

May 8, 2012
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 8, 2012 at 9:00 a.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 Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Jeff Jensen, Ron Gregg, Scott Johnson, Brent Staples, George Robinson, Geoff Johnson, Cheryl Knudson, Becky Wiens and Craig Myers.

Motion by White, second by Kuecker, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by White, unanimous vote to approve the minutes of the May 1, 2012 meeting.

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Brent Staples and George Robinson met with the board to give an update from the Des Moines River Valley Association and to present copies of letters that were received from 12 out of 13 townships in Cottonwood County that have been visited so far regarding their opposition to any further development of the Des Moines River Valley State Trail within their townships. Staples asked that if the county board decides to take any future considerations in regards to the trail that the Des Moines River Valley Association be allowed to be a part of the discussions.

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Jeff Jensen from Rural Advantage met with the board to give an update regarding the 5-County Food Policy Council Project which is a non-profit organization working throughout Jackson, Cottonwood, Watonwan, Martin and Faribault counties.

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County Engineer Ron Gregg and Cheryl Knudson, Accountant, met with the board to discuss several items. The board reviewed the Cottonwood County Highway Department budget and expense report for the month of April.

The board reviewed the 2011 Annual Report of the Highway Department and asked questions that they had.

Gregg reported that the gravel exploration is being performed today. American Engineering Testing is present to take samples to test to determine the quality of the gravel.

Chairman Holmen signed the contracts with R & G Construction Co. for bridge replacements.

Motion by Kuecker, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

**Resolution 12-05-08
For agreement to State Transportation Fund (Bridge Bonds)
Grant Terms and Conditions**

WHEREAS, Cottonwood County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 17J34, 17J35, 17J36 and 17J37 (S.A.P. 17-606-24, S.A.P. 17-606-25, S.A.P. 17-611-14, S.A.P. 17-611-15, projects tied)

WHEREAS, the Commissioner of Transportation has given notice that funding for these bridges is available; and

WHEREAS, the amount of the grant has been determined to be \$87,410 (S.A.P. 17-606-24), \$88,885 (S.A.P. 17-606-25), \$206,278 (S.A.P. 17-611-14) \$88,044 (S.A.P. 17-611-15) by reason of the lowest possible bid;

NOW THEREFORE, be it resolved that Cottonwood County does hereby agree to the terms and conditions of the grant consistent with the Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required.

S/Norm Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Gregg presented a draft copy of a job description for an Engineering/Sign Technician position that will be discussed further at the next board meeting.

Gregg presented state bids for a tandem truck and snow equipment for the replacement of Unit 39 as follows: \$104,166.79 for a 2013 7600 International and \$79,511.79 for box and snow removal equipment for a total of \$183,678.58. This will be presented again at the next board meeting for possible approval.

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Scott Johnson, Director of Southwest Mental Health Center, was present to further explain the background and process that has been followed for the proposed development of a SWMHC office building to be located adjacent to the Unity House in Worthington. After much discussion was had and several suggestions and comments were made regarding the funding for this project, there was a motion by Schmidt, second by White to loan \$131,000 out of the reserves from Cottonwood County as described in the Agreement for Advancement and Repayment of Funds under Promissory Note "A" to Southwestern Mental Health Center. Voting as follows: Aye – Schmidt, White, Oeltjenbruns and Holmen. Nay – Kuecker. Motion carried.

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Craig Myers, Family Service Agency Director and Becky Wiens, Social Service Supervisor, met with the board to update them on recent interviews that were held for a Case Aide position at Family Services. Myers and Wiens recommended the hire of Kaylene Gohr for this position. Myers also asked for consideration of starting Kaylene at a higher wage than Start Step and to accrue vacation and sick leave at the same rate as that of a 6-9 year employee. Motion by White, second by Oeltjenbruns, unanimous vote to allow Kaylene Gohr to be hired as a Case Aide effective May 14, 2012, to begin on Step 2 ½ of the current matrix and to accrue vacation and sick leave at the same rate as that of a 6-9 year employee.

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Motion by Schmidt, second by White, unanimous vote to approve May warrants as follows:

County Revenue Fund	\$121,276.64
Road and Bridge Fund	\$ 72.11
Long Term Capital Outlay	\$ 829.82
County Building Fund	\$ 1,665.31
Ditch Fund	\$ 2,694.17
Agency Fund	\$ 90.76
Road & Bridge	\$ 46,759.79
Landfill Enterprise	<u>\$ 11,057.94</u>
	\$184,446.54

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Motion by Kuecker, second by Oeltjenbruns, unanimous vote to allow Southwest/West Central Service Cooperative to purchase new carpeting for their offices (pending the county's approval of the carpeting quality) at their expense and in return the county will not raise their rental rate for three years

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Discussion was held regarding Solid Waste Management and when the duties of this department would be officially transferred to Andy Geiger. Motion by White, second by Schmidt, unanimous vote to allow Andy Geiger to take over the day to day operations of the Solid Waste Department effective June 1st. Geiger's salary will be adjusted at that time.

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Discussion was held regarding the location of the personnel files and where they should be kept. Kelly Thongvivong will plan to do some further research in regards to this matter.

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Chairman Holmen gave an update regarding the Department Head meeting that was held last week. Some of the main issues discussed were the need for a new phone system, full-time IT person in Cottonwood County, bi-weekly payroll and the payment of bills twice each month.

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Three quotes were received for the replacement of the air conditioning unit at the courthouse as follows: Paape Companies, Inc. - \$30,985.00, Schwalbach Hardware - \$37,350.00 (Option 1) or \$33,400.00 (Option 2), Johnson Controls - \$68,535.00. The board reviewed the quotes presented and will take them under consideration.

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Motion by White, second by Oeltjenbruns, unanimous vote to allow RSVP to purchase a computer at a cost not to exceed \$1,000 for the replacement of the computer that is no longer working. This expense will be paid for through the Family Service Agency.

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to allow for payment of a bill in the amount of \$173.08 to Bank of the West that was received after the deadline for submission of bills to be paid this month.

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There being no further business, the meeting adjourned at 1:10 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant