

January 4, 2011
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 4, 2011 at 9:00 a.m. at the Cottonwood County N. 71 County Office Building in Windom, MN. Present for all or portions of the meeting were: Commissioners Ron Kuecker, Norm Holmen, John Oeltjenbruns, Jim Schmidt, Tom White; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Kretsch, Kevin Heggseth and Rahn Larson.

Auditor/Treasurer Jan Johnson called the meeting to order and distributed the oaths of office to John Oeltjenbruns, Jim Schmidt, Tom White, Kathy Kretsch and Nick Anderson. Sheriff Jason Purrington and Auditor/Treasurer Jan Johnson were previously given the oath.

Johnson then asked for nominations for Board Chairman. Motion by Holmen, second by White to elect Commissioner Kuecker as Board Chairman. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to cast a unanimous ballot for Commissioner Kuecker as Board Chairman for 2011.

Motion by Oeltjenbruns, second by White to elect Commissioner Holmen as Board Vice-Chairman. Motion by Schmidt, second by Oeltjenbruns, unanimous vote to cast a unanimous ballot for Commissioner Holmen as Board Chairman for 2011. Presiding over the remainder of the meeting was Chairman Ron Kuecker.

Chairman Kuecker thanked Commissioner White for a job well done as Chairman for 2010.

Motion by White, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve the minutes of the December 28, 2010 meeting as amended.

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Motion by White, second by Oeltjenbruns, unanimous vote to set 2011 meeting dates for the 1st, 2nd & 4th Tuesday of each month as presented with the exception of December.

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Motion by Oeltjenbruns, second by Holmen, unanimous vote to accept commissioner assignments for 2011 as presented by Chairman Kuecker as follows:

Commissioner Department Assignments – 2011

Commissioner Ron Kuecker

Environmental Office
Emergency Management
Solid Waste Department

Commissioner Norm Holmen

Family Service Agency
MN Extension Services
Sheriff's Department

Commissioner John Oeltjenbruns

County Attorney
Board Administrative Assistant
County Highway Department

Commissioner Jim Schmidt

Veteran's Service Office
County Assessor
County Transit System

Commissioner Tom White

County Auditor/Treasurer
Court Administration/Probation
County Recorder

Commissioner Committee Assignments – 2011

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
Area II River Basin Projects	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Board of Adjustment	1 st District – Phyllis Bakken 2 nd District – Lowell Tjentland 3 rd District – Craig Thompson 4 th District – Mike LaMaack 5 th District – Jonathan Penner
Cottonwood County DAC	Commissioner John Oeltjenbruns
Cottonwood County Dept. Head Meetings	Commissioner Ron Kuecker or Commissioner Norm Holmen
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.
Food, Beverage and Lodging Task Force	Commissioner Tom White (OPEN)
Greater Blue Earth River Basin Alliance	Commissioner John Oeltjenbruns Commissioner Norm Holmen, alt. (OPEN)
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 Ron Kuecker - Chair Commissioner Norm Holmen – 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 Ron Kuecker - Chair Commissioner Norm Holmen – Vice-Chair Auditor/Treasurer Jan Johnson 1 st District – Jane Pederson (12/12) 2 nd District – (OPEN) 3 rd District – Monica Muller (12/11) 4 th District – (OPEN) 5 th District – Tom Appel (12/12)
Minnesota River Board (Mr. B)	Commissioner John Oeltjenbruns Commissioner Ron Kuecker, alt.

Planning Commission (3-year terms – no term limit)	Commissioner Norm Holmen 1 st District – Phyllis Bakken (12/12) 2 nd District – Lowell Tjentland (12/11) 3 rd District – Leland Thiesen (12/11) 4 th District – Tom Fast (12/11) 5 th District – Phil Harder (12/11)
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
Soil & Water Conservation District	Commissioner Ron Kuecker
Southern Minnesota Arts and Humanities Council	(OPEN)
Southern Prairie Health Purchasing Alliance	Commissioner Norm Holmen
Southwest Minnesota Housing Partnership	Commissioner Jim Schmidt
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
SW MN Energy Task Force	Commissioner John Oeltjenbruns Commissioner Jim Schmidt, alt.
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

The committees that have open positions will be assigned as soon as possible.

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Motion by Holmen, second by White, unanimous vote to appoint Dr. Rod Dynes to another 4-year term as County Coroner for Cottonwood County.

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Brief discussion was held regarding the possibility of forming a Personnel Committee in Cottonwood County. Chairman Kuecker has been in contact with two counties in regards to how they handle the salary setting process and both of these counties have a Personnel Committee established. The consensus of the board is to possibly consider forming a Personnel Committee which could be utilized when setting salaries for 2012. More information such as the structure of these committees as well as established guidelines will need to be researched and considered.

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One bid for the 2011 official newspaper was received and was as follows: Cottonwood County *Citizen* - \$8.00/column inch plus \$3.00 for the other two county papers; \$.12/subscriber; and \$1,484 for Financial Statement. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to award the bid to the Cottonwood County *Citizen* as the 2011 official newspaper.

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Motion by White, second by Holmen, unanimous vote to approve partial payment in the amount of \$17,000 to Borsgard Construction for work completed to date with the remodeling project in the Assessor's Office.

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Brief discussion was held regarding the annual weed meeting that is generally combined with the township meetings. There was a suggestion to look to either the SWCD or Jackson County for assistance with presenting weed information to the townships.

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Motion by White, second by Oeltjenbruns, unanimous vote to recess as the County Board and to convene as the Ditch Authority at 9:45 a.m. to hold a conference call with Watonwan County for consideration of the acceptance of petition as Joint Board – Cottonwood County & Watonwan County for the redetermination of benefits of JD #1. Watonwan County Auditor Don Kuhlman and Commissioners Berg and Sanders from Watonwan County were available for the conference call. Motion by Holmen, second by Berg, unanimous vote to

adopt findings and order in the matter of the redetermination of benefits for JD #1 between Cottonwood and Watonwan Counties. Motion by White, second by Schmidt, unanimous vote to appoint Commissioners Holmen and Oeltjenbruns to serve as representatives for joint ditch (Cottonwood-Watonwan) for JD #1 redetermination of benefits.

Auditor/Treasurer Jan Johnson handed out ditch levy information to each commissioner that was approved at the last board meeting.

Motion by White, second by Oeltjenbruns, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board.

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County Attorney Nick Anderson met with the board to present a state quote for a desktop computer as follows: Dell - \$1288.33. Motion by White, second by Holmen, unanimous vote to allow for the purchase of a new PC in the amount of \$1288.33 + tax and shipping with an option to upgrade monitor for a cost not to exceed \$40.

Motion by Holmen, second by White, unanimous vote to set 2011 contingency fund amount at \$7,500 for the County Attorney's Office.

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Commissioner Kuecker gave a brief update regarding a gravel mine near the Talcot Lake area that Cottonwood & Jackson Counties are continuing to pursue.

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Motion by White, second by Schmidt, unanimous vote to authorize Chairman Kuecker to sign Minnesota Wetland Conservation Act Notice of Decision.

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Motion by White, second by Oeltjenbruns, unanimous vote to set 2011 meal rates as follows: \$8.50 – breakfast; \$13.50 – lunch; \$17.00 – evening meal with gratuity included in these rates.

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The county follows the IRS rate for mileage reimbursement which is \$.51/mile for 2011.

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Motion by Oeltjenbruns, second by White, unanimous vote to pay regular and customary payments for 2011, 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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Auditor/Treasurer Jan Johnson reported that the redetermination of benefits for JD #1 will more than likely not be completed real soon as the viewers are busy with other projects at this time.

Motion by Holmen, second by Oeltjenbruns, unanimous vote to set 2011 clerk hire wages at \$10.50.

Motion by White, second by Holmen, unanimous vote to set 2011 seasonal rates as follows: 1st year - \$8.70; 2nd year - \$8.95; 3rd year - \$9.20.

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Motion by White, second by Holmen, unanimous vote to close the meeting at 10:36 a.m. for personnel reasons to discuss Department Head evaluations. Individuals present were: 5 Commissioners, Kelly Thongvivong, Jan Johnson and Nick Anderson.

At this time Nick Anderson's salary request for 2011 was also discussed and information was given to the board for their review.

Motion by White, second by Oeltjenbruns, unanimous vote to open the meeting at 11:29 a.m.

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Salaries for 2011 were set as follows for Elected Officials and Department Heads:

Motion by White, second by Holmen, unanimous vote to set Jason Purrington's 2011 salary at \$71,338.

Motion by Holmen, second by Oeltjenbruns to set Kathy Kretsch's 2011 salary at \$50,960. Voting as follows: Aye – Holmen, Oeltjenbruns, Schmidt and Kuecker. Nay – White. Motion carried.

Motion by Oeltjenbruns, second by White, unanimous vote to set Jan Johnson's 2011 salary at \$87,495.

The board agreed to set Nick Anderson's 2011 salary at the next board meeting so they had an opportunity to review the information presented at today's meeting by Anderson.

Motion by White, second by Oeltjenbruns, unanimous vote to set Craig Myers' 2011 salary at \$88,536.

Motion by White, second by Holmen, unanimous vote to set Gale Bondhus' 2011 salary at \$60,261.

Motion by Oeltjenbruns, second by Holmen to set Ron Gregg's 2011 salary at \$99,440. Voting as follows: Aye – Oeltjenbruns, Holmen and White. Nay – Schmidt and Kuecker. Motion carried.

Motion by White, second by Oeltjenbruns, unanimous vote to set Todd Dibble's 2011 salary at \$48,388.

Motion by White, second by Oeltjenbruns, unanimous vote to set Kelly Thongvivong's 2011 salary at \$43,411.

Motion by Holmen, second by Schmidt to set Kimberly Hall's 2011 salary at \$39,950. Voting as follows: Aye – Holmen, Schmidt, Oeltjenbruns and Kuecker. Nay – White. Motion carried.

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Motion by Oeltjenbruns, second by Holmen, unanimous vote to authorize Chairman Kuecker to sign two LELS (Jailer/Dispatcher & Deputies) union contracts for 2011. The unions agreed to a 2% increase for 2011.

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Brief discussion was held regarding a letter recently sent to Dale Minion in regards to a cement pile that needs to be cleaned up in the near future. A copy of this letter will be forwarded to the County Attorney for his records.

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Brief discussion was held regarding a request by Leslie Makovsky to attend training in February as a county designated employee for the Environmental Office. This request will be discussed further with SWCD for their input.

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Overtime reports for all departments were handed out to the board for their review. Commissioner White asked that these reports be handed out monthly. Auditor/Treasurer Johnson suggested quarterly reports.

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Discussion was held regarding the SWMHC lease at the N. 71 County Office Building. It was reported that the lease for SW/WC Service Cooperative expires in 2012. There was a question as to whether there was an error with the SWMHC lease as they were drafted at the same time.

The board agreed that it would be good to review all leases and list them all on a spreadsheet so that they can be better monitored for renewal.

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There being no further business, the meeting adjourned at 11:57 a.m.

Jan Johnson, Auditor/Treasurer

Ron Kuecker, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant