

**Yellow Medicine County Board Minutes**  
December 28, 2004

Chair Jane Remiger called this regular meeting to order at 9:03 a.m. with Commissioners Lynn Anderson, Gary Johnson, Louis Sherlin, and Ron Antony present. Administrator John Chattin was also present. Robert Wolfington of the Marshall Independent and Dan McGonigle of the Granite Falls Advocate Tribune arrived shortly after convening.

**12-28-04-01** Motion by Mr. Sherlin and second by Mr. Anderson to approve the agenda with the addition of a discussion on employee evaluations. Carried.

**12-28-04-02** Motion by Mr. Antony and second by Mr. Sherlin to approve the consent agenda consisting of the December 14, 2004 regular meeting minutes, designation of the Granite Falls Advocate Tribune as the County's Official 2005 Newspaper, and reallocation/additional appropriation requests as presented. Carried.

There was some discussion on the need to publish some items in more than the official newspaper.

Mr. Sherlin reported on Western Minnesota Revolving Loan Fund, Western Mental Health, and Extension Committee. Mr. Johnson gave updates on Pioneerland Library Executive Committee, UMVRDC, Extension Committee, and Prairie V.

Lynell Sunderland, Family Services Accountant, presented year-end bills for payment.

**12-28-04-03** Motion by Mr. Sherlin and second by Mr. Anderson to approve the Social Service Warrants as presented totaling \$88,310.89. Carried.

Ms. Remiger discussed PIC and Regional Railroad meetings.

Engineer John Johnson informed the Board that he expected the Highway Department to end the year approximately \$200,000 under budget. He also submitted several reallocation requests.

**12-28-04-04** Motion by Mr. Sherlin and second by Mr. Anderson to approve the Highway Department reallocation requests as submitted. Carried.

**12-28-04-05** Motion by Mr. Anderson and second by Mr. Johnson to adopt the following resolution:

WHEREAS, the Counties of Yellow Medicine, Redwood, and Lyon, State of Minnesota, desire to enter into a cooperative agreement for the construction of SP 64-646-07 (Redwood Co. CSAH 46); SP 42-622-07 (Lyon Co. CSAH 22), and SP 87-646-07 (Yellow Medicine CSAH 46); and

WHEREAS, Yellow Medicine County approves of said agreement and all stipulations contained therein;

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of the County of Yellow Medicine that:

1. The County of Yellow Medicine enters into an agreement with Lyon and Redwood Counties for the aforementioned construction projects; and
2. The County's authorized representatives to execute said agreement shall be the County Board Chair and County Engineer.

Carried.

Engineer Johnson reviewed some of the survey results they received. The response rate of 34% was considered good. Concerns expressed were for additional weed control, gravel maintenance, and snow removal.

John Kolhei, Ditch Inspector, updated the Board on his activities. He also noted

that the Clarkfield building needs come interior painting.

**12-28-04-06** Motion by Mr. Johnson and second by Mr. Anderson to have Mr. Kolhei receive quotes and have the building interior painted an off-white color. Carried.

Mr. Kolhei also asked about the purchase of a pickup that he budgeted for 2005. He was asked to check state bid and used vehicle prices.

Ms. Remiger recessed for a break at 10:12 a.m. and reconvened at 10:20 a.m.

**12-28-04-07** Motion by Mr. Sherlin and second by Mr. Antony to approve Commissioner's Warrants, as presented, totaling \$85,132.69 and acknowledge review of Auditor's Warrants totaling \$80,883.47. Carried.

**12-28-04-08** Motion by Mr. Antony and second by Mr. Anderson to approve Springsted Inc. as the provider of personnel services, per the request for proposals, in 2005 at a not-to-exceed price of \$22,030 with the balance of \$25,000 budgeted available for additional services, if needed. Carried.

Mr. Anderson asked for discussion on employee evaluations. He felt that they should be initiated as soon as possible. Mr. Chattin noted that the Labor Management Committee (LMC) has discussed this issue, and a draft policy is available, but no action has been taken.

**12-28-04-09** Motion by Mr. Anderson and second by Mr. Johnson to have the LMC make the adoption of a performance evaluation policy a priority. Carried.

There was considerable discussion on amending the current leave donation policy. This was on the agenda primarily because an employee may be in need of additional bereavement leave and that issue was not covered in the current policy. Mr. Chattin noted that normally this issue would be handled by the LMC. The current policy also does not allow for the donation of sick leave.

**12-28-04-10** Motion by Mr. Anderson and second by Mr. Antony to replace the current Voluntary Transfer of Vacation Leave policy with a new donation of leave policy (codified as Policy 206 – Donation of Leave after the meeting) to include the following:

- Yellow Medicine County believes that reasonable measures should be taken to provide an opportunity for employees, who wish to do so, to be able to donate accrued leave to other employees who have exhausted, or are expected to exhaust, their leave.
- The County will subtract the hours (not the dollar value) of donated leave from the accrued balances of the employee making the donation and credit those hours to the requesting employee. Once a donation is made, it is irrevocable.
- Employees must donate one hour of vacation leave for every three hours of sick leave donated.
- Sick leave may be donated to extend bereavement leave, with the approval of the applicable supervisor.
- Employees may donate accrued leave to any other employee by submitting a written request to the County Auditor.

Carried, with Mr. Johnson voting against the motion.

Mr. Antony reported on ICS and the LMC.

Mr. Anderson gave updates on Prairie Country RC&D and Prairie Lakes Youth Programs. He also noted that Countryside Public Health will no longer be providing jail nursing services. He shared a preliminary architect's drawing of a possible remodeling and expansion of the jail's Huber area. A current cost estimate is \$650,000.

Ms. Remiger reviewed some of the information items on the agenda.

**12-28-04-11** Motion by Mr. Antony and second by Mr. Anderson to adjourn the

meeting at 11:11 a.m. Carried.

Witness:

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Jane Remiger, Chair

Attest:

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Carolyn Sherlin, Auditor/Treasurer