

January 24, 2012  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 24, 2012 at 1:00 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, Tom White, Jim Schmidt, Ron Kuecker; Executive Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Dave Bucklin, Ron Gregg, Kerry Netzke, Jason Purrington, Wayne Wormstadt, Jerry Hayes, Lon Walling and John Schueller.

Motion by White, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by White, unanimous vote to approve the minutes of the January 10, 2012 meeting.

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Dave Bucklin, SWCD, met with the board to give an update regarding the Wetland Conservation Act (WCA) Program. Bucklin explained the process of the program and reported that he does most of the legwork for this program and then all decisions are made by the county board.

Bucklin presented an application from Jim Wolf for three small wetland areas that he is hoping to drain. This application is for a replacement plan. Bucklin's recommendation would be to approve the application with conditions as noted. Motion by Oeltjenbruns, second by White, unanimous vote to approve notice of decision. A 30-day appeal process by the landowner will be allowed after approval of the notice of decision.

Bucklin reported that the Annual Report for the Wetland Conservation Act (WCA) Program will be submitted today.

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County Engineer Ron Gregg met with the board to discuss several items. Wayne Wormstadt was also present to give an update regarding the grant that was received for the Safe Routes to School Program for the development of a proposed 10 foot wide sidewalk which is located in the City of Windom along 17<sup>th</sup> Street and 9<sup>th</sup> Avenue near the Windom Area Middle-High School. The Safe Routes to School Committee is making a request to allow Gregg to send out Request for Proposals for the engineering and construction engineering for the sidewalk project. Motion by Kuecker, second by Schmidt, unanimous vote to send out Request for Proposals to be submitted to the County Engineer by 4:00 p.m. on February 6, 2012. Each of the two components of the project should be listed within the proposal.

Discussion was held regarding the temporary part-time position at the Cottonwood County landfill that was recently posted internally. Gregg reported that he received only one applicant. Gregg recommends the hiring of Donna Stresemann to the position of temporary part-time Solid Waste Worker effective February 1, 2012 at her current hourly rate of pay. No health insurance coverage or benefits will be offered for this temporary position but Stresemann will be allowed to

transfer any existing benefits such as sick leave, vacation and personal days that she accrued before January 31, 2012. Motion by Kuecker, second by White, unanimous vote to accept Gregg's recommendation to hire Donna Stresemann as a temporary part-time Solid Waste Worker at the landfill effective February 1, 2012 at her current rate of pay.

Gregg presented three material quotes for the construction of a new household hazardous facility at the Cottonwood County landfill as follows: Westbrook Home Center of Westbrook - \$6,944.11; Country Pride Lumber of Mt. Lake - \$7,647.10; Lamperts of Windom - \$8,946.77. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to accept low quote in the amount of \$6,944.11 from Westbrook Home Center.

Gregg gave an update regarding the leachate headwell issue at the Cottonwood County landfill. Gregg was happy to inform the board that the headwell measurements for cell 4 was 9 ½" and cell 5 was 13 ½" as of last Friday, January 20<sup>th</sup>. MPCA has agreed to wait and see how the headwell readings look from now until May 1<sup>st</sup> before they address the issue of a Stipulation Agreement resulting from the high headwell readings.

Gregg requested board approval to make final payment on the CSAH 13 surfacing project (SP 17-613-38). The final payment is \$181,805.95. The original contract amount was \$3,050,684.30 and the final contract amount is \$3,040,717.59. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve final payment in the amount of \$181,805.95.

Gregg requested board approval to advertise for three overlay projects and four bridge projects. The overlay projects are SAP 17-606-026 (CSAH 6), SAP 17-604-19 (CSAH 4) and SAP 17-619-04 (CSAH 19). The bridge projects are SAP 17-606-24, 17-606-25, 17-611-14 and 17-611-15. Motion by Schmidt, second by Kuecker, unanimous vote to approve advertising for these projects.

Gregg requested board approval to make final payment on the partial closure project of cell 4 & 5. The final amount is \$70,695.84. The original contract amount was \$237,495.00 and the final contract amount is \$232,108.30. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve final payment in the amount of \$70,695.84 to Schmidt Construction.

Gregg presented a budget summary for 2011. He would like to present a budget summary comparing his November end of the year prediction with the actual end of the year at the February 7<sup>th</sup> board meeting.

Gregg asked for board approval to sign the lease agreement for the two motor graders from RDO (John Deere Finance Department). Motion by Kuecker, second by Schmidt, unanimous vote to authorize Gregg to sign lease for two motor graders with review by Chairman Holmen before they are signed.

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Kerry Netzke met with the board representing Area II. Also present for the discussion were Redwood County Commissioners Lon Walling and John Schueller. Netzke gave an overview of a water retention project that Area II is working on which is located one mile north of the Cottonwood County line in Redwood County and

three miles east of the Murray County line. The total acres of the water retention project are 6760.9 of which 6195.3 acres are in Cottonwood County, 435.4 acres are in Redwood County and 130.2 acres are in Murray County. The board did not seem to think that the landowners of Cottonwood County would be in favor of this project but thought it might not be a bad idea to present it to the landowners for further discussion if they choose.

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Sheriff Jason Purrington met with the board to discuss a few items. Purrington presented a lease agreement between Cottonwood County and the City of Windom. Motion by Kuecker, second by Schmidt, unanimous vote to approve lease agreement effective May 1, 2012 and commencing the last day of December 2022. The monthly rental for the remainder of 2012 shall remain at \$1,500/month. The monthly rental beginning January 1, 2013 through December 31, 2014 shall be \$1,650/month. Rates will be reviewed every two years thereafter.

Purrington presented a Cooperative Agreement with the State for the ARMER System for board approval. Motion by Schmidt, second by Oeltjenbruns, unanimous vote to approve the Cooperative Agreement with the State which allows the county to get on-line with the ARMER System.

Purrington presented a Communication Facility Use Agreement for placement of a microwave dish on the Windom MnDOT tower. The yearly cost will be \$300 to the county. Motion by White, second by Schmidt, unanimous vote to authorize approval of the agreement.

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County Attorney Nick Anderson asked for approval to ratify MCAPS 4 Support Services Agreement between Docutech and the Minnesota Counties Computer Cooperative. This agreement will allow continuation of access to the MCAPS Program. Motion by Oeltjenbruns, second by White, unanimous vote to allow for the approval of the ratification of the MCAPS 4 Support Services Agreement. This agreement will be effective January 1, 2012 and continue for eight (8) years, expiring on December 31, 2019.

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Discussion was held regarding the PERA phased-retirement option (PRO). A few suggestions were made for clarification to the language. Commissioner White suggested making a change to the previously presented county contribution amounts as well as the employee contribution amounts for health insurance under the PRO option. Commissioner Kuecker voiced his concerns and reported that three of the four sub-committee members agreed to the initial amounts presented. After further discussion, there was a motion by White, second by Oeltjenbruns, unanimous vote to approve PERA phased-retirement option (PRO) at a rate of 50% county contribution and 50% employee contribution of the total cost of the insurance premium. The county will not contribute to the employee's individual VEBA account under the phased-retirement option (PRO).

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Discussion was held regarding two updated job descriptions (Board Executive Assistant/Human Resource Specialist/Transit Director and Planning & Zoning/Parks/Veterans Services Administrative Assistant) that were recently developed by Wayne Brede, Human Resource Consultant, after receiving a new Position Analysis Questionnaire that was filled out for both positions. After a few comments were made for clarification, there was a motion by White, second by Oeltjenbruns, unanimous vote to approve the draft version of the job description for the Board Executive Assistant/Human Resource Specialist/Transit Director position so that it can now be sent to Ann Antonsen, Springsted, Inc. for pointing on the Hay System.

Much discussion was held regarding the Planning & Zoning/Parks/Veterans Services Administrative Assistant job description and whether or not some of the duties listed should be the responsibility of this position. Kelly Thongvivong will meet with Andy Geiger and Todd Dibble to see what the intent of some of the responsibilities is before approving the draft version of the job description.

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Motion by White, second by Oeltjenbruns, unanimous vote to re-appoint Monica Muller (3<sup>rd</sup> District) to another 3-year term on the Extension Committee and to appoint Leland Thiesen (3<sup>rd</sup> District) and Phil Harder (5<sup>th</sup> District) to another 3-year term on the Planning Commission.

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Motion by Oeltjenbruns, second by White, unanimous roll call vote (Commissioner Schmidt was absent) to adopt Lessee's Authorization Resolution (on file in the Commissioners Office) which gives the county authorization by the laws of the State to purchase, acquire and lease personal property for the benefit of the Governmental Entity and its inhabitants and to enter into contracts with respect thereto. This is for the lease of the new 2012 Case 1150K Dozer for the Highway Department.

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Motion by Kuecker, second by White, unanimous vote to authorize Commissioners Holmen and White to sign LELS union contract with the deputies.

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Motion by Kuecker, second by Oeltjenbruns, unanimous vote to authorize Chairman Holmen to sign Annual Feedlot Report.

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Motion by Oeltjenbruns, second by White, unanimous vote to allow for the purchase of Exchange Server Client Licenses and Security Certificate for Cottonwood County domain name from CDWG for \$4,937.63.

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Chairman Holmen appointed Jim Schmidt to serve on the Juvenile Screening Committee in place of himself.

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Discussion was held regarding tax and levy shortages of the Highway Department and Family Services funds that have not been receipted in their entirety.

At this time delinquent taxes are shared amongst all levying departments (Revenue, Highway Department and Family Services) and any overages that are received are kept by the Revenue Department and not shared with all levying departments.

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Auditor/Treasurer Jan Johnson presented an Election Services Agreement with Synergy Graphics who is the sole provider of election machines. This is a 4-year agreement that allows for a locked in price for four years for their services. Motion by White, second by Kuecker, unanimous vote to authorize Johnson to sign the Election Services Agreement with Synergy Graphics.

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

Discussion was held regarding JD #1 redetermination of benefits. The viewers believe the area is too large to do a redetermination of benefits on the whole system and therefore they would recommend limiting the redetermination of benefits to a smaller area. The board agreed to get further clarification regarding the project by inviting one of the viewers and the petitioners to attend the February 14<sup>th</sup> board meeting for further discussion.

There being no further business to come before the Ditch Authority, the meeting was adjourned at 5:32 p.m.

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Jan Johnson, Auditor/Treasurer

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Norm Holmen, Board Chairman

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Kelly Thongvivong, Executive Assistant