

February 25, 2014

Pipestone County Commissioner Meeting
February 25, 2014

The Pipestone County Commissioners met with Chairman William (Bill) Johnson, Commissioners Luke Johnson, Bruce Kooiman, Harold (Butch) Miller, and Jerry L. Remund. County Administrator Sharon Hanson was also present. Chairman W. Johnson called the meeting to order at 9:00 AM with the Pledge of Allegiance to the Flag.

Motion by L. Johnson seconded by Kooiman to approve the agenda. Motion carried unanimously.

CONSENT AGENDA

Motion by L. Johnson, seconded by Miller to approve the consent agenda as follows:

1. Minutes of February 11, 2014
2. Hospital Warrants in the amount of \$192,085.85

Motion carried unanimously.

FINANCE COMMITTEE MEETING

Treasurer Steve Weets and Auditor Tyler Reisch joined the meeting to discuss and present Finance Committee agenda items. Treasurer Weets presented information on Treasurer's Cash, Investment Rates and Fund Investments. Treasurer Weets informed the Board that there is \$708.30 remaining in an account for payment of dental claims when the County was self-insured with Dakotacare Dental. Since the contract with Dakotacare was discontinued at the end of 2011, there should be no more dental claims to pay out from the fund, and Treasurer Weets requested approval to transfer the funds into the General Fund. Motion by Kooiman, seconded by Remund authorizing the transfer of \$708.30 from the Dakotacare Dental account to the General Fund. Motion carried unanimously.

Auditor Reisch reviewed a delinquent tax report and answered questions.

2013 4TH QUARTER BUDGET REVIEW

Administrator Sharon Hanson reviewed with the Board the 2013 4th Quarter Budget report.

DAVE HALBERSMA – BID OPENING DATE / LINCOLN-PIPESTONE SHARED

ENGINEER CONTRACT / EMPLOYMENT CONTRACT

Engineer Halbersma reported that the final plans and funding were approved for seal coat project SAP 59-030-008 and requested that the Board set a letting date. Motion by Remund,

February 25, 2014

seconded by Miller to set letting date of March 25, 2014 at 10:00 a.m. in the Pipestone County Commissioner's Room for seal coat project SAP 59-030-008. Motion carried unanimously.

Engineer Halbersma reported that the Lincoln County Board approved the sharing County Highway Engineer Agreement between Pipestone County and Lincoln County. The Agreement provides that Engineer Halbersma will also serve as the Lincoln County Highway Engineer effective March 1, 2014 and lists the terms of the agreement regarding compensation, hours of work and time allocation, furnishings, fixtures, and equipment, duration of agreement, indemnification, and advisory committee. The duration of the agreement may be renewed for successive one year periods, with the period starting January 1st of each calendar year, and may be terminated within 90 days by either County. Motion by Remund, seconded by Miller to approve the Sharing County Highway Engineer agreement between Pipestone County and Lincoln County with the terms outlined in the contract. Motion carried unanimously.

Motion by L. Johnson, seconded by Miller to approve an Employment Agreement between Pipestone County Engineer David Halbersma and the County of Pipestone effective March 1, 2014 through December 31, 2015. Motion carried unanimously.

PERSONNEL ITEMS

Motion by Miller, seconded by L. Johnson to approve resignation of Deputy Assessor Pam Friesen effective March 3, 2014. Motion carried unanimously.

HR Coordinator Feste presented for approval a revised Deputy Assessor job description and new job descriptions for a Junior Appraiser and Senior Appraiser with two of the positions to filled in the Assessor's Office dependent upon qualifications. Motion by Remund, seconded by Kooiman to approve the Junior Appraiser, Senior Appraiser, and Deputy Assessor job descriptions and send them to the compensation consultant Rod Kelsey for point valuation. Motion carried unanimously.

HR Coordinator Feste reported that Laura Christensen was hired as a full-time Jailer/Dispatcher effective February 6, 2014, there has been a conditional job offer made for the Office Assistant/Paramedic position and the full-time Building and Grounds Maintenance Worker and part-time Jailer/Dispatcher positions are in the interview phase.

February 25, 2014

BRAD BURRIS/PETE SWANSON – BID OPENING

Pipestone County Medical Center Chief Executive Officer (CEO) Brad Burris and Plant Operations Manager Pete Swanson joined the meeting at 10:00 AM for the electrical bid opening for the Hospital Expansion Project. The following bids were received:

<i>Contractor</i>	<i>Bid</i>
Electric Construction	\$162,163.00
Electric Supply	\$245,000.00
Muth Electric	\$150,738.00
Thompson Electric	\$212,880.00

Mr. Burris and Mr. Swanson will review the bids and bring back to the Board for further action.

RESTRICTED AND ASSIGNED FUND BALANCES

Auditor Tyler Reisch reviewed the Restricted and Assigned accounts and corresponding 2013 ending balances. Motion by Remund, seconded by L. Johnson to transfer \$4,630.70 from the General Fund to the Assigned Account 01-000-2827 Radio Communications Systems bringing the ending 2013 balance to zero and eliminate the Assigned Account beginning 1/01/14.

Motion by Miller, seconded by Remund to approve the following Restricted and Assigned accounts and corresponding 2013 balances:

Account #	Description	1/1/13 Balance	12/31/13 Balance
<i>Restricted Accounts:</i>			
01-000-2750	Restricted: Missing Heirs	\$ 10,466.96	\$ 10,466.96
01-000-2752	Restricted: Law Library	\$ 34,060.38	\$ 27,660.16
01-000-2754	Restricted: Recorder Technology Fund	\$ 59,022.51	\$ 57,102.89
01-000-2755	Restricted: Recording Process Compliance	\$ 96,232.68	\$ 110,176.02
01-000-2756	Restricted: Enhanced 911	\$ 5,932.93	\$ 193,349.15
01-000-2764	Restricted: Sheriffs Contingency	\$ 1,726.92	\$ 2,396.92
01-000-2776	Restricted: Transit Operating Expenses	\$ 49,801.72	\$ 40,123.23
01-000-2779	Restricted: Probation Supervision Fees	\$ 9,883.89	\$ 7,544.28
01-000-2780	Restricted: DWI Fees	\$ 6,722.75	\$ 6,722.75
01-000-2782	Restricted: Adm Drug Forfeiture Money	\$ 8,431.50	\$ 8,431.50
01-000-2783	Restricted: Jail Canteen Fund	\$ 4,532.14	\$ 4,452.14
01-000-2785	Restricted: Permit to Carry Fees	\$ 11,289.40	\$ 15,063.95
<i>Assigned Accounts:</i>			
01-000-2802	Assigned: Elections	\$ 112,539.72	\$ 110,912.66
01-000-2805	Assigned: Buildings	\$ 107,656.90	\$ 107,656.90
01-000-2806	Assigned: Capital Improvements	\$ 360,440.68	\$ 301,176.38
01-000-2814	Assigned: Ambulance	\$ 30,000.00	\$ 60,000.00
01-000-2815	Assigned: Solid Waste/Recycling	\$ 479,376.46	\$ 465,172.14

February 25, 2014

February 25, 2014

01-000-2826	Assigned: County Septic Loan Program	\$ 55,530.34	\$ 82,829.70
01-000-2827	Assigned: Radio Communications Systems	\$ -	\$ -
01-000-2828	Assigned: Computer Software/IT Equipment	\$ 235,000.00	\$ 200,211.87
01-000-2829	Assigned: Rock River #1 Septic Loan	\$ 2,552.60	\$ 8,940.37
01-000-2830	Assigned: Prepaid Court Expense	\$ 920.98	\$ 1,013.74
01-000-2831	Assigned: AgBMP Septic Loan	\$ 2,189.36	\$ 7,931.98
01-000-2832	Assigned: Rock River #2 Septic Loan	\$ -	\$ -

Motion carried unanimously.

PLUM CREEK LIBRARY BOARD APPOINTMENT

Motion by Miller, seconded by Remund to appoint Evan Schiller to the Plum Creek Regional Library Board. Motion carried unanimously.

DAN DELANEY – RECORDS MANAGEMENT SYSTEM

Sheriff Dan Delaney joined the meeting to request approval to purchase a Records Management software system for the Sheriff's Office. This software integrates Computer Aided Dispatch (CAD), Electronic Ticket Writing, Jail Tracking, Civil Process Management, and other Law Enforcement functions. Sheriff Delaney recommended purchasing the software from Law Enforcement Technology Group (LETG) for the purchase price of \$154,800.00 and an annual maintenance fee of \$16,185.00. Motion by Miller, seconded by Remund authorizing purchase of the Records Management software system from LETG in the amount of \$154,800 with an annual maintenance fee of \$16,185.00, pending final contract review by the County Attorney, with funds to be expended from General Fund and 911 Funds as determined by the County Auditor and County Administrator. Motion carried unanimously.

2014-2015 STRATEGIC PLAN

Motion by Remund seconded by W. Johnson to adopt the 2014-2015 Pipestone County Strategic Plan. Motion carried unanimously.

2014 LEGISLATIVE POSITIONS / LEGISLATIVE CONFERENCE MEETING WITH COMMISSIONER OF REVENUE

Administrator Hanson presented the 2014 legislative positions. Discussion followed on the Move MN campaign, which is promoting a new state-wide comprehensive transportation funding package to address Minnesota's \$50 billion transportation deficit. Motion by Miller, seconded by L. Johnson to officially reject the Move MN campaign resolution of support.

Motion carried unanimously.

February 25, 2014

February 25, 2014

Motion by Miller, seconded by L. Johnson to approve the 2014 Pipestone County Legislative Positions presented with the addition of Hospital Sales Tax Exemption clarification and the rejection of the Move MN campaign. Motion carried unanimously.

Administrator Hanson requested one member of the Board join her to meet with the Commissioner of Revenue at the AMC Legislative Conference to discuss concerns with new certification requirements for County Assessing staff. Consensus of the Board to appoint Commissioner Remund to attend the meeting.

Motion by Remund, seconded by W. Johnson to adjourn. Motion carried unanimously.
Meeting adjourned at 11:24 a.m.

William (Bill) Johnson
Pipestone County Board Chair

ATTEST:

Sharon Hanson
County Administrator