

REDWOOD COUNTY, MINNESOTA

DECEMBER 15, 2009

The Board of County Commissioners met in regular session at 8:30 a.m. in the Commissioners' Room in the Government Center, Redwood Falls, Minnesota.

Present for all or portions of the meeting were Commissioners Lon Walling, Gary Dahms, John Schueller, Priscilla Klabunde and Al Kokesch; Administrator Vicki Knobloch; Attorney Patrick Rohland; Auditor-Treasurer Jean Price; Ditch/Ag Inspector Brent Lang; Environmental Director Jon Mitchell; Recycling Coordinator Brian Sams and Ditch Viewer Jim Weidemann.

Chair Kokesch called the regular meeting to order asking for the Pledge of Allegiance to the Flag.

No one was present for open forum.

On motion by Walling, second by Schueller, the Board voted unanimously to approve the revised agenda.

CONSENT AGENDA

- On motion by Dahms, second by Walling, the Board voted unanimously to approve the following:
 - November 30, 2009, Board minutes.
 - December 1, 2009, Truth-In-Taxation Board minutes.
 - December 1, 2009, Board minutes.
 - Attendance at the following training:
 - Recorder Joyce Anderson to attend the MACO Winter Conference in Bloomington at an estimated cost of \$630.
 - Auditor-Treasurer Jean Price to attend the MACO Winter Conference in Bloomington at an estimated cost of \$724.
 - Per diems totaling \$13.20 for meetings and miscellaneous expenses not listed on the committee list.
 - Payment of bills as follows:

Revenue Fund	\$ 57,276.98
Building Fund	\$ 20,365.12
Ditch Maintenance Fund	\$ 5,576.65
Solid Waste Fund	\$ 4,830.65

- Payment of PHS bills in the amount of \$23,217.42.
- Human Services expenditures of current month in the amount of \$215,186.18 and Director's action expenditures subsequent to last month's Board meeting in the amount of \$10,325.15.

COUNTY DEPARTMENT UPDATES

- Rohland presented a yearly comparison table on file types and updated the Board on other activities in the Attorney Office.
- Price updated the Board on potential forfeited tax parcels, the status of the Accounting Policies and Procedures manual and other activities in the Auditor-Treasurer Office.

- Price discussed the Automated Clearing House (ACH) Transfer Payments Policy with the Board. On motion by Walling, second by Klabunde, the Board voted unanimously to approve the Automated Clearing House (ACH) Transfer Policy drafted by Price.
- On motion by Schueller, second by Dahms, the Board voted unanimously to approve the reduction of petty cash in the Auditor-Treasurer Office from \$2,000 to \$1,000, and authorize \$10 petty cash in the Assessor's Office.
- On motion by Schueller, second by Walling, the Board voted unanimously to approve the following consent agenda:
 - Investment Summary.
 - Cash balance report for November, 2009.
 - Budget report.
 - November 2009 disbursements in the amount of \$1,088,532.48.

COUNTY DITCH OVERVIEW

- Lang, Rohland, and Weidemann discussed Redwood County ditches and presented an overview of the redetermination of benefits process with the Board. The Board directed Lang to develop a priority list of tile systems in Redwood County and present them to the Board at the January 12, 2010, Board work session.

ENVIRONMENTAL

- On motion by Walling, second by Schueller, the Board voted unanimously to approve the Skid Steer Loader trade option with Weltsch Equipment of a New Holland L160 for \$1,500.
- On motion by Schueller, second by Walling, the Board voted unanimously to approve the First Amendment to Agreement with West Central Sanitation, Inc. for the Provision of Solid Waste Recycling Collection Services in Redwood County.

ADMINISTRATOR

- On motion by Walling, second by Dahms, the Board voted unanimously to set the 2010 Mileage Reimbursement rate at the Federal Rate. The IRS announced the rate for 2010 will be 50 cents per mile.
- On motion by Dahms, second by Schueller, the Board voted unanimously to set the Meal Reimbursement rate at a maximum of \$35.00 per day.
- On motion by Schueller, second by Walling, the Board voted unanimously to approve holding Board of Commissioners' Board Meetings on the first and third Tuesday of the month, with the Planning/Work Session the second Tuesday of each month, convening at 8:30 a.m. The 2010 Board Meetings are scheduled as follows:

◇ <i>January</i>	<i>5, 12, and 19</i>
◇ <i>February</i>	<i>2, 9, and 16</i>
◇ <i>March</i>	<i>2, 9, and 16</i>
◇ <i>April</i>	<i>6, 13, and 20</i>
◇ <i>May</i>	<i>4, 11, and 18</i>
◇ <i>June</i>	<i>1, 8, and 15</i>
◇ <i>July</i>	<i>6, 13, and 20</i>
◇ <i>August</i>	<i>3, 10, and 17</i>
◇ <i>September</i>	<i>7, 14, and 21</i>
◇ <i>October</i>	<i>5, 12, and 19</i>
◇ <i>November</i>	<i>2, 9, and 16</i>
◇ <i>December</i>	<i>14, 21, and 30</i>

