

June 12, 2012
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 12, 2012 at 2:30 p.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Norm Holmen. Present for all or portions of the meeting were: Commissioners Norm Holmen, John Oeltjenbruns, Jim Schmidt, Tom White, Ron Kuecker; Executive Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Ron Gregg, Andy Geiger, Lloyd Kalfs, Jason Purrington, Aaron Backman, Dennis Johnson and Rahn Larson.

Motion by White, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by White, unanimous vote to approve the minutes of the June 5, 2012 meeting as amended.

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County Engineer Ron Gregg met with the board to discuss several items. Aaron Backman, Windom EDA, and Dennis Johnson, Wenck Associates, met with the board to visit about the upgrade to the intersection of CSAH 15 and Trunk Highway 71 as well as improvements expected as part of the Industrial Park project due to a \$1.1 million grant that was recently received by the City of Windom. It was reported that at the time there are no safety funds available to help with the lighting of the CSAH 15/Highway 71 project but the City is looking into local matches as well as other funding sources. The City of Windom will continue to give updates to the county as this project progresses.

Commissioner White gave an update regarding a discussion he recently had with Tony Nichols in regards to the septic system at the N. 71 Building. The board is waiting to hear back from the City of Windom regarding costs involved if the county were to hook on to city sewer as opposed to replacing the existing septic system.

Gregg gave an update regarding the gravel mining project. He reported that a conditional use hearing is scheduled for June 21st for the county's involvement in the mining on the Thomas property.

The board reviewed the Cottonwood County Highway Department budget and asked questions of Gregg. It was reported that Gregg did not receive board approval to purchase a MIG welder and Plasma cutter that was already paid for with May warrants. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to allow for the purchase in the amount of \$6,209.83 from Matheson for the MIG welder and Plasma cutter that was purchased previously. The Highway Department also received a trade-in allowance of \$1,100 which was deducted from the sub-total in the form of a store credit. The total price after the trade-in was \$5,109.83.

Commissioner Kuecker asked question regarding the budget and made reference to the monthly trial balance that was handed out last week. Gregg was asked to take a look at the monthly trial balance which he had not received prior and to possibly give a further explanation at a future meeting.

Discussion was held regarding the salary for a new Engineering Tech/Signman position that Gregg is hoping to advertise for in the near future. Gregg reviewed the information that was supplied to him from five of the peer counties that responded with salary information for a like position within their county as well as the information that was received from Ann Antonsen, Springsted, Inc. and Wayne Brede. Gregg's recommendation would be to use Range 13 of Wayne Brede's salary range although Ann Antonsen's recommendation of 242 points for this position on the Hay System does not fit into the county's existing pay range for similar pointing. Further information and a recommendation will be presented at the next board meeting.

Gregg gave an update regarding the household hazardous waste facility at the landfill. It was reported that an inspection was recently completed and the facility met the requirements necessary in order to open the facility to the public. An open house will be planned for the near future.

Gregg reported that the landfill was inspected on May 15th and the inspector found the facility to be generally in compliance with its permit and no issues will be referred for enforcement.

Gregg was questioned regarding the finalization of outstanding road projects. Gregg stated that Rory Lindvall is currently working on these.

Commissioner White mentioned a concern that was brought to his attention from a landowner regarding his driveway on Highway 13. Gregg believes that this situation may have already been addressed or is being worked on.

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Planning & Zoning/Solid Waste Administrator Andy Geiger met with the board to discuss a few items. Geiger presented a conditional use permit application from Gary Sorenson to operate a trailer sales dealership in Storden Township. Motion by Kuecker, second by White, unanimous vote to accept and approve the conditional use permit with one condition as mentioned and based on the recommendation of the Planning Commission.

Geiger gave a further update regarding the recent landfill inspection and he reported that there are a few areas that are going to require some immediate attention. Geiger requested that the county set aside money to address these situations now and to get them taken care of properly. He reported that a waterway needs to be built along the side of cells 4 & 5. He also reported that waterway and rock check cleanouts and erosion issues need to be addressed on a more permanent basis. Staking for final grade heights on cell 6 needs to be completed and a gas monitor needs to be purchased for the office. Geiger suggested setting aside \$15,000 to begin working on these projects. Motion by White, second by Schmidt, unanimous vote to allow Geiger to obtain quotes on needed work at the landfill to address erosion repairs and to purchase a multi-gas monitor for the office. It was reported that there is \$10,000 in the current budget for Building & Grounds repair at the landfill. Geiger was given approval to use his discretion regarding staking of the elevations at the landfill.

