

June 26, 2012
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 26, 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, Jim Schmidt, Tom White, Ron Kuecker; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Ron Gregg, Dominic Jones, Kay Clark, Kelsey Carlson, Andy Geiger and Dave Bucklin.

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve the minutes of the June 12, 2012 meeting. Motion by Oeltjenbruns second by Schmidt, unanimous vote to approve the minutes of the June 12, 2012 Board of Equalization meeting.

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County Engineer Ron Gregg met with the board to discuss several items. An update on the conditional use hearing for the gravel mining project was given. Dominic Jones, Red Rock Rural Water, gave a power point presentation on the background of this project. Jones reported that a sub-lease agreement is in draft form and will be presented to the board at the next board meeting.

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Kelsey Carlson, Windom Chamber Director, met with the board to ask for approval to use the Courthouse grounds on August 4th for the Street Fair and on August 6th for Night to Unite. Motion by Kuecker, second by White, unanimous vote to allow for the request to use the Courthouse grounds for both events on August 4th and August 6th.

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Kay Clark, SWCD District Administrator, met with the board to present the bi-annual budget for the Natural Resources Block Grant. Motion by White, second by Schmidt, unanimous vote to approve the submission of the Board of Water and Soil Resources Biennial Budget Request (BBR) for Fiscal Years 2014-2015.

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Chairman Holmen requested that Ron Gregg, County Engineer, put together a new financial plan regarding the cash flow of the gravel mining project.

Gregg requested that Chairman Holmen sign the contract for the Highwater Township bridge replacement project SAP 17-599-94 that was completed by Mathiowetz Construction.

Discussion was held regarding the salary range for the new Engineering Tech/Signman position. Gregg stated that he would like to see the salary set at Range 13 of Wayne Brede's recommendation of Range 12 or Range 13. Ann Antonsen's recommendation was to keep the existing Hay System points at 242. After further discussion, there was a motion by White, second by Kuecker,

unanimous vote to set the Engineering Tech/Signman position Hay System points at 252 and to use the same pay matrix as the existing Highway Mechanic position.

Commissioner White requested that the board review a request that was made at the February 7th board meeting to transfer \$850,000 from the General Revenue to the Road & Bridge fund. No further action was taken on this request.

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Andy Geiger, Planning & Zoning/Solid Waste Administrator, met with the board to discuss several items. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to set the electronics waste collection dates for July 20th from 12:00 – 4:00 p.m. and July 21st from 8:00 a.m. to 12:00 p.m. at the Windom Recycling Building.

Geiger gave an update regarding the landfill. He reported that Kyle Pillatzki is currently working on doing some staking at the landfill and a new gas monitor has been ordered for the office. Geiger will be attending a meeting in St. James on Thursday to discuss options for the landfill leachate. Geiger is also working on the possibility of having a few companies attend a future board meeting to discuss options for daily cover.

Geiger gave an update regarding the unsealed, unused well located at Talcot Park. The Minnesota Department of Health is strongly recommending that the well be sealed. Motion by White, second by Schmidt, unanimous vote to allow Geiger to obtain quotes for sealing the well at Talcot Park.

Geiger presented information regarding actual costs for conditional use permit expenses and variance hearing expenses. Geiger reported that most of our neighboring counties charge from \$300 to \$600 for conditional uses and variances and they charge the same rate for both permits. Geiger recommended that the board consider raising the hearing fees for Cottonwood County to \$450 for both conditional use permits and variance hearings. Motion by White, second by Oeltjenbruns, unanimous vote to set the new rates for conditional use permits and variance hearings at \$450 effective October 1st.

Brief discussion was held regarding landscaping at the N. 71 building. Commissioner Oeltjenbruns reported that he has not yet heard back from Nickel Construction.

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Motion by White, second by Schmidt, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

A petition for abandonment of JD #4 (Lakeside Township) was recently received from Kurt Deter and the landowners involved are requesting that a public hearing be scheduled. Motion by White, second by Schmidt, unanimous vote to set a public hearing date on a regular board meeting day that is convenient for Kurt Deter, landowner representative.

A request for the improvement of JD #31 (Germantown Township) was recently received as well as a request for the re-determination of benefits. The landowners are requesting an additional outlet to be added to the system, as the

current outlet is not keeping up. The information was presented to the board but due to a lack of a bond being received no further action could be taken.

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

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Discussion was held regarding the Southern Prairie Health Purchasing Alliance Joint Powers Agreement. Because there were still some unanswered questions and some concerns voiced by some of the board members no action was taken at this time. It will be discussed further at the next board meeting.

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Chairman Holmen reported that Area II is proposing a 2.16% increase in their levy to meet the needs of the FY 2013 budget. Motion by White, second by Schmidt, unanimous vote to approve the Area II proposed addendum no. 11 to the Joint Powers Agreement and to allow the Cottonwood County delegate to sign.

Motion by Oeltjenbruns, second by Kuecker, unanimous vote to change the budgeted amount to Area II for 2012 from \$3,854 to \$3,905.

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Auditor/Treasurer Jan Johnson presented a resolution for the extension of a contract with Computer Professionals for an additional three years. Motion by Kuecker, second by White, unanimous vote to follow the recommendation of Johnson to renew the contract for an additional three years and to adopt Resolution 12-06-26 as follows:

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**Cottonwood County Board of County Commissioners
Resolution 12-06-26**

WHEREAS, the County Board previously entered into an agreement ("Agreement") dated June 24, 2008 with Computer Professionals Unlimited, Inc. ("CPUI") to provide computer programming and technical assistance to the County; and

WHEREAS, under the terms of that Agreement and the "Attachment B" thereto, the monthly rate charged on a flat-fee schedule for said services increases 4% annually during the term of the Agreement, which runs through December 31, 2018; and

WHEREAS, CPUI desires to extend the term of the Agreement; and

WHEREAS, the following modifications to the Agreement are in the best interests of the County and its residents;

NOW, THEREFORE, BE IT RESOLVED, that the County shall enter into an Addendum to the Agreement whereby a) the term of the Agreement shall be extended through December 31, 2018; b) the monthly flat-rate fee schedule attached to that Agreement is extended through December 31, 2018.

Dated this 26th day of June, 2012.

S/Norm Holmen, Board Chairman

Motion by Oeltjenbruns, second by White, unanimous vote to amend Policy 470 "Request for Department Purchases" and to post for a 30-day comment period.

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Auditor/Treasurer Jan Johnson requested that he recently received a call in regards to the old AS400 system that was no longer being used and an offer was made to purchase it for \$150.00. Motion by Kuecker, second by Schmidt, unanimous vote to allow Johnson to sell the old AS400 system for \$150.00 to the same company that the county bought the new AS400 system from.

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Motion by White, second by Kuecker, unanimous vote to approve the Driver and Vehicle Services (DVS) lease with recommended changes.

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Kelly Thongvivong, Executive Assistant/HR, presented quotes for the purchase of a new 4-drawer lateral fire resistant filing cabinet (Fireking 4-3122-C) were presented as follows: Davis Typewriter - \$3,370.24 and Indoff - \$3,542.91. Motion by Kuecker, second by White, unanimous vote to accept the low quote in the amount of \$3,370.24 from Davis Typewriter.

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Information regarding the Schoper Bush Dam Annual Inspection Report was shared with the board.

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Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve the Joint Powers Agreement for the Counties of Region 6W & Region 8 for the Southwest Minnesota Chief Elected Officials Joint Powers Board effective July 1, 2012 – June 30, 2014 for Southwest Private Industry Council.

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There being no further business, the meeting adjourned at 4:33 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant