

December 14, 2010
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 14, 2010 at 2:00 p.m. at the Cottonwood County North 71 Office Building in Windom, MN. Presiding over the meeting was Chairman Tom White. Present for all or portions of the meeting were: Commissioners Tom White, Ron Kuecker, Norm Holmen, John Oeltjenbruns, Gary Sorenson; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Cheryl Peters, Kay Clark, Greg Walsh, Ron Gregg, Dave Bucklin, Clark Lingbeek and Ron Tibodeau.

Motion by Oeltjenbruns, second by Sorenson, unanimous vote to approve additions to the agenda. Motion by Kuecker, second by Holmen, unanimous vote to approve the minutes of the November 23, 2010 meeting as amended.

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Court Administrator Cheryl Peters met with the board to review two bids that were submitted for 2011 Court Appointed Attorney as follows: Storey Law Office - \$70.00/hour; Muske, Muske & Suhrhoff, Ltd. - \$75.00/hour. Motion by Holmen, second by Sorenson, unanimous vote to accept low bid for Court Appointed Attorney Contract for 2011 from Storey Law Office at a rate of \$70.00/hour.

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Kay Clark, Dave Bucklin, Clark Lingbeek and Ron Tibodeau met with the board representing the Soil & Water Conservation District. They presented a draft agreement for the provision of services between Cottonwood County and Cottonwood Soil and Water Conservation District effective January 2011. Much discussion was held in regards to how some of the different programs might be handled. Kay Clark reported that the SWCD is hoping to hire two full-time employees due to the extra work load of some of the county programs. Motion by Sorenson, second by Kuecker, unanimous vote to agree in principal with the draft agreement as provided by SWCD. Some of the details will be ironed out as the process moves along. The estimated expense of the agreement is \$110,088.24.

Kay Clark reported that Cottonwood County currently provides two resolutions with the Department of Agriculture for the Best Management Practices Loan Program. Due to the agreement between Cottonwood County and SWCD, Clark is proposing to send in one resolution and report for all of Cottonwood County. Motion by Holmen, second by Oeltjenbruns, unanimous roll call vote to adopt resolution as follows:

Resolution 10-12-14A
For Agricultural Best Management Practices Loan Program

Whereas, the Minnesota Department of Agriculture has made low interest loan funds available to counties, Soil and Water Conservation Districts and Joint Powers Organizations through the Agricultural Best Management Loan Program (Minn. Stat. §17.117); and

Whereas, **Cottonwood County** has identified a need for low interest loan funds to encourage agricultural best management practices, repair of individual sewage treatment systems, sealing of abandoned wells and implementation of other practices that prevent or mitigate adverse environment impacts; and

Whereas, many agricultural best management practices, repair of individual sewage treatment systems, sealing of abandoned wells and implementation of other best management practices are identified in the Comprehensive Local Water Plan and other planning documents as priorities;

Now, therefore be it resolved, that **Cottonwood County** designates **District Administrator (SWCD)** as the **Cottonwood County** Authorized Representative for the Agricultural Best Management Practices Loan Program and is granted the authority to sign all correspondence and documents to implement and carry out this loan program on behalf of Cottonwood County; and,

Be it resolved that the Authorized Representative may designate subsequent Authorized Representatives; and,

Be it resolved that all prior designations of the authorized representative by **Cottonwood County** for the Agricultural Best Management Practices Loan Program is hereby rescinded.

This resolution was declared adopted upon the following vote:

Ayes: 5 Nays: 0

S/Jan Johnson, Auditor/Treasurer

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Information Services Director Greg Walsh met with the board to give an update regarding IT and to discuss several issues. Walsh reported that the firewall software currently being used by the county is in need of an update. Two options off the state pricing were presented to the board as follows: Option 1 – \$9,751 (Trade Up XTM 530 3 yr + Logging/Transaction PC) and Option 2 - \$5,416 (3 yr renewal of current firewall to new firewall + Logging/Transaction PC). Motion by Holmen, second by Sorenson, unanimous vote to choose Option 2 and to allow Wash to purchase bundled consulting time from CTS at a discounted rate of \$110/hour.

Walsh reported that the current antivirus is up for renewal in March 2011. Due to problems with the current antivirus protection, Walsh would recommend going with a new product called “Sophos Endpoint Security and Control”. The state price for the antivirus product is \$7,136 or three annual payments of \$2,378.67 with the 4th year being no charge. Motion by Sorenson, second by Holmen, unanimous vote to approve the purchase of the antivirus protection with three annual payments of \$2,378.67 and no charge for the 4th year.

The GIS server in the Assessor’s Office has been in place for three years now and will reach the end of warranty period on January 16, 2011. Since this server is a critical application server for the County, Walsh would recommend

that the warranty period be extended. The three options to consider were as follows: 1 yr warranty - \$748.00; 2 yr warranty - \$1,123.54; 3 yr warranty - \$1,347.63. Motion by Oeltjenbruns, second by Sorenson, unanimous vote to purchase the 3 yr extended warranty at a cost of \$1,347.63.

The main LAN switch in the Auditor's Office is not adequate to facilitate proper network switching and routing for the network in the courthouse to/from the Highway Department and the N. 71 Building. The goal is to replace two current switches with one enterprise class switch. Walsh had a state quote from CDW in the amount of \$6,894. Because there was a question in regards to voice over IP, Walsh agreed to check the difference in cost for this option as well to present at a future meeting.

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County Engineer Ron Gregg met with the board to discuss several items. Motion by Holmen, second by Oeltjenbruns to adopt resolution in support of Regional Trail Plan Projects Priority List as follows: Voting aye – Holmen, Oeltjenbruns, Sorenson and White. Voting nay – Kuecker. Motion carried.

**Resolution 10-12-14
In Support of the Southwest Regional Trail Plan
and Prioritized List of Trail Projects**

WHEREAS; Cottonwood County appointed a member to the Southwest Minnesota Trail Plan Steering Committee to represent the County in the update of the Regional Trail Plan;

WHEREAS; the Steering Committee met during 2010 and confirmed the 2000 vision to establish a network of trails in Southwest Minnesota for multiple uses;

WHEREAS; the Steering Committee assisted in updating the database of existing trails, proposed and future trails;

WHEREAS; the Steering Committee provided guidance in development of what was considered important to the Region regarding Planning for Trails, Design and Land Acquisition of Trails, and Construction of Trails;

WHEREAS; MnDOT required a Regional prioritized list of trail projects;

WHEREAS; the Southwest Regional Trail Corridor Committee members participated in a process to develop a regional prioritized list of unfunded Trail Projects, to be constructed in the next ten years for use by Area Transportation Partnerships 7 and 8 when evaluating Transportation Enhancement Projects.

THEREFORE BE IT RESOLVED; Cottonwood County approves the Steering Committee recommendations on the Southwest Regional Trail Plan; and

BE IT FURTHER RESOLVED: Cottonwood County approves the 2010 Regional prioritized list of unfunded trail projects that will be updated every two years.

S/Tom White, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Gregg presented two quotes for the replacement of the heater in the east bay of the scale building at the landfill as follows: Adrian's Plumbing & Heating - \$3,240.00 and Elite Mechanical Systems - \$2,825.25. Motion by Oeltjenbruns, second by Holmen, unanimous vote to award low quote in the amount of \$2,825.25 to Elite Mechanical Systems.

Gregg presented three quotes for the purchase of litter fences at the landfill as follows: Dick's Welding - \$2,395.00; Radtke Welding & Machine - \$3,700.00 and Messer Machine & Mfg. - \$2,489.76. Discussion was held in regards to whether or not these were made with cattle panels or hog panels. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to accept low quote from Dick's Welding for the purchase of four litter fences at a price of \$2,395.00 each contingent that they are being made with hog panels and not cattle panels.

Update was given regarding 2010 construction projects. CSAH 13 grading project is approximately 98% completed and due to the turn in the weather will have to be completed in the spring. Topsoil finish work, seeding, mulching and base work remains to be completed. Partial payment for work completed as of November 30th is \$391,136.34.

CSAH 32 (Whited Street) City of Jeffers is approximately 98% completed and will not be finished this year. Topsoil finish work, seeding and installation of manhole castings remains to be done. Partial payment for work completed as of November 30th is approximately \$374,300.00.

It appears that with the current balance of the Road & Bridge Account, the Highway Department will have to borrow approximately \$570,000.00 from general revenue until additional projects are closed out.

Gregg reported that two internal candidates for the position of Solid Waste Administrator/Landfill Operator have been received. After much discussion, there was a motion by Sorenson, second by Kuecker, unanimous vote to reject all applicants both internal and external for the Solid Waste Administrator/Landfill Operator position as the board is going to re-evaluate the position needed.

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Motion by Sorenson, second by Holmen, unanimous vote to approve December warrants as follows:

County Revenue Fund	\$ 76,269.25
Long Term Capital Outlay	\$ 41,536.31
Ditch Fund	\$ 396.00
Road & Bridge	\$132,843.83
Waste Abatement/SCORE	\$ 10,283.85
Landfill Enterprise	<u>\$ 35,353.74</u>
	\$296,682.98

Motion by Holmen, second by Sorenson, unanimous vote to allow for blanket approval for year-end warrants.

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There were no new balance transfers to report at this time.

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Motion by Kuecker, second by Sorenson, unanimous vote to adopt revised Policy 490 – Travel & Expense Reimbursement as 30-day posting period has expired and no comments were received.

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Motion by Sorenson, second by Holmen, unanimous vote to accept ratification of Minnesota Counties Computer Cooperative (MCCC) contracts as presented at a rate of \$1,000/month.

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Because Christmas Day and New Years Day fall on a Saturday, it was noted that the County offices will be closed on Friday, December 24th and Friday, December 31st in observance of these holidays.

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Motion by Sorenson, second by Holmen to approve 2011 Bookmobile Contract as presented at a rate of \$1,000/month. Voting as follows: Aye – Sorenson, Holmen, Kuecker and White. Nay – Oeltjenbruns. Motion carried.

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Discussion was held regarding a recent request for a stipend by Leslie Makovsky due to extra work she is performing in the absence of two employees in the Environmental Office. Motion by Holmen, second by Oeltjenbruns, unanimous vote to allow a \$350/month stipend for Leslie Makovsky for the months of November and December.

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Brief discussion was held regarding Environmental/Planning & Zoning/Parks updates and upcoming deadlines.

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Discussion was held regarding agenda items. The consensus of the board was not to send out unapproved minutes or information that will be presented at the next board meeting ahead of time.

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Motion by Sorenson, second by Oeltjenbruns, unanimous vote to allow Chairman White to sign Amendment No. 4 to Loan Agreement No. SRF0177.

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Brief discussion was held regarding Paul Kirchner's invite to tour the Mt. Power Hydraulics facility. Commissioners Kuecker and White will try to schedule a time to tour the facility as the others have had an opportunity to see the facility in the past.

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Chairman White gave a brief update in regards to the status of union negotiations. He reported that tentative agreements have been reached with

two LELS unions as well as two of the three AFSCME unions. The Highway Department still has some issues that need to be resolved.

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There were no ditch business updates to report at this time.

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Brief discussion was held regarding an extension request from Dale Minion in regards to a cement pile that was to be cleaned up by December 31st. Motion by Holmen, second by Oeltjenbruns, unanimous vote to send a letter of extension to Minion Excavating in regards to conditional use permit for cement pile with an extension date of April 1, 2011. No other extensions will be granted.

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Commissioner Kuecker reported that the Family Service Agency meeting that was scheduled for Tuesday, December 28th will be changed to either December 21st or December 29th.

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Brief discussion was held regarding the walk-in door at the transit garage and some of the issues we have been having. The board agreed to get the door replaced.

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The board asked that someone from the Extension Office be asked to check into getting some quotes for window treatments for the offices at the N. 71 Building.

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Motion by Kuecker, second by Holmen, unanimous vote to allow Assessor to obtain quotes on the installation of energy efficient lighting for their newly remodeled office.

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Motion by Sorenson, second by Kuecker, unanimous vote to set the final tax levy certification for 2011 at \$6,886,300, which is an increase of 3.564% from 2010.

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There being no further business, Chairman White adjourned as the County Board at 6:26 p.m. so that they could convene as the Ditch Authority to discuss a petition for redetermination of benefits on JD #1 (Watowan & Cottonwood).

Motion by Holmen, second by Sorenson, unanimous vote to accept the petition for the redetermination of benefits on JD #1 (Watowan & Cottonwood).

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to appoint Jim Weidemann, Duane Bendixon and Bill Modestad as viewers for the redetermination of benefits on JD #1.

There being no further business to come before the Ditch Authority, the meeting was declared adjourned at 6:32 p.m.

Jan Johnson, Auditor/Treasurer

Tom White, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant