

February 26, 2013

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

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

Motion by Remund, seconded by W. Johnson to approve the consent agenda as follows:

1. Minutes of February 12, 2013 Commissioner Meeting
2. Hospital Warrants in the amount of \$394,726.29
3. Auditor Warrant – Linda Karchner in the amount of \$526.00 Revenue Recapture Reimbursement.
4. Set letting date for SAP 59-615-37 for March 26, 2013 at 10:30a.m.

Motion carried unanimously.

STEVE WEETS – TAX AND VALUATION STATEMENTS

Treasurer Steve Weets requested approval of two invoices from National Business Systems for postage and mailing of Property Tax and Valuation Statements in the amount of \$2,350.00 and \$2,250.00. National Business Systems would mail out both Statements on behalf of the County. Motion by W. Johnson, seconded by L. Johnson to approve payment of NBS invoices totaling \$4,600.00 for mailing and postage of Tax and Valuation statements, and authorize as an Auditor Warrant. Motion carried unanimously.

FINANCE COMMITTEE MEETING AGENDA

Treasurer Steve Weets reviewed rates and reinvestments as part of the Finance Committee Agenda. Treasurer Weets also covered the delinquent tax report.

Administrator Sharon Hanson reviewed the 4th quarter budget.

MAXIMUS COST ALLOCATION PLAN SERVICE AGREEMENT

Administrator Hanson presented a Cost Allocation Plan Service agreement between Maximus, Inc and Pipestone County which would provide for federal reimbursement recoveries as a result of federal program expense reviews. This agreement will be for year 2012 at a cost of \$3,350.00. Motion by Remund, seconded by Kooiman to approve the Cost Allocation Plan Service agreement between Maximus, Inc and Pipestone County for year 2012 in the amount of \$3,350.00 and authorize appropriate signatures. Motion carried unanimously.

IT COMMITTEE TAX SOFTWARE DISCUSSION

Assessor Joyce Schmidt, Information Technology Coordinator Bill Folger, and Treasurer Steve Weets joined the meeting to present information on pending tax software enhancements and tax software costs with any changes. Pipestone County’s current tax software through Xerox Corporation will be upgraded to a new system starting in 2017, with the current contract with Xerox ending in 2016. The following quotes were presented.

Vendor	Tax	Cama	Total
Xerox/ACS	\$91,066.00	\$96,506.00	\$187,572.00
Maintenance/Quarter Year 2017	\$8,883.00	\$3,195.00	\$48,312.00
CPUI	\$20,400		\$20,400.00 (tax only)
Maintenance/Quarter Year 2017	\$9,117.00		\$36,468.00
VanGuard		\$67,735.00	
Commercial Module		\$1,600.00	
Archive Module		\$2,200.00	\$71,535.00
Maintenance/Year		\$6,400.00	\$6,400.00

Xerox/ACS is requesting contract renewal ratification from counties by March 1, 2013 before they start developing their product. The IT Committee recommended to not renew with Xerox/ACS at this time and to continue to look at other options. Consensus of Board to not ratify the Xerox/ACS contract at this time based on IT committee recommendations.

PIPESTONE COUNTY MEDICAL CENTER PROPERTY BID OPENING

County Attorney Jim O’Neill joined the meeting. Pipestone County Medical Center (PCMC) Administrator Brad Burris and PCMC Maintenance Supervisor Pete Swanson joined the meeting to open bids for sale of PCMC property. The following bids were opened:

Item # 1 - 1001 5th Ave SW House	
Bidder	Amount
	\$1,250.00
Gary & Colleen Punt	\$17,500.00
Item # 2 - 1008 4th Ave SW House	
Bidder	Amount
No bids received	

Motion by Remund, seconded by Kooiman to award Item #1 bid for a house located at 1001 5th Ave SW to Gary and Colleen Punt in the amount of \$17,500.00 contingent on the

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\$1,750.00 down-payment being provided and authorize a purchase agreement be drafted and authorize signatures. Motion carried unanimously.

TRANSIT BUS PURCHASE

Transit Director Marc Hall joined the meeting to request approval of a Transit bus purchase for 2013. Resolution 59-26-12 provided approval for this purchase. Motion by L. Johnson, seconded by W. Johnson to authorize the purchase of a new transit bus, off the state contract, in the total amount of \$70,000 with 80% from Federal in the amount of \$56,000 and 20% from the County in the amount of \$14,000, from designated Transit funds. Motion carried unanimously.

COUNTY AUDITOR RECRUITMENT

County Administrator Sharon Hanson, Attorney Jim O'Neill, and the County Board discussed the process for filling the County Auditor position. There were five individuals that applied for the position. Discussion took place on how the screening and interview process should be conducted. Board consensus to have the Personnel Committee review applications and conduct the interviews with the addition of Deputy Auditor I Janet Bouman on the Interview Panel, with the Interview Panel to make an appointment recommendation to the full Board.

PERSONNEL

Human Resources Coordinator Cathy Feste announced that two individuals had been hired in the Sheriff's Office as part-time and on call Jailer/Dispatchers. Joshua Good began employment on February 19, 2013 and will be scheduled on an on-call basis. Brian Douty will begin employment on February 27, 2013 and will be scheduled for one shift per week and as-needed. Both of them will start on Step 1 of the Jailer/Dispatcher pay plan.

