

November 8, 2011
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 8, 2011 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 Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Craig Myers, Ron Gregg, Cheryl Knudson, Brian Cooley, Matt Willaby and Jason Purrington.

Motion by Kuecker, 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 November 1, 2011 meeting as amended.

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Family Service Agency Director Craig Myers met with the board to present the Vulnerable Children & Adult Service Plans. He stated that there are some pros and cons of this plan. The funding that is received from state and federal dollars is split equally between vulnerable children and adults. Motion by White, second by Schmidt, unanimous vote to approve the Vulnerable Children & Adult Service Plans as presented.

Discussion was held regarding the phased retirement option that is currently being offered through PERA to coordinated members age 62 and over. There are still some things to consider if the county were to offer this to eligible employees. Motion by Oeltjenbruns, second by White, unanimous vote to allow FSA Director Craig Myers, Commissioner Ron Kuecker, County Attorney Nick Anderson and Auditor/Treasurer Jan Johnson to work together to look at proposed changes that may need to be made to county policy and to continue to research the phased retirement option.

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County Engineer Ron Gregg met with the board to discuss a few different items. Gregg gave a presentation regarding the Highway Department budget status and provided an explanation of the overages in the current budget. Much discussion was held and many comments were made in regards to the budget and what possible solutions might be considered to help gain back highway reserve funds.

Gregg presented snow removal contracts for the cities of Westbrook, Jeffers, and Mt. Lake for approval. The county will pay the city for snow and ice control operations as specified at a rate of \$1,200/mile of roadway for the 2011-2012 snow season. Motion by Kuecker, second by Schmidt, unanimous vote to approve snow removal contracts for the cities of Westbrook, Jeffers, and Mt. Lake at a rate of \$1,200/mile for 2011-2012.

Gregg requested board approval and adoption of resolution 11-11-08 to enter into an agreement between Mn/DOT and Cottonwood County, which allows for Mn/DOT to act as the County's agent in accepting federal aid. Motion by Oeltjenbruns, second by White, unanimous roll call vote to adopt resolution as follows:

Resolution 11-11-08

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Cottonwood County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Board Chairman and the Auditor/Treasurer are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 00017", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

S/Norm Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Discussion was held regarding recycling contract with Tri-County Recycling. It was suggested that Cottonwood County needs to notify Tri-County Recycling of our intent to no longer bring recycling to Slayton at the beginning of the year even though the county is currently working without a contract. Pipestone County will be sent a copy of the letter as well.

Commissioner White asked a question of Gregg in regards to the 6th Street project and the River Road project. Both projects will be completed next year.

Gregg voiced his opinion regarding issues that were recently brought up by the highway department union for upcoming negotiations. The matter with the elimination of the recycling department will need to be addressed in the near future as well.

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Sheriff Jason Purrington met with the board to present some information from Johnson Controls for consideration of a service agreement for the upkeep of the air conditioning/boiler units at the Law Enforcement Center, N. 71 Building and the Courthouse. Purrington reported that the Highway Department could be added on the service agreement as well for an additional cost. Purrington updated the board in regards to some of the problems that he has had with the new air conditioning unit at the Law Enforcement Center. It was suggested that Purrington contact the air conditioning manufacturer to discuss the issues. No action was taken on the consideration of the service agreement.

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Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve November warrants as follows:

County Revenue Fund

\$141,866.26

County Building Fund	\$	117.36
Ditch Fund	\$	7,040.26
Taxes & Penalties Fund	\$	3,991.60
Road & Bridge	\$	48,802.61
Waste Abatement/SCORE	\$	2,818.46
Landfill Enterprise	\$	<u>30,353.88</u>
		\$234,990.43

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Commissioner Kuecker gave an update regarding Christmas lighting for the two spruce trees on the east side of the courthouse that will be trimmed this year. Motion by Kuecker, second by White, unanimous vote to spend up to \$1,200 for Christmas lights for the two spruce trees on the outside of the courthouse. Motion by Kuecker, second by Schmidt, unanimous vote to allow for the usage of the county credit card if needed to purchase the Christmas lights.

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Discussion was held regarding a request by the Small Business Development Center (SBDC) to appropriate \$3,000 to their organization for 2012. The board agreed to not appropriate funding for 2012 to the Small Business Development Center (SBDC). They will be notified of the board's decision.

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Discussion was held regarding a draft memo regarding quote requests for department purchases. The board agreed that it should be incorporated into the Personnel Policy and not sent out as a memo only. It was suggested that a statement also be added to the policy to address sales tax, shipping/handling, trade allowance, etc. when obtaining quotes so that the board is always comparing the bottom dollar. This will be discussed again at the next board meeting.

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A copy of the gravel tax report for the first three quarters was handed out for the board's review. It was noted that the Highway Department and townships have each received \$21,462.47 so far this year.

An e-mail from the State Auditors was shared with the board in regards to Southwest Mental Health Center's request for a possible loan from the county.

A letter from the Southwest/West Central Board of Directors that was sent to members of Southwest/West Central Service Cooperative was shared with the board for information purposes.

Motion by Schmidt, second by Oeltjenbruns, unanimous vote to authorize check to Santi Kleen, Inc. for \$4,500 for down payment of the meth house clean-up. This will be paid for out of the Environmental Office funds.

It was reported that the City of Windom and the Windom School District are interested in holding a joint city/county/school meeting to discuss possible joint ventures, collaborations, etc. and were hoping to possibly get together on November 22nd after 5pm. Auditor/Treasurer Jan Johnson was asked to do

some follow-up with Steve Nasby and to inform him that November 22nd will not work for the commissioners to attend a meeting.

It was reported that B & W Control Specialists have completed the ditch spraying for the year.

Truth in Taxation notices will be going out next week. The percentages for our county as with other counties are all over the board this year.

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Update was given regarding upcoming union negotiations that will begin on Wednesday of this week. Further discussion regarding the recycling department and the employees in this department that will be affected by the new recycling contract with Waste Management will be discussed at the next board meeting. The board agreed that there will be no retro pay to union employees if new union contracts are not agreed upon by December 31st.

Brief discussion was held regarding personnel policy reviews. Chairman Holmen suggested that a sub-committee be formed so that a few of the commissioners could review employee performance evaluations before they are placed in employee personnel files. No action was taken on this item.

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Motion by Kuecker, second by White, unanimous vote to adjourn as the County Board and to convene as the Ditch Authority to set crop damage compensation for JD #23.

Motion by Kuecker, second by Schmidt, unanimous vote to pay crop damages to John Roll at a rate of \$600/acre for .6 acres of soybeans.

Motion by Oeltjenbruns, second by White, unanimous vote to pay crop damages to Rodney Einck at a rate of \$850/acre for .3 acres of corn.

There being no further business to come before the Ditch Authority, there was a motion by Schmidt, second by White, unanimous vote to adjourn as the Ditch Authority at 1:27 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant