

January 11, 2005
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 11, 2005 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Chuck Severson, Ron Kuecker, Norm Holmen, John Oeltjenbruns, Gary Sorenson; Administrative Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Westbrook-Walnut Grove students, Lynn Arndt, Don Reffer, Gale Bondhus, Mike Hanson, Marlene Smith, Gail Timmerman, Sherry Sevcik, Harvey Bourquin, Carol Bourquin, and George Eilertson. Motion by Holmen, second by Sorenson, unanimous vote to approve the additions of the agenda. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve the minutes of the January 4, 2005 meeting as corrected.

* * * *

The Commissioners took some time to introduce themselves to the Westbrook-Walnut Grove High School students who were attending the board meeting as part of their American Government class.

* * * *

Don Reffer, representing Lawn Manicurists, met with the board to give a brief presentation of the drainage ditch brush control services that they have provided over the past several years for Cottonwood County. The quote for maintenance services for 2005 is \$41,000.

Motion by Holmen, second by Kuecker, unanimous vote to recess as the County Board and convene as the Ditch Authority. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to accept 2005 quote from Lawn Manicurists in the amount of \$41,000. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to adjourn as the Ditch Authority and reconvene as the County Board.

* * * *

Motion by Oeltjenbruns, second by Sorenson, unanimous vote to approve re-appointment of Mike LaMaack to the Board of Adjustment and Planning Commission. Mike will represent the 2nd District for a 4-year term.

Motion by Sorenson, second by Holmen, unanimous vote to appoint Tom Resch to the Extension Board replacing Laurie Farrell. Tom will represent the 2nd District for a 4-year term.

* * * *

County Assessor Gale Bondhus met with the board to discuss a few different items. Bondhus reported that because the Westbrook Health Care Center tax court decision has been made, she would like approval of tax abatement on 2003 and 2004 taxes. Motion by Sorenson, second by Kuecker, unanimous vote to pay back Westbrook Health Care Center 2003 taxes in the amount of \$3,142 + interest at 4% and 2004 taxes in the amount of \$2,954 +

interest at 4% for 3 months based upon tax court decision. Peterson Estates will remain a taxable portion of the Westbrook Health Care Center.

Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve payment of Court Recording fees in the amount of \$1,543.50 as a result of the Westbrook Health Care Center tax court case. This amount will be paid out of the Assessor's Office budget.

Motion by Holmen, second by Kuecker, unanimous vote to make changes as agreed upon to proposed Cottonwood County fee schedule and to impose the fee schedule effective March 1st. These fees will be waived for parcels owned by Cottonwood County. Fees will be as follows:

| Job Description | Initial Fee | Additional Fees |
|------------------------|--------------------|-----------------------------------|
| Split Fees | \$50.00 | \$10.00/parcel after 2 |
| Combinations | No Charge | |
| Plat Fees | \$100.00 | \$10.00/parcel |
| TIF | \$100.00 | \$10.00/parcel |
| Annexation | \$100.00 | \$10.00/parcel |
| Job Zone | \$100.00/parcel | \$50 annual maintenance/parcel |
| Staff Research | \$25.00 | \$25.00/hour (1-hour minimum) |
| * | * | * |

A letter was received from Southern Minnesota Tourism requesting that the board again support the organization with a \$.05/capita contribution. No action was taken.

* * * *

Environmental Officer Mike Hanson met with the board to discuss the proposed rates for the 2005-2006 camping season at Talcot Park. Motion by Kuecker, second by Holmen to increase all 2005-2006 rates as suggested by Hanson except for the seasonal rate, which should increase from \$760 to \$800 for 2005. Voting aye: Kuecker, Holmen, Severson, Sorenson. Voting nay: Oeltjenbruns. Motion carried. Suggestions will be considered before setting seasonal rate for 2006, which will be evaluated again next year. Camping rates for 2005-2006 will be as follows:

| | |
|--|-------------------------|
| Daily camping rate for sites without water & electricity | \$ 10.00/night |
| Daily camping rate for sites with water & electricity | \$ 16.00/night |
| Two week camping rate sites #1-34 (Lake Sites) | \$175.00 |
| Two week camping rate sites #35-53 (Pond & Hill Sites) | \$150.00 |
| County Park Yearly Pass (must be attached to each vehicle entering park) | \$ 6.00 |
| Septic tank pumping charge, per hook-up | \$ 7.00 |
| Seasonal rate (May 2 – Oct. 2): (\$250 due by Feb 4; balance due by May 2) | \$800.00 (2005 rate) |

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to allow Hanson to get quotes for new mower for Environmental Office.

* * * *

George Eilertson met with the board representing Northland Securities to report on sealed proposals for the purchase of \$1,900,000 General Obligation Drainage Refunding Bonds, Series 2005A that were received. Motion by Oeltjenbruns, second by Sorenson, unanimous roll call vote to pass resolution authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of \$1,900,000 General Obligation Drainage Refunding Bonds, Series 2005A. This will be a cost savings to the county of \$100,297.44.

* * * *

Motion by Sorenson, second by Holmen, unanimous vote to recess until 1:00 p.m. Chairman Severson reconvened the meeting at 1:00 p.m.

* * * *

Auditor/Treasurer Johnson presented two quotes for preparation of indirect cost allocation plan for 2005. Quotes were as follows: MAXIMUS, Inc. – \$5,600 and Government Management Group - \$3,750. Motion by Holmen, second by Sorenson, unanimous vote to accept low quote of \$3,750 from Government Management Group for preparation of 2005 indirect cost allocation plan.

Johnson updated the board on a few different items regarding recycling and the landfill.

Motion by Oeltjenbruns, second by Sorenson, unanimous vote to add additional recommendation to the Cottonwood County fee schedule. Job Zone parcels will now be charged an initial fee of \$100/parcel and a maintenance fee of \$50/year. The fees collected will be split as follows: Assessor’s Office – 60% and Auditor/Treasurer’s Office – 40%.

* * * *

Motion by Kuecker, second by Sorenson, unanimous vote to approve Law Enforcement Labor Services union contract for 2005-2006 pending clarification of comp time and insurance. Commissioner Sorenson will contact LELS union representative to address the concerns with the language as it currently reads.

Motion by Sorenson, second by Holmen, unanimous vote to accept Memorandum of Understanding with LELS, which refers to the duties of the Emergency Management Director.

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to approve Jailer/Dispatcher union contract for 2005-2006.

Motion by Oeltjenbruns, second by Severson, unanimous vote to accept Memorandum of Understanding with Highway Department, which refers to employees temporarily assigned to the job classification of Foreman. This Memorandum of Understanding will be added to the current union contract and will be effective from January 1, 2005 to December 31, 2006.

* * * *

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to approve January warrants as follows:

| | |
|--------------------------|--------------|
| County Revenue Fund | \$125,360.51 |
| Long Term Capital Outlay | \$ 732.62 |
| Ditch Fund | \$ 1,952.52 |
| Road & Bridge | \$ 28,762.77 |
| Landfill Operations | \$ 18,659.02 |
| Waste Abatement/SCORE | \$ 3,213.20 |
| Construction Fund | \$ 20,250.00 |
| TOTAL | \$198,930.64 |

* * * *

Chairman Severson appointed Commissioner Holmen as the board representative on the Family Service Agency LMC.

* * * *

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to give all non-union employees a 2% COLA and 3% step for 2005 except certain cases that will be reviewed individually.

Motion by Holmen, second by Sorenson, unanimous vote to move Jim Vellema to Step 11 on the 2005 matrix.

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to set 2005 temporary seasonal salaries as follows: 1st year - \$7.65; 2nd year - \$7.90; 3rd year - \$8.15.

Motion by Oeltjenbruns, second by Kuecker, unanimous vote to set 2005 clerk hire wages at \$9.00/hour.

Motion by Kuecker, second by Sorenson, unanimous vote to raise elected official salaries for 2005 as follows: Doug Storey - \$57,873; Bob Haken - \$59,897; Jan Johnson - \$71,875; Mary Ann Anderson - \$48,852.90.

* * * *

There being no further business, there was a motion by Sorenson, second by Holmen, unanimous vote to adjourn the meeting.

Jan Johnson, Auditor/Treasurer

Chuck Severson, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant