

**LINCOLN COUNTY BOARD OF COMMISSIONERS  
MEETING MINUTES**

December 15, 2009  
Courthouse Commissioner Room  
Ivanhoe, MN 56142

The meeting was called to order at 9:00 a.m. by Board Chair, Joan Jagt, followed by the Pledge of Allegiance. Commissioners present were Joan Jagt, Curtis Blumeyer, Larry Hansen, Adam Gillund, and Don Evers. Also present were County Auditor, Kathy Schreurs and County Attorney, Glen Petersen.

Motion by Hansen, seconded by Evers, to approve minutes from the December 1, 2009 Commissioner meeting. All voted in favor.

Motion by Gillund, seconded by Blumeyer, to approve agenda items and additions. All voted in favor.

E. J. Moberg, State Auditor, reviewed the Lincoln County audit ended December 31, 2008. Motion by Blumeyer, seconded by Gillund, to accept the 2008 audit. All voted in favor.

Robert Olsen, Environmental Administrator, reported that additional negotiations had been conducted and data reviewed with Dorance Lacek regarding crop damage during repairs to JD #19. Motion by Gillund, seconded by Hansen to approve additional \$611.00 in adjusted crop damage to Dorance Lacek to paid from JD #19 Ditch Repair Account. All voted in favor.

Olsen reported that the 2009 Feedlot Report has been completed. Motion by Hansen, seconded by Evers, to accept 2009 Feedlot Report and authorize Chair Jagt to sign said Report. All voted in favor.

Olsen reported that a Public Hearing will be held on December 16, 2009 at 1:00 p.m. for reviewing and approving the preliminary Engineer's Report for and improvement of Judicial Ditch #28.

Olsen reported that a Christmas light recycling collection program has been implemented with collection sites at RTR High School, Hendricks Hardware, Ivanhoe Prairie Pride and Lake Benton Hardware.

Olsen reported that Brookings County has appropriated \$25,000.00 for 2009 and 2010 to the Lake Hendricks Lake Improvement Project.

Lee Amundson reported that SP 41-606-09, 41-611-04 and 41-613-22 bituminous overlays have been completed.

Motion by Blumeyer, seconded by Hansen, to approve Resolution 39-2009 (Final Payment) and to authorize auditor warrant when all completed paperwork has been processed. All voted in favor.

**RESOLUTION 39 – 2009  
FINAL PAYMENT**

WHEREAS, the construction of the following Bituminous Overlays projects; SP 41-606-09, SP 41-609-15, 41-609-15 & 41-611-04, has in all things been completed by Central Specialties Inc, the final contract costs being \$802,123.60, and the County Board being fully advised in the premises.

NOW THEN, BE IT RESOLVED that we do hereby accept said completed project for and in behalf of the County of Lincoln and authorize final payment as specified in said final estimate.

ADOPTED by unanimous vote this 15<sup>th</sup> day of December 2009.

ATTEST:

\_\_\_\_\_  
Joan Jagt, Board Chair

\_\_\_\_\_  
Kathy Schreurs, County Auditor

Motion by Evers, seconded by Gillund, to approve Resolution No. 40-2009 (Final Payment) and to issue Auditor warrant when all completed paperwork has been processed. All voted in favor.

**RESOLUTION 40 - 2009**  
**FINAL PAYMENT**

WHEREAS, the construction of the following Bituminous Overlay project; SP 41-613-22, has in all things been completed by Central Specialties Inc, the final contract costs being \$1,223,845.17 and the County Board being fully advised in the premises.

NOW THEN, BE IT RESOLVED that we do hereby accept said completed project for and in behalf of the County of Lincoln and authorize final payment as specified in said final estimate.

ADOPTED by unanimous vote this 15<sup>th</sup> day of December 2009.

ATTEST:

\_\_\_\_\_  
Joan Jagt, Board Chair

\_\_\_\_\_  
Kathy Schreurs, County Auditor

Don Sandberg, a representative from the City of Lake Benton Chamber of Commerce, requested consideration to approve a portion of Center Street being used for vendor fairs every Saturday during the months of June, July and August. As Center Street is under the jurisdiction of the Highway Department, the request was referred to the Highway Engineer.

The Board reviewed proposed changes to the Fee Schedule. Motion by Evers, seconded by Hansen to approve the following Fee Schedule effective January 1, 2010. All voted in favor.

**FEE SCHEDULE**  
**LINCOLN COUNTY**  
**Effective January 1, 2010**

**County Wide**

Fax/Scanned E-Mail Documents Outgoing (1-5 pages)		\$ 5.00
	pages after 5	\$ 1.00 ea.
Fax Incoming		\$ 2.00 ea.
Faxing Fee for Tangible Interest		\$ 10.00
Photo Copies (B&W)	8½x11	\$ .25 per side
	8½x14	\$ .50 per side
	11 x 17	\$ .75 per side
	Plat Size	\$ 5.00 per side
Photo Copies (Color)	8½x11	\$ .50 per side
	8½x14	\$ 1.00 per side
	11 x 17	\$ 1.50 per side
Computer "Print Screen"	(depends on page information)	\$1.00 - \$10.00
Shipping & Handling		Postage Costs
Computer Print-out/Set-up/Research		\$100.00 hr./\$25.00 minimum plus \$1.00 per page
Labels	Set up fee	\$ 25.00
	Labels	\$ .05 each

**General Government**

NSF Check		\$ 30.00
ACH Fee		\$ 3.00
Wire Fees		\$ 15.00
Abatement Application Fee-Valuation Only		\$ 20.00
CER Parcel Information		\$ 2.00 per parcel
Prodex map information		\$ 2.00 per parcel
Ditch Viewers Assessment		\$150.00 each
Field Card		\$ 1.00 per side
Certificate of Real Estate Value Copy		\$ 1.00 each
Estimated Market Value Certification		\$ 5.00 each
Sales Ratio Information		\$ 10.00 to \$25.00
Delinquent Tax Certification		\$ 5.00 per parcel

Special Assessment Certification	\$ 5.00 per parcel
Delinquent Tax Publication	\$ 20.00 per parcel
Confession of Judgment Setup	\$ 50.00 per parcel
Court Administrators Fee – Confession of Judgment per year	\$ 5.00 per parcel/per yr.
Tax Increment Setup	\$150.00 per district
Tax Increment Yearly Administration	\$100.00 per district
Certificate as to Taxes and Taxable Property (Full Report)	\$150.00 per certificate
Certificate as to taxes collected, delinquent & settlement (1 or 2 yr)	\$ 75.00 per certificate
Repurchase of Forfeited Land	\$ 100.00 per parcel
New Plats	\$200.00 + \$25.00/parcel
New Special Assessment (1 year)	\$ 5.00 per parcel
New Special Assessment (2 or more years)	\$ 10.00 per parcel
Complete Computer City/Twp Listing Setup Fee	\$ 50.00 per city/twp
Computer printout of list Plus shipping/handling	\$ 1.00 to \$10.00 per page \$ actual cost
Current Year / Past Year(s) Tax Certification	\$ 5.00 per parcel
Original Tax Statement Copy	\$ 1.00 per parcel
Original Prior Year Tax Statement Copy	\$ 1.00 per parcel
Duplicate Tax Statement	\$ 2.00 per parcel
Escrow Additions or Deletions	\$ 3.00 per parcel
Dangerous Dog Permit	\$ 25.00
Auctioneer License	\$ 20.00/yr
Tobacco License	\$ 50.00/yr
3.2 Malt Liquor License (On Sale – Off Sale)	\$ 50.00/each/yr/event
Liquor License (On Sale)	\$750.00/yr
Filing Fee for County Offices	\$ 50.00
Filing Fee – Soil & Water District	\$ 20.00

**Recorders**

File Profile	\$ 20.00
Record Document	\$ 46.00
Well Certificate	\$ 45.00
Passport Services	\$ 75.00 (over 16)
Passport Services	\$ 60.00 (under 16)
Passport Card	\$ 20.00
Passport Card & Book Combination	\$ 95.00 (over 16)
Passport Card & Book Combination	\$ 75.00 (under 16)
Recorder Passport Fee	\$ 25.00
** Passport Services are subject to Agency Changes	
Passport Photos	\$ 12.00
Abstracting Certification	\$ 50.00 per abstract
Entry	\$ 5.00 per entry
Name Search/Judgments	\$ 10.00 per name
Tract Index Report w/copies	\$ 40.00 per report
Research Fee	\$100.00/ hour (\$25 min.)
Faxing Fee for Tangible Interest	\$ 10.00

Off-Site Computer Access (real estate records only)

Charges for the per-minute plan:

<u>Plan (minutes)</u>	<u>Fee for Remote User (per month)</u>	<u>Overage Charge (per minute)</u>
0 - 250	\$ 50	\$.20
251 – 1000	\$100	\$.15
1001 – 3000	\$200	\$.12
3001 – 6000	\$300	\$.10
Unlimited	\$500	N/A

The charge for printing at the remote site is \$0.35 per image (this is per page, not per document #)

**Road & Bridge**

Overweight/Overwidth Moving Permit	\$ 50.00 each
Moving Buildings/Structure Permit	\$ 50.00 each

Entrance/Driveway Permit	\$ 25.00
After-the-Fact Permit Fees	(\$300.00 for non completion) Double Permit Fee (minimum \$100.00)
Plan & Specifications	\$ 25.00 minimum
Labor Additive	Cost, Sales tax, 25% Overhead

**Parks**

Chalet Rent	\$ 75.00/day
Seasonal Camping (May – October)	
Norwegian Creek (New North Sites)	\$1500.00 with sewer
Norwegian Creek (Middle Sites)	\$1400.00 with sewer
Norwegian Creek	\$ 1150.00 with elec & water
Hole-in-the-Mountain	\$ 1150.00 with elec & water
Picnic Point	\$ 1150.00 with elec & water
Overnight Camping	
Electricity	\$ 18.00/night
No Electricity	\$ 15.00/night
Tents	\$ 12.00/night

Motion by Evers, seconded by Gillund, to authorize Auditor Schreurs to issue auditor warrants for 2009 Lincoln County expenditures that are received by the County by December 31, 2009. All voted in favor.

Auditor Warrants were presented.

Motion by Gillund, seconded by Hansen, to approve the following Commissioner Warrants #9288 – #9406 for the following amounts: Revenue - \$138,446.51, Road & Bridge - \$54,933.67 and Ditches - \$6,780.65. All voted in favor.

Motion by Blumeyer, seconded by Evers, to issue duplicate warrant to Divine Providence Health Center for \$123.25. Affidavit of Lost Warrant has been received. All voted in favor.

Motion by Blumeyer, seconded by Hansen, to approve transfer of \$2,000.00 from Norwegian Creek designated account and \$3,227.44 from the Picnic Point designated account to the Parks General Revenue Account. All voted in favor.

Correspondence was reviewed and the following Committee Reports were given:

- Evers – RCRCA, Tourism, HRA, AMC Annual Convention, R & B Road Tour
- Gillund – R & B Road Tour
- Jagt – R & B Road Tour
- Blumeyer – AREA II Annual Mtg, R & B Road Tour, Public Health, AMC Annual Convention
- Hansen – SRDC, AMC Annual Convention, R & B Road Tour

Motion by Blumeyer, seconded by Gillund, to approve amendment to Resolution No. 31-2006 (Lake Benton Lake Improvement Payment Schedule). All voted in favor.

Chuck DeBates, Financial Accountant reported that James Johansen would like to donate a New Idea 517 – 7-foot snow blower to the Lincoln County Parks system. Motion by Gillund, seconded by Blumeyer, to accept donation of 7-foot snow blower from James Johansen with thanks and appreciation. All voted in favor.

The Board reviewed proposed 2010 budgets.

Motion by Evers, seconded by Gillund, to approve Resolution 41-2009 (Compensation). All voted in favor.

**Resolution No. 41-2009  
2010 County Commissioner Compensation**

**BE IT RESOLVED**, that the County Commissioner Salary for the year 2010 for Lincoln County, Minnesota, be set at **\$12,525.00 per annum**, per commissioner, and

**BE IT RESOLVED**, that the per diem payment schedule be set at **\$75.00 per day**, for authorized meetings, and

**BE IT FURTHER RESOLVED**, that said per diem payments be authorized when required by law, MSA 375.055 and 375.06, and other applicable statutes, for services by individual county commissioners on any board, committee, or commission of county government including committees of the board, or for the performance of services by individual county commissioners when required by law, and for commissioner's attendance at the following meetings:

AMC Committees/Sub Committees  
AMC Meetings  
Pollution Control  
Private Industry Council  
Health/Safety/Insurance  
Western Human Development  
LLMP Public Health  
Land Use Planning/Zoning  
Weed Control  
Daytime Activity Center  
SW Regional Development Center  
County Park Board  
Western Community Action  
Lincoln County HRA  
County Library Board  
Transportation Advisory  
Planning/Zoning  
Extension Committee  
Watersheds-Drainage  
RC&D  
RCRCA  
Regional Radio  
AREA II  
Union Negotiations  
Personnel Policy/Issues  
Water Planning  
Enterprise Development  
Road Inspection Committee  
Lincoln Lyon & Murray Human Services  
County Council on Aging  
Nutrition Project Council  
Plum Creek Reg. Library  
5<sup>th</sup> District Public Defender  
C.E.O.B. Board  
Affirmative Action  
Legislative Mtgs./Dist., Reg., State  
Windpower Comm./Sub.Comm.  
Tourism Committees  
SWCD Board  
Capital Improvements Committee  
Election Meetings  
Solid Waste-Recycle-Energy Task Force  
Finance - GASB  
LCEDC  
SW Emergency Mgmt Services

**BE IT FURTHER 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 that receipts are submitted along with said request for payment.

**ADOPTED** by unanimous vote, this 15th day of December, 2009.

ATTEST:

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Joan Jagt, Board Chair

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Kathy Schreurs, County Auditor

Motion by Evers, seconded by Hansen, to approve Resolution No. 42-2009 (Certified Levy). All voted in favor.

**Resolution No. 42-2009  
2010 Certified Levy/Budget**

**WHEREAS**, the County Auditor of Lincoln County, Minnesota, has made and submitted her estimate of expenses and revenues of said county for the year 2010, as required by law, and the county board of said county having duly examined and considered the same,

**NOW THEREFORE BE IT RESOLVED**, that there is hereby approved, the following certified levy, be ordered extended against the taxable property of said County of Lincoln for the year 2010. The detail of the County Budget is on file in the County Auditor's Office, Lincoln County Courthouse, Ivanhoe, Minnesota, and may be reviewed during normal business hours.

Revenue	\$1,681,671
Road & Bridge	\$1,015,928
Human Services	\$ 962,711
Debt Service	<u>\$ 276,780</u>
TOTAL	\$3,937,090
Plus Lake Benton LID	<u>35,000</u>
	\$3,972,090

**NOW THEREFORE BE IT FURTHER RESOLVED** that the 2010 County Budget is also approved as follows:

\*\*\*\*\*INSERT BUDGET\*\*\*\*\*

**ADOPTED** by unanimous vote, this 15th day of December, 2009.

ATTEST:

\_\_\_\_\_  
Joan Jagt, Board Chair

\_\_\_\_\_  
Kathy Schreurs, County Auditor

Motion by Blumeyer, seconded by Hansen, to approve Assistant to the Engineer and Confidential Deputy Auditor cost of living increases of \$.40 to existing salary schedules and to freeze Financial Accountant wages at 2009 salary schedule for 2010. All voted in favor.

Motion by Blumeyer, seconded by Hansen, to approve 2010 Elected and Department Head salaries as follows: All voted in favor.

<b>Position</b>	
Assessor Office Mgr. (in addition to Deputy Assessor/Appraiser Salary Schedule)	8,400
Attorney (E)	36,930
Auditor (E)	50,880
Civil Defense/Emergency Mgmt. Director	12,000
Environmental Officer	42,955
Highway Engineer	79,000
Maintenance Supervisor	40,880
Parks Manager	36,880
Recorder (E)	52,895
Safety Officer/Coordinator	3,100
Ass't Safety Officer	1,550
Sheriff (E)	60,105
Transportation Director	34,880
Treasurer (E)	47,745
Veteran Service Officer	8,650

Motion by Hansen, seconded by Gillund, to adjourn at 1:35 p.m. All voted in favor.

ATTEST: (SEAL)

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Joan Jagt, 2009 Board Chair

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Kathy Schreurs, County Auditor