The Pipestone Chamber of Commerce Ag Committee is donating \$3,500 to the County General Fund for the purpose of expending funds for the Seasonal Program Assistant for the County Extension department. Motion by Remund, seconded by L. Johnson to accept the donation in the amount of \$3,500 from the Pipestone Ag Committee and continue the Seasonal Program Assistant position for the Pipestone County Extension Office. Motion carried unanimously. Consensus of the Board to bring back a recommendation from the Extension Committee on the rate of pay for this position.

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Feste presented a request for a county-issued credit card for Commissioner Luke Johnson. Motion by Kooiman, seconded by Miller to approve the issuance of a county credit card to Commissioner Luke Johnson. Motion carried unanimously.

APPLICATION FOR MN HOUSING AND FINANCE PROGRAM – RESOLUTION 59-10-2013

Motion by L. Johnson, seconded by W. Johnson to approve Resolution 59-10-2013 authorizing Western Community Action in collaboration with Southwestern Minnesota Opportunity Council, Inc. to administer funds made available through the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program. Motion carried unanimously.

AUDITOR SIGNATURE DESIGNATE

Motion by Remund, seconded by Kooiman to authorize Deputy Auditor I Janet Bouman the authority to sign all documents and transactions necessary as described in applicable MN Statutes until such time the County Auditor vacancy is filled following appointment by the County Board. Motion carried unanimously.

RESTRICTED AND ASSIGNED BALANCE SHEET ACCOUNTS

Administrator Hanson reviewed the Restricted and Assigned accounts and corresponding 2012 ending balances. Motion by L. Johnson, seconded by W. Johnson to approve the following Restricted and Assigned accounts and corresponding 2012 balances:

Account #	Description	1/1/12 Balance	12/31/12 Balance
<i>Restricted Accounts:</i>			
01-000-2750	Restricted: Missing Heirs	\$ 3,971.04	\$ 10,466.96
01-000-2752	Restricted: Law Library	\$ 40,349.12	\$ 34,060.38
01-000-2754	Restricted: Recorder Technology Fund	\$ 48,464.99	\$ 59,022.51
01-000-2755	Restricted: Recording Process Compliance	\$ 91,490.51	\$ 96,232.68
01-000-2756	Restricted: Enhanced 911	\$ 141,342.77	\$ 5,932.23
01-000-2764	Restricted: Sheriffs Contingency	\$ 2,351.92	\$ 1,726.92
01-000-2776	Restricted: Transit Operating Expenses	\$ 29,937.89	\$ 29,937.89
01-000-2779	Restricted: Probation Supervision Fees	\$ 6,928.28	\$ 9,883.89
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	\$ 4,227.09	\$ 4,532.14
01-000-2785	Restricted: Permit to Carry Fees	\$ 8,088.31	\$ 11,289.40
01-000-2786	Restricted: HAVA Election Grant	\$ 542.39	\$ -
<i>Assigned Accounts:</i>			
01-000-2802	Assigned: Elections	\$ 82,756.44	\$ 112,539.72
01-000-2805	Assigned: Buildings	\$ 107,656.90	\$ 107,656.90
01-000-2806	Assigned: Capital Improvements	\$ 360,440.68	\$ 360,440.68
01-000-2814	Assigned: Ambulance	\$ -	\$ 30,000.00

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01-000-2815	Assigned: Solid Waste/Recycling	\$	654,300.94	\$	479,376.46
01-000-2826	Assigned: County Septic Loan Program	\$	37,936.62	\$	55,530.34
01-000-2827	Assigned: Radio Communications Systems	\$	200,000.00	\$	22,917.31
	Assigned: Computer Software/IT				
01-000-2828	Equipment	\$	65,000.00	\$	235,000.00
01-000-2829	Assigned: Rock River Septic Loan	\$	-	\$	2,552.60
01-000-2830	Assigned: Prepaid Court Expense	\$	3,812.14	\$	920.98
01-000-2831	Assigned: AgBMP Septic Loan	\$	-	\$	2,189.36

Motion carried unanimously.

COMMITTEE MEETINGS

The Commissioners reported on the following committee meetings:

Commissioner Kooiman: Hospital Plant Operations, Personnel Committee, Edgerton City Council, SRDC Orientation, Hospital Renovation Plan Presentation.

Commissioner W. Johnson: Southwest Health and Human Services meetings, Southwest Mental Health Consortium, Law Enforcement Liaison Committee, Southwest Mental Health, Solid Waste Committee, Information Technology, Southwest Minnesota Opportunity Council, Hospital Renovation Plan Presentation.

Commissioner L. Johnson: Solid Waste Committee, Solid Waste Commission, Southwest Travel Annual meeting, Noxious Weed Committee, RCRCA, Insurance Committee, SWCD, Hospital Renovation Plan Presentation.

Commissioner Remund: Hospital Plant Operations, Law Enforcement Liaison, Insurance Committee, Southwest Mental Health, Hospice Advisory Board, Medi-Sota Hospital Conference, Hospital Renovation Plan Presentation.

Commissioner Miller: Southwest Health and Human Services meetings, Noxious Weed Committee, Personnel Committee, SWCD, Information Technology.

Motion by Remund, seconded by W. Johnson to adjourn. Motion carried unanimously.

Meeting adjourned at 11:22 a.m.

Harold (Butch) Miller
Pipestone County Board Chair

ATTEST:

Sharon Hanson
County Administrator

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