

September 10, 2013

Pipestone County Commissioner Meeting
September 10, 2013

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

Motion by Remund seconded by Kooiman to approve the agenda. Motion carried unanimously.

CONSENT AGENDA

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

1. September 3, 2013 Road and Bridge Meeting Minutes
2. Commissioner Warrants/Meal Reimbursements in the amount of \$147,029.23 and Hospital Warrants in the amount of \$240,186.72
3. Treasurer's Report August 2013

Motion carried unanimously.

TAX SOFTWARE USERS COMMITTEE RECOMMENDATION

Pipestone County Tax Software Users Committee comprised of County Treasurer Steve Weets, County Assessor Joyce Schmidt and County Auditor Tyler Reisch joined the meeting to present information on upcoming property tax and property assessing software changes and enhancements. The Committee explained to the Board that the current property tax software by Xerox will be converted to new enhanced software at beginning of 2017 and the Committee has reviewed the costs and attributes of competing software for the past year in order to make a recommendation on whether to stay with Xerox. Treasurer Weets noted that because of the data conversion timeline, software conversion for assessing software would need to begin in 2014, and software conversion for property tax to begin in 2015 for full conversion in 2016.

Assessor Schmidt explained that to ensure assessing data is converted properly she review three software proposals and recommends Vanguard for the computer aide mass appraisal (CAMA) software because of the enhanced software capabilities, reporting, testimonials from current users. The funding for Vanguard CAMA would be over a period of two years with the first payment due in 2014. Assessor Schmidt explained that the Recorder Compliance Committee discussed taking the first payment for the Vanguard CAMA from the Recorder Compliance Fund. Motion by W. Johnson, seconded by Kooiman to approve the purchase of Vanguard

September 10, 2013

CAMA, contingent on County Attorney Jim O'Neill review of the Vanguard CAMA contract, in the amount of \$38,783 plus maintenance costs. Motion carried unanimously.

Treasurer Weets presented for consideration a letter of intent with Computers Professional Unlimited (CPU) that would provide for property tax software in the amount of \$20,400 plus a four percent (4%) yearly increase for monthly maintenance and first payment due in 2015. Treasurer Weets explained the users of the property tax software reviewed the software and felt comfortable with the software in comparison to other software reviewed. Motion by L. Johnson, seconded by Remund to approve the Letter of Intent with CPU Real Estate Tax Billing Module with services beginning January 1, 2017 and at the amount of \$20,400 plus monthly maintenance costs. Motion carried unanimously.

HEALTH INSURANCE COMMITTEE RECOMMENDATIONS

Kozlowski Insurance Representative Jerry Brockberg joined the meeting to present information on 2014 employee health insurance. Mr. Brockberg informed the Board that the County had received a zero (0) percent (%) increase for 2014 based on the Southwest West Central Service Cooperative (SWWC) Insurance Pool and Pipestone County utilization rates.

Mr. Brockberg presented the 2014 Health Insurance Committee recommendations on 2014 Health Insurance Plan Options: That the County continue with SWWC BCBS 500 Deductible, 1500 Deductible and 1850 Deductible VEBA plans for 2014. In addition, a fourth option be added--\$6,350 Deductible Minimum Value plan. The Minimum Value Plan is an allowable fourth option and is not subject to participation minimums. Motion by Remund, seconded by Kooiman to approve 2014 employee health insurance options: SWWC Blue Cross Blue Shield 500 Deductible, 1500 Deductible and 1850 Deductible VEBA plans for 2014. In addition, a fourth option be added--\$6,350 Deductible Minimum Value plan. Motion carried unanimously.

Motion by Remund, seconded by Kooiman to approve the 2014 cafeteria contribution of \$525.00 per employee, per month, for insurance-eligible Pipestone County employees, approve the VEBA contribution of \$59.00 per employee, per month, for VEBA eligible Pipestone County employees and the contribution of \$183.00 per employee, per month for the Minimum Value Plan. Motion carried unanimously.

September 10, 2013

SOLID WASTE COMMITTEE RECOMMENDATIONS ON RECYCLING CONTRACT

County Attorney Jim O’Neill and Environmental Administrator joined the meeting to present the Solid Waste Committee recommendation on the future County recycling contract. The Committee met and discussed the proposals opened at the August 13, 2013 Commissioner meeting. The following proposals were submitted and opened:

Southwest Sanitation	Declined to Submit
Waste Management	\$159,700.80 plus taxes, fuel surcharge
Garbage N More	\$90,000.00
Van Dyke Sanitation	\$156,500.00

Attorney O’Neill informed the Board that there is an exception to MN Statutes 375.21 with regard to county contracts in that for solid waste contracts, counties may directly negotiate and enter into a contract with a solid waste hauler without utilizing bidding process.

The Solid Waste Committee presented the following options and recommendation:

- Accept RFP for Single-stream (minus purchase new carts)
 - Low bid of \$90,000.00 for a 5 year contract.
 - Purchase recycling bins to be available to residents \$5,000
 - Total Cost \$90,000 x 5yrs + \$5,000 =
\$455,000.00

- Accept RFP for Single-stream
 - Low bid of \$90,000.00 for a 5 year contract.
 - County purchases new 64 gal carts for curbside residents \$150,000.00 (Estimated 20 year cart life expectancy)
 - Total Cost: \$90,000 x 5yrs + \$150,000 =
\$600,000.00

- Renew current contract with Van Dyke Sanitation
 - \$106,256.00 (5% increase of current contract)
 - Tip fee Tri-County \$15,000
 - Purchase bins to be available to residents \$5,000
 - Total Cost \$106,256 + \$15,000 x 5yrs + \$5,000 =
\$611,280.00

The Solid Waste Committee recommended the following:

Based on the information presented the Solid Waste Committee recommended the acceptance of the bid from Garbage & More LLC. in the amount of \$90,000.00 annually. This will be a 5 year contract beginning January 1, 2014 and will include single-stream curbside collection for all city residents in the county and single stream recycling at 9 county recycling shed locations. Recycling bins will be available to all residents of the county.

Note: Changes to RFP include Pipestone County not purchasing 64 gal carts and contract date of January 1, 2014 – December 31, 2018.

September 10, 2013

The Board discussed the recommendation, the haulers, and the amount of the proposals submitted. Attorney O'Neill informed the Board that a performance bond could be requested of the solid waste hauler if the Board wanted to ensure the contract could be completed as stipulated.

Motion by L. Johnson, seconded by W. Johnson to accept the low proposal from Garbage and More LLC in the amount of \$90,000.00 annually, five (5) year contract beginning January 1, 2014 and will include single-stream curbside collection for all city residents in the county and single stream recycling at nine (9) county recycling shed locations and with recycling bins being available to all residents of the county. Yeas: L. Johnson, W. Johnson. Nays: Kooiman, Miller, Remund. Motion failed.

Motion by Miller, seconded by Kooiman to accept the proposal from Van Dyke Sanitation in the amount of \$106,256.00 annually, five (5) year contract beginning January 1, 2014 which will include sorted curbside recycling collection for Edgerton, Jasper, Pipestone and Ruthton, sorted recycling at nine (9) county recycling shed locations, recycling bins will be available to all residents of the County and continuing the Tri-County recycling agreement with Murray County. Yeas: Kooiman, Miller, Remund. Nays: L. Johnson, W. Johnson. Motion carried.

2014 PRELIMINARY BUDGET AND 2014 PRELIMINARY LEVY

Sheriff Dan Delaney joined the meeting and presented information on his 2014 Budget and informed the Board that additional reductions could be made in the 2014 Sheriff's Budget. Consensus of the Board to accept the Sheriff's reductions with the revisions to be submitted to Auditor's Office.

Sheriff Delaney provided an updated on the School Resource Officer position that was under contract with the Pipestone Area School District. Sheriff Delaney explained that law enforcement coverage of the School District would still occur and that financially he proposed to eliminate the School Resource Office position and hire a part-time Deputy Sheriff to meet the law enforcement needs of the County.

BUILDING AND GROUNDS SUPERVISOR MARC HALL

Building and Grounds Supervisor Marc Hall joined the meeting and answered questions on the work that was done on the Family Services building east door. Supervisor Hall also provided an update on the Law Enforcement roof project.

REQUEST FOR HORSE BARN IMPROVEMENTS

Fair Board Member Craig Bucher and Dan Delaney presented a request for concrete to be poured in the alley of the Fairgrounds Horse Barn. The new concrete would enhance accessibility and improve safety of those who walk through the Barn. Mr. Bucher explained that a portion of the gravel, rebar, concrete and labor costs in the amount of \$2,655 are being donated to help reduce costs for the County bringing the total proposed cost to the County at \$2,155.00. Discussion was held on both the east and west entries of the Barn and the need for concrete to improve accessibility. Motion by Remund, seconded by Kooiman to authorize the Fair Board to spend up to \$3,000.00 for the concrete work at the Fairgrounds Hose Barn, including alley way and east and west entries to the Barn. Motion carried unanimously.

RESOLUTION 59-31-13, 59-32-13, 2014 PRELIMINARY BUDGET PRELIMINARY

LEVY

Motion by Kooiman, seconded by W. Johnson to adopt Resolution 59-31-13 setting the not to exceed the Pipestone County 2014 preliminary levy at \$4,926,323.00 and adopt Resolution 59-32-13 setting the preliminary 2014 preliminary Budget as follows:

		2014	2014	2014	2014
DEPT		PROPOSED	FROM	PROPOSED	PROPOSED
NO.	DEPARTMENT	INCOME		EXPENSES	NET INCOME/ (NET EXPENSE)
604	AGRICULTURE INSPECTOR	0		28,877	(28,877)
611	EXTENSION	4,200		183,149	(178,949)
701	ECONOMIC DEVELOPMENT & OPP	0		7,775	(7,775)
003	NON-DEPARTMENTAL	732,628		276,400	456,228
<u>Fund #</u>					
01	REVENUE	2,768,012	148,870	5,924,599	(3,156,587)
13	ROAD & BRIDGE	5,354,818		6,208,594	(853,776)
11	WELFARE	0	0	1,139,836	(1,139,836)
04	DITCH FUND	40,800	400	40,800	0
<u>Other</u>					
35-857	HOSP GENERAL OBL BLDG 2022	0		242,540	(242,540)
-					
<u>Reserve Accounts</u>					
105	COUNTY RECORDER RESERVE ACCT	44,000		32,900	11,100
282	E911	91,500		91,500	0