Motion by Kuecker, second by White to give permission for the DNR to set up a trailer at boat landings in Cottonwood County for a Right of Entry Authorization for Watercraft Inspections which tests for aquatic invasive species. Voting as follows: Aye – Kuecker, White, Oeltjenbruns. Nay – Schmidt and White. Motion carried.

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Lloyd Kalfs, SWCD, met with the board to ask approval to submit Local Fix-Up Fund Grant Application which will be used to offer to homeowners for septic system upgrades. The amount applied for will be \$40,000. Grant applicants must be either low or very low income according to U.S. Department of Agriculture criteria to be eligible to receive Local Fix-Up Grant funds. Motion by Kuecker, second by Schmidt, unanimous vote to allow for the application of the Local Fix-Up Fund Grant.

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Sheriff Jason Purrington met with the board to discuss a few items. Purrington reported that the water heater at the LEC went out over the weekend. Purrington presented three quotes for the replacement of the water heater as follows: Schwalbach Hardware - \$6,063.00, Hanson Plumbing - \$5,925.00, and Elite Mechanical Systems - \$5,441.70. Motion by Oeltjenbruns, second by Schmidt to accept the quote from Hanson Plumbing in the amount of \$5,925.00 due to the immediate availability of the water heater and ongoing issues with the low bidder. Voting as follows: Aye – Oeltjenbruns, Schmidt, Kuecker, Holmen. Nay – White. Motion carried.

Purrington presented a Frequency Relocation Agreement with AT & T Mobility for the board's review. Purrington feels that the relocation of the current microwave link could help the county obtain a redundant backup that will be needed for the radio system. Motion by White, second by Schmidt, unanimous vote to authorize Purrington to sign AT & T Frequency Relocation Agreement.

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County Attorney Nick Anderson asked that the board consider reimbursement of the cost of being a member of the bar association. Anderson reported that the reason he is asking for reimbursement is because he uses some of the forms (probate and guardianship) available to him through the bar association for his work as County Attorney. Motion by White, second by Kuecker, unanimous vote to reimburse Anderson \$100 towards his dues to the Minnesota State Bar Association.

Anderson gave an update regarding Drug Court. He reported that completion of the by-laws and program rules were done last week.

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The board agreed to allow approval of payment of bills that missed the once monthly billing deadline. Auditor/Treasurer Jan Johnson stated that he would have taken bills beyond the deadline if Department Heads would have asked. Motion by Schmidt, second by Oeltjenbruns, unanimous vote to approve June warrants as follows:

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| County Revenue Fund | \$189,759.07 |
| Road and Bridge Fund | \$ 68.49 |

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| Long Term Capital Outlay | \$ 52,283.93 |
| County Building Fund | \$ 400.00 |
| Ditch Fund | \$ 9,245.81 |
| Agency Fund | \$ 1,008.00 |
| Taxes & Penalties Fund | \$ 4,840.50 |
| Road & Bridge | \$ 61,540.95 |
| Landfill Enterprise | \$ 63,554.14 |
| | <u>\$382,700.89</u> |

Brief discussion was held regarding the cost for lodging at the Veterans Services Conference.

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Discussion was held regarding the approval of the Southwestern Mental Health Center Contract. Scott Johnson, Director of SWMHC, will be asked to draft a letter to participating counties in regards to what might happen if a county decides to pull out of the agreement. Motion by Schmidt, second by White to approve contract with Southwestern Mental Health Center. Voting as follows: Aye – Schmidt, White, Holmen and Oeltjenbruns. Nay – Kuecker. Motion carried.

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Discussion was held regarding disciplinary issues and how the board would like to handle personnel matters in the future particularly if dealing with a Department Head. After further discussion it was suggested that the county board form a designated committee as stated in Policy 313, which shall act in the role of the supervisor for purposes of discipline. This designated committee would be delegated to deal with disciplinary procedures of a Department Head which could include an oral or written reprimand. Anything beyond a written reprimand would be handled by the entire county board. Motion by White, second by Oeltjenbruns, unanimous vote to form a designated committee which would consist of the County Board Chairman, HR Specialist and the Commissioner Liaison of the Department Head involved.

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Discussion was held regarding concerns that Kathy Kretsch has with installing heated steps on the west side of the Courthouse. The board agreed to proceed with the project of heating the steps. Commissioner White will inform Kretsch that she will need to relocate the books located in the room downstairs below the steps if she has concerns with something happening to the books.

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Motion by White, second by Schmidt, unanimous vote to allow Auditor/Treasurer Jan Johnson to obtain quotes for a new printer/scanner for his office.

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There being no further business, the meeting adjourned at 5:55 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvong, Executive Assistant