

January 3, 2012  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 3, 2012 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Norm Holmen, John Oeltjenbruns, Tom White, Jim Schmidt, Ron Kuecker; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Ron Gregg, Andy Geiger, Kathy Kretsch, Jason Purrington, Senator Doug Magnus, Representative Rod Hamilton, Rahn Larson Becky Wiens, Gale Bondhus, Craig Myers and Judy Johnson.

Auditor/Treasurer Jan Johnson called the meeting to order. He then asked for nominations for Board Chairman. Motion by White, second by Schmidt to elect Commissioner Holmen as Board Chairman. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to cast a unanimous ballot for Commissioner Holmen as Board Chairman for 2012. Motion by White, second by Kuecker, unanimous vote to elect Commissioner Oeltjenbruns as Board Vice-Chairman for 2012. Presiding over the remainder of the meeting was Chairman Norm Holmen.

Motion by White, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Kuecker, second by White, unanimous vote to approve the minutes of the December 27, 2011 meeting as amended.

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Motion by Kuecker, second by Schmidt, unanimous vote to set 2012 meeting dates for the 1<sup>st</sup>, 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month except for the month of December which will be set at a later time.

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Motion by Oeltjenbruns, second by White, unanimous vote to accept Department/Committee assignments as presented to-date and as follows:

**Commissioner Department Assignments – 2012**

**Commissioner Ron Kuecker**

County Auditor/Treasurer  
Court Administration/Probation  
County Recorder

**Commissioner Norm Holmen**

Board Executive Assistant  
County Transit  
Highway Department  
Solid Waste Department

**Commissioner John Oeltjenbruns**

Family Service Agency  
Veteran's Service Office  
Emergency Management

**Commissioner Jim Schmidt**  
Sheriff's Department  
MN Extension Services

**Commissioner Tom White**  
County Attorney  
County Assessor  
Planning & Zoning/Parks

**Commissioner Committee Assignments – 2012**

AMC Voting Delegates	Commissioner Ron Kuecker Commissioner Norm Holmen Commissioner John Oeltjenbruns Commissioner Jim Schmidt Commissioner Tom White County Engineer Ron Gregg Family Service Agency Director Craig Myers County Assessor Gale Bondhus
Area II River Basin Projects	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Board of Adjustment	1 <sup>st</sup> District – Phyllis Bakken 2 <sup>nd</sup> District – Lowell Tjentland 3 <sup>rd</sup> District – Craig Thompson 4 <sup>th</sup> District – Mike LaMaack 5 <sup>th</sup> District – Jonathan Penner
Cottonwood County DAC	Commissioner John Oeltjenbruns
Cottonwood County Dept. Head Meetings	Commissioner Norm Holmen - Chair Commissioner John Oeltjenbruns - Vice-Chair
Cottonwood County Ditch Authority	Commissioner Ron Kuecker Commissioner Norm Holmen Commissioner John Oeltjenbruns Commissioner Jim Schmidt Commissioner Tom White
Cottonwood County Historical Society	Commissioner Ron Kuecker
Cottonwood County Law Library	Commissioner Ron Kuecker
Cottonwood County Personnel Board of Appeals	Jim Jorgenson (Westbrook) Dennis Nelson (Windom) Jerry Haberman (Mt. Lake)
Des Moines River West Fork Project	Commissioner Ron Kuecker Commissioner Jim Schmidt, alt.
Family Services Collaborative Board	Commissioner John Oeltjenbruns Commissioner Tom White, alt.

Greater Blue Earth River Basin Alliance	Commissioner John Oeltjenbruns Commissioner Norm Holmen, alt.
Heron Lake Watershed District	Commissioner Ron Kuecker
Intergovernmental Relations Board	Commissioner Ron Kuecker Commissioner Norm Holmen Commissioner John Oeltjenbruns Commissioner Jim Schmidt Commissioner Tom White
Juvenile Screening	Commissioner Norm Holmen Commissioner John Oeltjenbruns
Labor-Management Committee	Commissioner Norm Holmen - Chair Commissioner John Oeltjenbruns - Vice-Chair
Land Use Advisory Committee	Commissioner John Oeltjenbruns
Local Emergency Preparedness and Planning Committee	Commissioner Ron Kuecker
Mental Health Local Advisory Council	David Lightner Becky Wiens Ree Tschetter David Johnson
MN Counties Computer Cooperative Delegate	Auditor/Treasurer Jan Johnson County Assessor Gale Bondhus, alternate
MN Extension Agency Board of Directors (3-year terms – 2-term limit)	Commissioner Norm Holmen - Chair Commissioner John Oeltjenbruns – Vice-Chair Auditor/Treasurer Jan Johnson 1 <sup>st</sup> District – Jane Pederson (12/12 – 2 <sup>nd</sup> term) 2 <sup>nd</sup> District – Kim Armstrong (12/13 – 1 <sup>st</sup> term) 3 <sup>rd</sup> District – 4 <sup>th</sup> District – Kendall Piotter (12/13 – 1 <sup>st</sup> term) 5 <sup>th</sup> District – Tom Appel (12/12 – 1 <sup>st</sup> term)
Minnesota River Board (Mr. B)	Commissioner John Oeltjenbruns Commissioner Ron Kuecker, alt.
Planning Commission (3-year terms – no term limit)	Commissioner Norm Holmen 1 <sup>st</sup> District – Phyllis Bakken (12/12) 2 <sup>nd</sup> District – 3 <sup>rd</sup> District – 4 <sup>th</sup> District – Tom Fast (12/14) 5 <sup>th</sup> District –
Plum Creek Library Board	Commissioner Jim Schmidt
Private Industry Council Chief Elected Officials Board Members	Commissioner John Oeltjenbruns

Red Rock Learning Center	Commissioner Jim Schmidt
Red Rock Rural Water	Commissioner Ron Kuecker Commissioner Jim Schmidt, alt.
Redwood-Cottonwood Rivers Control Agency	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Regional Radio Board	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Resources Conservation and Development Steering Committee	Commissioner John Oeltjenbruns Commissioner Ron Kuecker, alt.
Retired Senior Volunteer Program (RSVP)	Commissioner Tom White Commissioner Jim Schmidt, alt.
Rural Minnesota Energy Board	Commissioner John Oeltjenbruns Commissioner Jim Schmidt, alt.
Soil & Water Conservation District	Commissioner Ron Kuecker
Southern Prairie Health Purchasing Alliance	Commissioner Norm Holmen
Southwest Minnesota Housing Partnership	(Appointment done by SRDC)
State Community Health Service Advisory Committee (SCHSAC)	Commissioner Rosemary Schultz (Jackson County)
SW Mental Health Center Board of Directors	Commissioner Norm Holmen Commissioner Jim Schmidt Robin Wies
SW Mental Health Consortium	Commissioner Norm Holmen
SW MN EMS Board	Commissioner Jim Schmidt (Recommendation made to EMS Board)
SW MN Regional Solid Waste Commission	Commissioner John Oeltjenbruns Commissioner Jim Schmidt, alt.
SW Regional Development Commission	Commissioner Tom White
Travel Southwest MN	Commissioner Tom White Randy Markl, DNR (OPEN)
Western Community Action, Inc.	Commissioner Tom White

Motion by White, second by Schmidt, unanimous vote to approve Understanding of Services with State Auditors for 2011 audit.

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At this time the bid opening for the Official County Newspaper was held. One bid was received as follows: Cottonwood County *Citizen* - \$8.20/column inch, \$.13/subscriber and \$1,608 for financial statement insert. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to accept the bid from the Cottonwood County *Citizen* for the official county newspaper for 2012.

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Motion by Kuecker, second by Schmidt, unanimous vote to set 2012 meal rates as follows: \$8.75 breakfast; \$13.75 lunch; \$17.50 evening meal. All meals include gratuity.

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Motion by White, second by Schmidt, unanimous vote to approve Cottonwood County depositories as follows:

Bank Midwest  
245 9<sup>th</sup> Street  
Windom, MN 56101

Bank of the West  
203 10<sup>th</sup> Street  
Windom, MN 56101

United Prairie Bank  
1141 3<sup>rd</sup> Avenue  
PO Box 430  
Mt. Lake, MN 56159

First Security Bank  
311 America Street  
PO Box 129  
Storden, MN 56174

First Empire Securities  
100 Motor Pky 2<sup>nd</sup> floor  
Hauppauge, NY 11788-5157

Multi-Bank Securities  
24280 Woodward Ave.  
Pleasant Ridge, MI 48069

Key Bank  
34 N Main St 6<sup>th</sup> floor  
Dayton, OH 45482

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Motion by Oeltjenbruns, second by Schmidt, unanimous vote to pay regular and customary payments for 2012, which might include: payroll and associated payables; utilities; bond payments; contract payments; payments to other government entities; tax settlements; refunds; reissue voids; well sealing; sewer loan contract payments; emergency payments; insurance payments and lease payments.

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Commissioner Schmidt gave an update regarding an Area II water retention project. A representative from Area II may be attending a future board meeting to present further information regarding this project.

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County Engineer Ron Gregg met with the board to discuss an item that was tabled at the last board meeting regarding the request from two employees to be allowed to transfer their vacation hours to another employee. No action was taken regarding this request.

Brief update was given regarding the recent leachate levels at the landfill. The leachate levels of cell 5 were currently at 16.6" so the levels are coming down slowly. MPCA does not want the leachate levels to be more than 12".

Chairman Holmen reported that he sent out an e-mail in regards to the Joint Powers Agreement for the Southwestern Mental Health Center for the board to review. This will be discussed further at the next board meeting.

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Parks Director Andy Geiger met with the board to discuss several items. Geiger presented information regarding the camping rates for Talcot Park and asked for the board's input in regards to setting the rates. Geiger also reported that he was hoping to get some further information from some of the area counties in regards to their camping rates before setting Cottonwood County's rates.

Update was given regarding needed ADA upgrades for Red Rock Falls and South Dutch Charlie parks. Geiger will be seeking quotes for these projects in the near future as well as quotes for new shingles for the Dynamite Park shelter house that have deteriorated.

Geiger asked for permission to advertise for summer help for the parks. He also mentioned that he would like the board to consider allowing him to hire a part-time employee for the Parks Department for the camping season. Geiger was asked to put together a job description for a part-time position that could be presented to the board.

Geiger reported that he would like to send a letter out to the seasonal campers asking for applications for a campground host for the 2012 year. He is proposing that the host camper would again be allowed to camp at Talcot Park at no charge for the season.

Discussion was held regarding garbage pick-up from the county parks. Geiger reported that he is currently having a hard time getting in touch with Waste Management and he is receiving different answers from each person he talks to. He was told by Waste Management's account manager that the county does not have a contract in place at this time. Geiger was asked to make a list of the garbage needs of each of the parks and then to seek quotes.

Motion by Oeltjenbruns, second by Kuecker, unanimous vote to allow Geiger to attend New County Ag Inspector training on February 7<sup>th</sup> and 8<sup>th</sup> in St. Cloud and to pay for meals, lodging and mileage to attend the training.

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County Recorder Kathy Kretsch met with the board to ask that they adopt a resolution allowing her to maintain checking accounts. Motion by White, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

Resolution 12-01-03

BE IT RESOLVED, that the Cottonwood County Board of Commissioners allows the Cottonwood County Recorder to maintain a primary checking account (#7720) at Bank Midwest for Vital Statistics and Driver's License and a secondary checking account (#1652) at Bank Midwest for Real Estate.

The County Recorder is also authorized to maintain a change fund in the amount of \$300.00 and a petty cash fund in the amount of \$50.00 in the Recorder's Office.

S/Norm Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Sheriff Jason Purrington met with the board to set the civil process fees, jail fees and bailiff fees for 2012. Motion by Schmidt, second by Oeltjenbruns, unanimous vote to set 2012 civil process fees as follows:

• Per Person Service	\$30.00
• Mileage (round trip per mile from CCSO, 3 attempts)	Federal rate with \$5.00 minimum
• Legal Not Found	\$30.00 (plus mileage)
• Return of Process when service is not made	\$30.00 (plus mileage)
• Execution Commission (based on the total amount seized, collected or stipulated by the parties as a result of the Sheriff's Levy)	6% or \$25.00 (whichever is greater)
• Executions Returned – not satisfied	\$30.00
• Postings – 3 public places	\$30.00
• Vacancy	\$30.00 (plus mileage)
<u>Sales:</u>	
• Mortgage Foreclosures	\$75.00
• Mortgage Redemptions	\$250.00
• Intent to Redeem (each lien)	\$100.00
• Document Delivery Fee – following redemption	\$20.00
• Mortgage Foreclosure – non-cancellation fee of sale	\$50.00
<u>Additional Fees:</u>	
• Fingerprinting (by appointment)	\$10.00
• Local Records Check – Original signed release authorization	\$5.00
• Accident Reports – Insurance Companies	\$5.00
• Copy Fee	\$0.25/page

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to set jail fees for 2012 as follows:

Huber Fees (Work Release)

- Cottonwood County Inmates \$17 per day (Inmate responsible for all medical)
- Out of County Inmates \$50 per day (Inmate responsible for all medical)

Pay for Stay

- \$20 per day for sentenced inmates only
- All medical added to Pay for Stay bill
- All miscellaneous (Ex. Damage to property) added to bill

Prisoner Board for other agencies

- \$60 per day
- All medical bills for inmate added to Prisoner Board bill

Drug Tests

- Out of County (Ex. For probation or other agencies) \$20
- **We do not do public drug testing**

PBT Testing (we only charge for out of county agencies)

- \$5.00

Fingerprint Fees

- \$10 fee for all public fingerprinting (Ex. Employment, licensing, etc.)

Motion by White, second by Kuecker, unanimous vote to set bailiff fees for 2012 at \$12.50/hour.

Purrington reported that Cottonwood County recently received the news that the 2011 AFG grant that the City of Windom applied for on behalf of Cottonwood County has been awarded. The amount of the grant is \$483,313 and this will help to defray costs associated with the ARMER system.

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County Attorney Nick Anderson met with the board to set the 2012 contingency fund for the County Attorney's Office. Motion by Kuecker, second by White, unanimous vote to set the County Attorney's Contingency Fund for 2012 at \$7,500.

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Transit Director Kelly Thongvong met with the board to discuss a few items. Motion by White, second by Oeltjenbruns, unanimous vote to accept 2012 Transit Grant Contract in the amount of \$124,000.

Motion by Kuecker, second by Schmidt, unanimous vote to allow Thongvong to purchase two blue tooth head sets for the Transit System to satisfy the new CDL requirements that went into effect today and to use the county credit card for this purchase.

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Motion by Oeltjenbruns, second by Schmidt, unanimous vote to close the meeting at 11:30 a.m. to discuss all non-union Department Head performance evaluations and salaries for 2012. Individuals present were: Commissioners Holmen, Oeltjenbruns, Schmidt, White, Kuecker; Executive Assistant Kelly Thongvong, County Attorney Nick Anderson and Auditor/Treasurer Jan Johnson.

Motion by Kuecker, second by Schmidt, unanimous vote to open the closed meeting at 11:56 a.m. and to recess until 1:00 p.m.

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Senator Doug Magnus and Representative Rod Hamilton met with the board to discuss the upcoming legislative session and the issues that may need to be addressed.

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Motion by Kuecker, second by Oeltjenbruns, unanimous vote to close the meeting at 2:53 p.m. to continue discussing non-union Department Head performance evaluations and salaries for 2012. Individuals present were: Commissioners Holmen, Oeltjenbruns, Schmidt, White, Kuecker; Executive Assistant Kelly Thongvong, County Attorney Nick Anderson and Auditor/Treasurer Jan Johnson.

Motion by White, second by Kuecker, unanimous vote to open the closed meeting at 3:23 p.m.

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Motion by Kuecker, second by Schmidt, unanimous vote to set Craig Myers' 2012 salary at \$90,324.



Motion by White, second by Oeltjenbruns, unanimous vote to set Gale Bondhus' 2012 salary at \$61,955.

Motion by Oeltjenbruns, second by White, unanimous vote to set Andy Geiger's 2012 salary at \$41,855.

Motion by Schmidt, second by Kuecker, unanimous vote to set Ron Gregg's 2012 salary at \$100,464.

Motion by Schmidt, second by Oeltjenbruns, unanimous vote to set Todd Dibble's 2012 salary at \$49,333.

Motion by Kuecker, second by White, unanimous vote to set Kelly Thongvivong's 2012 salary at \$44,453.

Motion by White, second by Schmidt, unanimous vote to set Kim Hall's 2012 salary at \$40,747.

Motion by Kuecker, second by White, unanimous vote to set Jason Purrington's 2012 salary at \$72,943.

Motion by Kuecker, second by Schmidt, unanimous vote to set Kathy Kretsch's 2012 salary at \$52,106.

Motion by Kuecker, second by White, unanimous vote to set Nick Anderson's 2012 salary at \$76,176.

Motion by Kuecker, second by Schmidt, unanimous vote to set Jan Johnson's 2012 salary at \$89,463.

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Motion by White, second by Kuecker, unanimous vote to set 2012 wages for all non-union employees at the rate of ¾ of a step but not to exceed 2.25%. This increase will not pertain to the seven non-union employees that are listed on Addendum B or the four non-union employees that Department Heads requested special consideration for. Wages for these individuals will be set at the next board meeting. All non-union employees at the top of the pay scale will receive a lump sum payment in the amount of \$525 to be split in two equal payments.

Motion by Kuecker, second by White, unanimous vote to set 2012 clerk hire wages at \$10.75/hour.

Motion by Kuecker, second by Schmidt, unanimous vote to set 2012 seasonal wages at \$8.95 – 1<sup>st</sup> year; \$9.20 – 2<sup>nd</sup> year; \$9.45 – 3<sup>rd</sup> year.

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There being no further business, the meeting adjourned at 4:11 p.m.

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Jan Johnson, Auditor/Treasurer

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Norm Holmen, Board Chairman

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Kelly Thongvivong, Executive Assistant