

**LYON COUNTY BOARD OF COMMISSIONERS
 COMMISSIONERS ROOM 1 & 2
 LYON COUNTY GOVERNMENT CENTER
 June 4, 2013**

9:00-9:05-----Pledge of Allegiance to the Flag;

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

GIS Coordinator Brad Digre was introduced to the Board.

Addition to the Agenda: Ritter motioned, seconded by Stensrud to approve agenda with addition of Deputy John Gillquist Resignation and backfill, Agreement with SWHHS Bomgard Software project, Lincoln, Pipestone Rural Water Commissioner Appointment, JD 31 L&L discussion, remove subordination policy agreement and replace it with a vendor change from last week's warrants, Webinar with Agenda.net. All voted in favor, motion carried.

Identify any Conflict of Interest- none identified

	Per Diems	Mileage
Anderson	\$ 200.00	\$ 111.87
Goodenow	\$ 150.00	\$ 90.40
Ritter	\$ 190.00	\$ 90.40
Stensrud	\$ 100.00	\$ 119.21
Sanow	\$ 100.00	\$ 0.00

Consent Agenda:

1. Approve Minutes from 5-21-2013
2. Approve Commissioner Warrants 133702-133774 dated 06/05/13 in the amount of \$186,142.42.
3. Approve Auditor Warrants 133665-133682 dated 05/30/13 in the amount of \$18,221.82; warrants 133657-133663 dated 05/24/13 in the amount of \$2,336,809.09; warrants 133624-133656 dated 05/23/13 in the amount of \$203,547.02.
4. Approve Per Diems & Expenses

Goodenow motioned, seconded by Sanow to approve consent agenda items 1, 3 and 4. All voted in favor, motion carried.

Claim Adjustment

Administrator Stomberg discussed a claim for an appropriation for the Lyon County Historical Society. Anderson motioned, seconded by Ritter to amend commissioner warrants so \$2,100 will go to Wheels Across the Prairie and \$26,000 will go to the Historical Society and the payments will also be moved to quarterly payments in 2014.

Commissioner Warrants

Goodenow motioned, seconded by Ritter to approve the commissioner warrants. All voted in favor, motion carried.

Bomgard Software

Administrator Stomberg discussed the Bomgard software through SWHHS. Bomgard is a software product that allows the IT department the ability to access and fix computer problems from remote locations. This feature will allow IT the ability to keep our systems up while working at other SWHHS campuses. The software meets Federal government security standards for data privacy. Lyon County's cost share is \$3,829.37 (45%) with SWHHS (45%) and Lincoln County (10%). Commissioner Anderson said that it would be a time savings. Ritter said it was more security and less chance of hacking, we can work as a partnership.

Stensrud motioned, seconded by Ritter to enter into an agreement with SWHHS with Bomgard software at a cost of \$3,829.37. All voted in favor, motion carried.

Lincoln Pipestone Rural Water Reappointments

Administrator Stomberg discussed the reappointment of 3 Lincoln Pipestone Rural Water Board members. All 3 would be reappointments for 4 year terms. Goodenow wanted to know how many terms each has been on the Board. Stomberg said that Jerry Lonneman has been on the Board since 1999, Joseph Weber since 1986 and Rod Spronk since 1990. Stomberg has been contacted by LPRW and they are going to come and meet with the Board at a later date.

Stensrud motioned, seconded by Goodenow to approve the resolution 15-13 reappointing Jerry Lonneman, Joseph Weber and Rod Spronk to 4 year terms to the Lincoln Pipestone Rural Water Board. All voted in favor, motion carried. Resolution 15-13 is on file at the County Administrator's office.

Construction Update- Aaron VanMoer

Update on CSAH 10 concrete surfacing job- Engineer VanMoer said the construction company has been rained out and is about a week behind but intends to start putting concrete down on Thursday. They plan on working long days and Saturdays to get the project done by July 4 and are starting at the west end.

Twin Lakes Park Road discussion- Engineer VanMoer said they intend to do the dirt work for this road in 2013 and complete the paving in 2014, that way it has a good period to settle. They also plan on building the grant eligible component this fall, pave county road 51 and build a park road for the campsite loop in 2014. Ritter wanted to know if the loop in the campground will be gravel or paved but VanMoer said there has not even been a cost estimate yet and it will be a decision made next year. Stensrud asked if the bathroom will it be a storm shelter and Anderson said he thought the one they looked at is built for a storm shelter.

Camden to Marshall Bike Trail- VanMoer said the survey has been wrapping up and they have been checking records for land acquisition purposes. We will have preliminary plans by the end of this month and could have a project award by this fall.

**LYON COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS ROOM 1 & 2
LYON COUNTY GOVERNMENT CENTER
June 4, 2013**

Highway Maintenance Activities- Engineer VanMoer updated the Board on the maintenance activities through the fall. The Highway department plans on 1 week remaining of crack filling, 4-6 weeks to re-gravel the county gravel roads, 1-2 weeks to disc and blade county gravel roads, all summer and fall will be mowing ditches and spraying, 2-3 weeks of patching, first 2 weeks in August will be seal coating, later this summer they will haul gravel for the Camden bike trail. They also have 6 culvert repairs and 2 culvert replacements, water retention maintenance, 2 weeks of sand hauling for winter sanding and shouldering in the fall. Ritter wanted to know how many miles of seal coating they had, VanMoer said they are planning for 10-15 miles.

JD 13 L&L and JD 31 L&L- Todd Hammer

JD 13 L&L and JD 31 L&L conference call with Lincoln County to appoint one Commissioner from Lyon County to the Joint Boards.

Goodenow motioned, seconded by Stensrud to appoint Commissioner Sanow to JD 31 Board. All voted in favor, motion carried. Lincoln County voted in favor to appoint Commissioner Sanow to JD 31 Board.

Goodenow motioned, seconded by Stensrud to appoint Commissioner Sanow to JD 13 Board. All voted in favor, motion carried. Lincoln County Voted in favor to appoint Commissioner Sanow to JD 13 Board.

Lincoln County Commissioners also informed the Lyon County Board of a joint meeting on June 24 at 9:00 am in Ivanhoe.

**Roger Schroeder
Garvin Park Horse Camp**

Environmental Specialist Roger Schroeder asked the Board to accept the low quote from Hebig's electric for installation of campground electrical services at the Garvin Park Horse Camp. 5 quotes were received from Lyon County Electricians for the campground that will serve 17 sites, 9 of them will be new. \$13,000 will come from MN Horse Council. Anderson was wondering why there were so many 200 amp services and Schroeder said they wanted to plan for any future expansion and when he met with the state electrical person that was his recommendation.

Goodenow motioned, seconded by Ritter to accept the low quote from Hebig Electric of \$13,200 to put electrical sites in the horse campground in Garvin Park. All voted in favor, motion carried.

Revised Twin Lakes Park concept

Schroeder informed the Board of a joint meeting with the Park Board on June 20 at 7:00 p.m. for the Twin Park concept drawing of Twin Lakes Park. Commissioner Anderson gave an update on the property. Ritter asked if the campground host will have a designated site with hookups and Schroeder said the original plan was to have every site with water, sewer and electric hookups. Stensrud and Goodenow discussed the bathroom being a storm shelter and eventually having a siren for severe weather.

10:00-10:10-----Break

**Administration- HR
Claim Vendor change**

Administrator Stomberg discussed a claim that was made to Minneota/Taunton VFW for \$172 for a Veterans Town Hall meeting and it should have been to the Minneota Mascot.

Stensrud Motioned, seconded by Goodenow to change the vendor name from Minneota/Taunton VFW to the Minneota Mascot. All voted in favor, motion carried.

Replacement of Deputy

HR Director McDonald presented a resignation from Deputy John Gillquist. She requested that the County Board accept resignation of John Gillquist and authorize HR to fill the position.

Goodenow motioned, seconded by Stensrud to accept resignation of Deputy John Gillquist. All voted in favor, motion carried.

Goodenow motioned, seconded by Ritter to authorize HR to start the hiring process. All voted in favor, motion carried.

Revised Policy Manual Carolyn McDonald

HR Director McDonald explained the purpose of the policy manual and discussed the process of changing the policy manual. The Board would like the disclaimer section to be reviewed by an employment law attorney.

Goodenow said that he would like public health, human services and other joint powers to be listed with the organizational chart. It will help to make it clear that while they are a part of county government, they are not directly employed by Lyon County.

The Board discussed the Code of Conduct policy. Stomberg said that the wording presented will not be the final wording that will be used. Attorney Maes said it is up to the Board to set the limits on accepting gifts.

Goodenow discussed having a flex time policy and a 40 hour work week. Stensrud said we expect people to be at the window when the window is open. Goodenow mentioned that some of the employees are cross trained and are able to do more than one job. Stomberg said that if there is a desire for the County board to look at the option to make a policy change, he will need to know so he can look at those costs for budget purposes. Ritter said opening at 8:00 a.m. is something to look at to make it more flexible for the public.