- Knobloch presented the Elected Officials Out of State Travel Policy according to Statute §471.661. On motion by Schueller, second by Klabunde, the Board voted unanimously to adopt the Elected Officials Out of State Travel Policy.
- On motion by Dahms, second by Schueller, the Board voted unanimously to accept the following “Other Expenses”:
 - Reimbursements for any other necessary actual expenses incurred in performing the duties of the office or committee assignment, including registration fees, will be made upon presentation of properly itemized vouchers, including receipts. Requests for reimbursements for expenses incurred by county employees and committee appointees in conducting business for Redwood County must be submitted after the 60-day period will not be paid, unless the County Board grants special approval for the reimbursement.
- Knobloch presented County Liquor License – “On Sale” Applications for approval. On motion by Walling, second by Klabunde, the Board voted unanimously to approve the 2010 County Liquor License- “On Sale” to the Lower Sioux Community dba: Dacotah Ridge Golf Club and the Tracy Country Club Inc.
- On motion by Dahms, second by Walling, the Board voted unanimously to approve the 2010 Tobacco License Applications.
- The Board reviewed the third quarter per diem report for 2009.
- The Board reviewed the 2010 County-Wide Fee Schedule.

Personnel Action Items:

- On motion by Walling, second by Dahms, the Board voted unanimously to approve the request to hire Mark Triplett as Restorative Justice Coordinator, effective January 4, 2010, at Grade 13, Step 1, \$19.31, pending a successful background check.
- On motion by Schueller, second by Dahms, the Board voted unanimously to rescind the following motion from the November 3, 2009, Board meeting:
 - *On motion by Schueller, second by Dahms, the Board voted unanimously to authorize posting of the part-time Registered Nurse position.*
- On motion by Schueller, second by Walling, the Board voted unanimously to authorize posting of the part-time Public Health Nurse.
- On motion by Walling, second by Schueller, the Board voted unanimously to rescind the following motion from the November 17, 2009, Board meeting:
 - *On motion by Walling, second by Schueller, the Board voted unanimously to set the salary of Temporary Roster Nurse Wanda Lund at Grade 12, step 16, \$25.93 per hour, effective January 1, 2010.*

CLOSED SESSION – NEGOTIATIONS

- At 11:21 a.m., on motion by Walling, second by Dahms, the Board voted unanimously to enter into closed session for the purpose of discussing negotiations. Present were the five Commissioners, Rohland, Goering and Knobloch. The closed session ended at 12:20 p.m.

- On motion by Dahms, second by Klabunde, the Board voted unanimously to approve the 2010 early retirement incentive program. Per County Personnel Policy 6.16, the program will be available to all employees at least 55 years of age, including those 65 years or older, with at least 25 years of service credit in the public pension plan (at least 10 with Redwood County). All other conditions of Section 6.16 shall apply. An employee electing to participate in this program will have two options: 1). An employer paid medical/hospital insurance coverage to age 65 at the amount of \$500 per month of the actual cost of the insurance coverage, whichever is less; or 2). A one-time lump sum payment of \$10,000 to all eligible employees at least age 55, including those 65 years or older. The Early Retirement Program will remain open until 4:30 p.m. on January 15, 2010; retirement must be effective no later than February 15, 2010.
- On motion by Walling, second by Klabunde, the Board voted unanimously to approve the following items:
 1. Non-Union employees salary at 2.5% COLA and step increase if warranted.
 2. Department Heads and elected Officials at 0% COLA and step increase if warranted.
 3. Cut the vacant Technical Clerk position in Sheriff's Office.
 4. Cut the vacant part time Technical Clerk position in the Environmental Office.
- The Board discussed budget shortfall strategies and will review personnel levels to determine how best to address additional sustainable saving through workforce reductions and/or reorganization.

COMMISSIONERS

- The commissioners reported on meetings they attended.

Walling

- EDA – Learning Center
- Area II
- RCRCA
- AMC Conference

Schueller

- Area II
- RCRCA
- Snow Riders

Dahms

- Soil & Water
- RADC
- AMC Conference

Kokesch

- Share the Spirit

Klabunde

- Chamber and Tourism
- AMC Conference

ADJOURN

- There being no further business, Chair Kokesch declared the meeting adjourned at 12:57 p.m.

Al Kokesch, Chair
Board of County Commissioners

Attest: _____

Vicki Knobloch
County Administrator