1, 2009, and end on May 31, 2013. The Employment Agreement previously signed mistakenly provided for a May 1, 2009, beginning date. Therefore, the Employer and Employee hereby agree to the following:

Section 2. Term, paragraph A, shall be modified to provide:

- A In accordance with Minnesota Statute 163.07, Kanwar shall be appointed for a period of four years beginning June 1, 2009. Subsequent reappointments will be made for a period of four years.

The above amendment is the only change to the Employment Agreement. All other terms and conditions of the Employment Agreement shall remain in full force and effect.

Sanow motioned to extend the addendum for the PW employment agreement, seconded by Goodenow. All voted in favor, motion carried.

Ritter moved to accept resignation of PW Director effective May 21st, seconded by Stensrud. All voted in favor, motion carried.

Discussion- **Stomberg:** Aaron VanMoer is willing to take interim PW Director. **Stensrud:** I would like a day to discuss planning for this process. **Goodenow:** what would temporary person do...do we need outside consulting to work with our interim? **Stomberg:** In 2007/2008 we did appt. Seth Storm as interim when our previous PW director left. We need to appoint someone with an engineer license as interim. **Stomberg:** we need someone appointed by May 23rd. **Stensrud:** I have no problem appointing Aaron VanMoer as our interim for the time being until we decide what to do, month by month, or until we hire someone permanent. **Goodenow:** can we have this negotiated before the next meeting? **Ritter:** let's be ready to make a decision next week. **Anderson:** we will have a discussion on the position for the PW director at our next Board meeting.

Ritter: I request the plan for the money from the sale of Cottonwood property be on the next Board agenda. Also, I want to be on the committee for the Personnel Policy. **Sanow:** I volunteer to sit on the Personnel Policy committee as well.

Sanow commended Human Services and County Veterans Services office on assisting with the relocation of a local veteran.

Ritter motioned to adjourn, seconded by Stensrud. All voted in favor, meeting adjourned.