

January 25, 2005

Pipestone County Commissioner Meeting
January 25, 2005

The Pipestone County Commissioners met with Chairman Larry G. Carstensen and Commissioners Luke Johnson, Jerry Remund, Jack Keers and Human Resources Director Judy Oldemeyer clerking the meeting. Commissioner Marvin Tinklenberg absent. Also in attendance was County Coordinator Sharon Hanson. Chairman Carstensen called the meeting to order at 9:00 AM with the Pledge of Allegiance to the Flag.

Motion by Remund, seconded by Johnson to approve the agenda as amended. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

Motion by Remund, seconded by Keers to approve the minutes of January 11, 2005 as amended. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

COUNTY COORDINATOR POSITION RESOLUTION

Motion by Keers, seconded by Remund to adopt Resolution No. 59-11-2005 creating the Office of Pipestone County Coordinator pursuant to Minnesota Statutes 375.48 and 375.49 and establishing the County Coordinator as the Clerk of the Board in accordance with M.S. 375.49, Subd. 2. Ayes: Keers, Remund and Carstensen. Nays: Johnson. Absent: Tinklenberg. Motion carried. A complete copy of Resolution 59-11-2005 is available for public review during regular business hours in the Auditor's Office.

NOTARY RECORDING FEE AS AUDITOR WARRANT

Motion by Keers, seconded by Remund to pay the Treasurer's Notary Recording Fee as Auditor Warrant. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

PIPESTONE COUNTY DAY AT THE CAPITOL

Pipestone County's Day at the Capitol was tentatively set for March 2, 2005. County Coordinator Sharon Hanson will confirm the date with Commissioner Tinklenberg and AMC.

January 25, 2005

1

January 25, 2005

VIDEOTAPING COMMISSIONER MEETINGS

Commissioner Johnson reported on his research into videotaping Board meetings. The Commissioners decided to explore the topic further.

HIGHWAY DEPARTMENT COMPUTER PURCHASE REQUEST

Motion by Keers, seconded by Johnson to approve the request from the Highway Department to purchase five replacement Dell computers and a flat screen for \$5,639.18. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

FLAT TRACKERS PROOF OF INSURANCE

Chairman Carstensen reported that the Pipestone County Flattrackers had obtained the necessary insurance coverage which had been approved by County Attorney James O'Neill.

COUNTY COORDINATOR UPDATE

County Coordinator Sharon Hanson presented an update of her activities in her first week of employment and her plans to meet with various officials in the future.

COMMITTEE REPORTS

Commissioner Keers reported on a Rural Minnesota Energy Task Force meeting. Commissioner Johnson reported on a District 8 Land Use/Environmental Board meeting. Commissioner Remund reported on the AMC New Commissioner training, EDA, Extension and Southwest Mental Health meetings. Chairman Carstensen reported on attending the presentation of the new ambulance in Jasper, meetings of the Minnesota Hospital Association, Plum Creek Library, Extension, Southwest Solid Waste Commission, and the MCIT Risk Management Training.

FAIR BOARD UPDATE—MARK MOELLER

Fair Board members Mark Moeller and Paul Cunningham presented an update on the Fair Board activities. Moeller reported that the fair generated revenue last year and that Bill and Doreen Thies were honored for their many years of service to the Pipestone County Fair.

January 25, 2005

Potential improvements and long-range planning for the fair building and grounds were also discussed.

PCMC PURCHASE AGREEMENT

Hospital Administrator Jody Jenner presented for approval a purchase agreement to obtain the property located at 911 Fourth Avenue Southwest in Pipestone. The agreement had been approved by County Attorney James O'Neill. Motion by Johnson, seconded by Remund to proceed with the purchase agreement. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

PERSONNEL—JUDY OLDEMEYER

Family Service Agency Director Brian Buhmann requested approval to offer the Financial Worker position at Step 8 on the pay plan. Motion by Keers, seconded by Johnson to approve offering the Financial Worker position to the candidate at Step 8 on the pay plan. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

Sheriff Dan Delaney requested approval to pay the Jail Administrator holiday pay plus the regular rate of pay for hours worked on holidays to fill vacancies. Motion by Remund, seconded by Keers that effective January 1, 2005 the Jail Administrator will be paid holiday pay plus the regular rate of pay for hours worked on holidays to fill vacancies. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

Sheriff Delaney presented information on a lock set for the Courthouse computer room. The County Coordinator will determine the budget to which the cost would be allocated.

Commissioners decided that more information is needed before a decision can be made regarding the carry-over of accumulated sick leave for an employee recently hired by the Sheriff's Office from Ashton Care Center.

Sheriff Delaney presented updated job description information for the Office Support Specialist in the Sheriff's Office. He also presented proposed job descriptions for Patrol Captain and Patrol Sergeant. Sheriff Delaney and Human Resources Coordinator Oldemeyer will meet to discuss the descriptions.

January 25, 2005

3

January 25, 2005

Human Resources Coordinator Judy Oldemeyer presented the narrative for Veterans Service Officer/Emergency Management Director/Safety Director Harlan Nepp's annual performance evaluation. Motion by Keers, seconded by Remund to approve the evaluation and grant the appropriate step increase. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

Oldemeyer presented satisfactory performance evaluations for Deputy Treasurer Pam Thies with a step increase, Deputy Auditor I Janet Bouman with a step increase, Transit Driver Donna Coleman with a step increase, Transit Driver Deanna Hoffmann with a step increase, and Transit Driver Gene Steffes with a step increase.

Motion by Remund, seconded by Johnson to approve the performance evaluation of Office Support Specialist Miriam Johnson and grant a one-step increase. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried. The decision may be revisited when job description information for the Office Support Specialist is further reviewed.

Oldemeyer reported that Transit Dispatcher/Office Assistant Lori Grogan's final day of employment was January 6, 2005. Transit Dispatcher/Office Assistant Carmen Hailey has been assigned to the vacant position effective January 7, 2005.

Oldemeyer presented a letter of resignation from Building and Grounds Maintenance Supervisor Travis Comer effective January 31, 2005. Motion by Keers, seconded by Johnson to accept the resignation. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried.

Motion by Keers, seconded by Remund to adjourn the meeting. Ayes: Keers, Johnson, Carstensen and Remund. Nays: None. Absent: Tinklenberg. Motion carried. Meeting adjourned at 12:15 PM.

ATTEST: /s/ Judy Oldemeyer
Judy Oldemeyer
Human Resources Coordinator

/s/Larry Carstensen
Larry Carstensen
Chairman

January 25, 2005

4