The Board also wanted the policy manual to state that the Board has the discretion to grant overtime hours to exempt employees.

**LYON COUNTY BOARD OF COMMISSIONERS
 COMMISSIONERS ROOM 1 & 2
 LYON COUNTY GOVERNMENT CENTER
 June 4, 2013**

Commissioner Reports

Sanow: No meetings to report on

Ritter: AMC meeting, Rural Minnesota Energy Board, Slayton Solar Farm tour on July 19

Goodenow: AMC meeting, Advance Opportunities, Southwest Regional Development, Plum Creek

Stensrud: AMC meeting, Soil & Water meeting

Anderson: AMC meeting, Policy Manual meeting, Southern Prairie, Radio Board

Agenda.Net Software

The Board watched a web/conference call presentation for Agenda.Net, an automated agenda meeting minute management system. The Board would like Stomberg to do more research on the software. Ritter said a good goal would be to start this program at the first of the year.

Anderson mentioned that there is a Historical society planning grant for the HVAC system in the Historical committee.

Ritter motioned, seconded by Goodenow to adjourn at 12:25 p.m. All voted in favor, motion carried.

**Commissioner Warrants Approved On 6/04/2013 For
 Payment 6/05/2013**

<u>Vendor Name</u>	<u>Amount</u>
CARLSON/JOEL	\$ 2,500.00
D & G EXCAVATING, INC	4,324.68
HEWLETT-PACKARD COMPANY	2,879.68
JOHNSON TRENCHING CO INC	3,628.00
L & S CONSTRUCTION CORP.	68,400.00
LYON COUNTY HISTORICAL SOCIETY	26,000.00
MENARDS, INC.-MARSHALL	2,405.28
PRAIRIE PRIDE	32,021.57
SAIC ENERGY, ENVIRONMENTAL & INFRASTRUCT	2,532.68
SCHEFFLER/HERBERT L.	22,000.00
SOUTHWEST MN ARTS & HUMANITIES COUNCIL	2,000.00
WHEELS ACROSS THE PRAIRIE MUSEUM	2,100.00
61 Payments less than 2000	15,350.53
	<hr/>
Final Total:	\$ <u><u>186,142.42</u></u>

AUDITOR WARRANTS FOR PUBLICATION

**Auditor Warrants Approved On 6/04/2013 For Payment
 5/23/2013**

<u>Vendor Name</u>	<u>Amount</u>
BLUE CROSS AND BLUE SHIELD OF MN	\$ 2,460.00
JACKSON COUNTY SHERIFF'S OFFICE	59,230.66
MEDICA	2,178.00
PRAIRIE FARMS, LLP	7,560.00
SCHULER/DARLENE	12,780.00
SW WC SERVICE COOPERATIVES	100,069.50
TSP, INC.	2,400.00
UNITED HEALTHCARE INSURANCE COMPANY	4,444.13
25 Payments less than \$2000	12,424.73
	<hr/>
Final Total:	\$ <u><u>203,547.02</u></u>

**Auditor Warrants Approved On 6/04/2013 For Payment
 5/24/2013**

<u>Vendor Name</u>	<u>Amount</u>
SCHOOL DISTRICT 2167 TREASURER	\$ 216,349.68
SCHOOL DISTRICT 2902 TREASURER	68,493.57
SCHOOL DISTRICT 2904 TREASURER	166,022.31
SCHOOL DISTRICT 413 TREASURER	1,582,615.49
SCHOOL DISTRICT 414 TREASURER	190,236.58

**LYON COUNTY BOARD OF COMMISSIONERS
COMMISSIONERS ROOM 1 & 2
LYON COUNTY GOVERNMENT CENTER
June 4, 2013**

SCHOOL DISTRICT 415 TREASURER	109,598.41
SCHOOL DISTRICT 635 TREASURER	3,493.05
Final Total:	\$ <u><u>2,336,809.09</u></u>

Auditor Warrants Approved On 6/04/2013 For Payment
5/30/2013

<u>Vendor Name</u>	<u>Amount</u>
ASTAR/FRANK	\$ 2,290.00
GREAT PLAINS NATURAL GAS CO	3,234.73
TITAN MACHINERY	6,623.00
15 Payments less than \$2000	6,074.09
Final Total:	\$ <u><u>18,221.82</u></u>

Rick Anderson
Board Chairman

Attest: Loren Stomberg
Lyon County Administrator