September 10, 2013

392	SOLID WASTE	267,000		246,662	20,338
013	LAW LIBRARY	9,300		16,000	(6,700)
<u>Non Levy Departments/Designated Accounts</u>					
113	PUBLIC SERVICES BUILDING	58,000		19,105	38,895
64	ELECTIONS	0		0	0
601	CONSERVATION	42,000		10,000	32,000
<u>Program Aid</u>					
		Levy Before Program Aid	Program Aid	Levy After Program Aid	
01	REVENUE	3,156,587	466,416	2,690,171	
13	ROAD & BRIDGE	853,776	0	853,776	
15	WELFARE	1,139,836	0	1,139,836	
Levy After Program Aid Reduction		5,150,199		4,683,783	
	Total Referendum Levies			242,540	
	Total Levy Taxes Payable 2014			4,926,323	
	Total Levy Taxes Payable 2013			4,656,009	
	Percent Increase Levy			5.80%	

Motion carried unanimously.

UPCOMING DATES, SET TNT PUBLIC MEETING

The Board reaffirmed that the December 10, 2013 Commissioner meeting is canceled due to the annual Association of Minnesota Counties Annual Conference and rescheduled to December 12, 2013 at 1:00 p.m.

Motion by L. Johnson, seconded by W. Johnson to set the Truth in Taxation (TNT) public meeting for December 2, 2013 at 7:00 p.m. in the Commissioners Room. Motion carried unanimously.

Consensus of the Board to set the County Strategic Plan update for October 8, 2013 at 1:00 p.m.

Consensus of the Board to set the annual Employee Recognition ceremony for October 8, 2013 during the regularly scheduled Board meeting.

FAMILY SERVICES 2013 BUDGET AMENDMENTS

Administrator Hanson stated that the 2013 Family Services Budget was adopted with the intention of providing a placeholder for budget line item transfers within Southwest Health and Human Services budget. Thus, the 2013 Family Services Budget has been recommended by the State Auditor to be amended if the Budget is known to be at certain budgetary levels. Motion by L. Johnson, seconded by W. Johnson to amend the 2013 Family Services budget as presented.

September 10, 2013

Motion carried unanimously. The complete Family Services Budget amendments can be viewed in the County Auditor's Office during regular business hours.

DITCH FUND, TRANSIT FUND TRANSERS

Motion by L. Johnson, seconded by W. Johnson to approve the following Ditch Committee Recommendations: Approve 2014 Ditch Assessment of \$40,800, approve General Fund Transfer to Ditch Fund #1 in the amount of \$25,000 per MN Statues103E.655 subd 2, and approve Ditch Fund Expenses to Highway Department in the total amount of \$21,533.29 as Auditor Warrant. Motion carried unanimously.

Administrator Hanson explained that the April 9th motion to transfer funds in the amount of \$9,678.49 to Transit Reserves was presented in error, it should have taken the transfer from Restricted Reserve to General Fund. Transit purchased a bus in 2013, the reserve accounts were to cover expenses above revenue. Thus the transfer is needed to properly code the expense and correct the April 9th motion. Motion by Remund, seconded by Miller to approve Account Transfer in the amount of \$19,357.00 from Transit Restricted Reserve Account to General Revenue Transit to correct the April 9 Account Transfer motion. Motion carried unanimously.

HOSPITAL REFUNDING \$2,140,000 GO BONDS, SERIES 2005 ADVISOR FEES

Administrator Hanson presented the following proposals received from personal advisor firms for the \$2,140,000 General Obligation Bonds, Series 2005 Refunding that is proposed:

Ehlers Inc	\$12,900
Springsted	\$11,900
Public Financial Management	\$10,750
Northland Securities	\$6,295
David Drown Associates	\$14,250

Motion by L. Johnson, seconded by Kooiman to approve the proposal from Northland Securities for personal advisor fees in the amount of \$6,295.00 for the \$2,140,000 General Obligation Bonds, Series 2005 Refunding that is proposed. Motion carried unanimously.

SOUTHWEST HEALTH AND HUMAN SERVICES LEVY

Motion by L. Johnson, seconded by W. Johnson to approve the annual Southwest Health and Human Services Tax Levy payment-made semi-annually, as an appropriation, not a distribution. Motion carried unanimously.

Motion by W. Johnson, seconded by Remund to adjourn. Motion carried unanimously.
Meeting adjourned at 11:58 a.m.

September 10, 2013

Harold (Butch) Miller
Pipestone County Board Chair

ATTEST:

Sharon Hanson
County Administrator