

February 28, 2012  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 28, 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; Executive Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Andy Geiger, Jeff Spartz, Ron Gregg, Holli Arp, Crystal Reith, John Schwartz, Brian Hopwood and Mark Miller. Commissioner Kuecker was absent.

Motion by Oeltjenbruns, 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 February 14, 2012 meeting.

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Planning & Zoning Administrator/Parks Director Andy Geiger met with the board to discuss a few items. Geiger presented a conditional use permit that was submitted by Schwartz Farms, Inc. for an expansion of a swine confinement feedlot in Midway Township. The existing feedlot is 980 animal units and the permit is to double the size to 1,960 animal units of swine. Motion by Oeltjenbruns, second by White, unanimous vote to approve the conditional use permit to Schwartz Farms, Inc. as presented and recommended by the Planning Commission with eight conditions mentioned.

Geiger asked that the board allow him to advertise for two seasonal employees and one part-time employee for the Parks Department. Geiger feels that there is a lot of maintenance that needs to be done in the other parks this year that would warrant hiring a part-time employee besides the two seasonal employees. Motion by White, second by Oeltjenbruns, unanimous vote to allow Geiger to advertise for two seasonal and one part-time position for the Parks Department.

Geiger questioned whether the board would like him to attend training for septic systems so that he could be used as a backup if needed. The board agreed to hold off on this training for now.

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Jeff Spartz, Executive Director of Association of Minnesota Counties, met with the board to give an update. Spartz reiterated the importance of counties being involved in policy committees, as they eventually become part of the platform in the legislative process. Spartz also urged the county to take advantage of services provided for members of NACo such as the prescription discount drug program.

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County Engineer Ron Gregg met with the board to discuss several items. Gregg presented two quotes for the purchase of a computer and two 22" monitors as follows: Dell - \$1,068.00 and New Star - \$1,468.00. Motion by White, second by Schmidt, unanimous vote to accept the low quote from Dell in the amount of \$1,068.00 plus tax for the purchase of a computer and two 22" monitors.

Discussion was held regarding the possibility of the Environmental Department taking over some/all of the landfill duties. Chairman Holmen shared with the board his thoughts on how this discussion all got started and reported that he has been thinking about this for quite some time. Commissioners Holmen and White as well as Ron Gregg and Andy Geiger met a few weeks ago to discuss the idea. Gregg voiced his thoughts about wanting to see some things through to the end at the landfill such as the construction of cell 7 before making any official changes. Because there is still much work to be done before anything like this can happen, Chairman Holmen expressed his thoughts as to not having a timeline but could potentially work towards getting something put together by 2013. Gregg and Geiger agreed that if something such as this were to happen, the next several months could be used to allow Geiger to begin to train and shadow Gregg with his landfill responsibilities. Commissioner White asked that further discussion be held next week due to Commissioner Kuecker's absence at this meeting.

Gregg gave an update regarding the leachate issue at the landfill. The results of the last two wellhead readings were as follows: February 17<sup>th</sup> – cell #5 was 11 ½" and February 24<sup>th</sup> – cell #5 was 10". These readings have been reported to MPCA as well.

Gregg gave an update on the household hazardous waste facility being constructed at the landfill. Gregg requested board approval to install another overhead door in the landfill scale building to allow for drive through collections of HHW and e-waste collections. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to allow Gregg to obtain quotes for an overhead door and to use his discretion to accept a quote for an amount not to exceed \$5,000 for the purchase and installation of a door.

Gregg presented the Tri-County recycling 2011 refund amounts and Cottonwood County's portion of the operating and equipment reserves. Cottonwood County's 2011 refund is \$20,476.31. Cottonwood County's portion of the operating reserve is \$12,207.13 and equipment reserve is \$9,549.06. These funds will be placed in the SCORE account for future recycling needs.

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Holli Arp and Crystal Reith, University of Minnesota Extension, met with the board to discuss a few items. Arp requested permission to advertise for a summer intern for Extension. Motion by White, second by Schmidt, unanimous vote to allow advertising of a summer intern position for Extension.

Reith gave a 4-H program update and reported on some of the recent activities as well as upcoming activities that will be held during the upcoming months.

Update was given regarding office coverage during upcoming leave of Crystal Reith for approximately 12 weeks and possible consideration of a stipend for Kathy Marsh during this time. Motion by White, second by Oeltjenbruns, unanimous vote to allow Marsh to receive a \$500/month stipend for 3 months due to her added responsibilities while Reith is out of the office on leave.

County Attorney Nick Anderson asked for permission to use the county credit card to purchase ink cartridges. Motion by Schmidt, second by Oeltjenbruns, unanimous vote to allow Anderson to use the county credit card to purchase ink cartridges during 2012 as needed.

Anderson reported on his concerns regarding e-mail confidentiality and the filtering of e-mail by Greg Walsh, Watonwan County, as a vendor for IT services for Cottonwood County. Chairman Holmen was directed to contact Walsh to notify him not to filter Cottonwood County content on either the server or e-mails.

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The board reviewed two proposals received for a website redesign of the existing county website as follows: The Untamed Mouse, LLC - \$3,200 and iCitizen - \$2,800. Further information needs to be clarified before making a final decision on the proposal.

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The board reviewed the recommended pointing/salary range of the Planning & Zoning/Parks/Veterans Administrative Assistant position based on updated job description as approved at the February 14, 2012 board meeting. It was reported that Ann Antonsen, Springsted, Inc. recommended that the Hay System points for this position be increased from 169 to 198 points. Information was also received from Wayne Brede, Human Resource Consultant, regarding his recommendation for a salary range (13 Non-Exempt) for this position as well as the prevailing wage rate that he came up with. After further discussion, there was a motion by Schmidt, second by White, unanimous vote to increase the Hay System points from 169 to 198 for this position and to establish a new pay matrix for this position with Step 6 being \$15.06/hour. Motion by White, second by Schmidt, unanimous vote to set the hourly salary for this position at \$15.06/hour (Step 6) with retro pay allowed for hours worked since January 1, 2012.

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Motion by Oeltjenbruns, second by White, unanimous vote to accept final draft of Phased Retirement Option (PRO) Policy as presented.

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Chairman Holmen reported on the proposed establishment of TIF District No. 1-4, a housing district in the City of Mt. Lake. The district will assist in the development of a 24-unit assisted living facility. The project will be located adjacent to the Good Samaritan Society of Mt. Lake nursing home. The City of Mt. Lake has scheduled a public hearing for Monday, March 5, 2012 at 6:35 p.m. to receive public comment on the proposed TIF District.

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Motion by Oeltjenbruns, second by Schmidt, unanimous vote to allow the commissioners to attend an upcoming pipeline safety awareness & emergency response program at Minnesota West in Jackson on March 28<sup>th</sup> if they choose to.

Holmen reported that Kim Hall recently received a \$1,000 gift on behalf of Cottonwood County from a drawing that she registered for. The funds are to be used at the discretion of Cottonwood County Emergency Management.

Chairman Holmen briefly discussed the Hwy. 60 pre-permit application correspondence that was received via e-mail.

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Brief discussion was held regarding Agreement for Advancement and Repayment of Funds for Southwestern Mental Health Center. Commissioner Schmidt reported that information has been sent to Scott Johnson, Director of SWMHC, regarding Cottonwood County's response to the agreement. Schmidt will contact Johnson tomorrow to discuss further suggestions and concerns for changes to the agreement.

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There being no further business, the meeting adjourned at 4:37 p.m.

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Jan Johnson, Auditor/Treasurer

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Norm Holmen, Board Chairman

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Kelly Thongvong, Executive Assistant