

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

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 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, Jim Schmidt, Tom White, Ron Kuecker; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Bruce Casey, Andy Geiger, Ron Gregg, Lloyd Kalfs, Kay Clark, David Bucklin, Alan Coners and Rahn Larson.

Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve additions to the agenda. Motion by White, second by Schmidt, unanimous vote to approve the minutes of the April 10, 2012 meeting as amended.

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Bruce Casey, MCIT Loss Control Consultant, met with the board to give the member report for 2012. Casey will relay concerns to the MCIT Board of Directors that the county board has regarding the large dividend that the county receives each year as opposed to paying a lower premium and not receiving such a big dividend which may make it easier for budgeting purposes.

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A public hearing for the adoption of the Subsurface Sewage Treatment System (SSTS) Ordinance #38 was held at this time. Andy Geiger, Planning & Zoning Administrator gave an update. Motion by White, second by Oeltjenbruns, unanimous vote (Commissioner Schmidt was absent at the time) to adopt Ordinance #38 but to repeal Section #22 of the Cottonwood County Zoning Ordinance #28.

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Discussion was held regarding the proposed Cottonwood County Policy regarding the Phased Retirement Option (PRO) that has been posted for a 30-day comment period. One comment was received during this time. Motion by White, second by Oeltjenbruns, unanimous vote (Commissioner Schmidt was absent at the time) to adopt Phased Retirement Option (PRO) Policy as presented.

It was noted that the 30-day comment period for the posting of Policy 470 "Request for Department Purchases" has passed and no comments were received. Motion by Oeltjenbruns, second by Kuecker, unanimous vote (Commissioner Schmidt was absent at this time) to adopt Policy 470 as presented.

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Discussion was held regarding the re-pointing of three merit positions at Family Service Agency. Ken Leas, AFSCME union representative, will be contacted for his thoughts in regards to this matter. It will be discussed further at the next board meeting.

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A public hearing for the approval of the Local Water Management Plan was held at this time. Kay Clark, SWCD Administrator gave an update. Motion by

Kuecker, second by Oeltjenbruns, unanimous vote to approve submission of the updated Local Water Management Plan to the Board of Water and Soil Resources (BWSR) for their approval.

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Motion by Oeltjenbruns, second by White, unanimous vote to hire Michelle Olsem as the Extension summer intern effective May 29th for approximately 13 weeks.

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Discussion was held regarding a request to use the courthouse lawn on July 14th for a wedding after 5:00 p.m. when the stores close. Motion by White, second by Schmidt to allow the Lynn Elston Family to use the courthouse grounds on July 14th after 5:00 p.m. for a family wedding and to let them know that the property needs to be left in like condition after the ceremony or they will be billed for the cost of any cleanup. Voting as follows: Aye – White, Schmidt, Holmen. Nay – Kuecker and Oeltjenbruns. Motion carried.

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Commissioner Oeltjenbruns gave an update regarding a few tours (Hilltop Dairy in South Dakota and a power plant) he recently attended.

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Brief discussion was held regarding ditch inspections. This will be discussed further at the next board meeting.

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Andy Geiger, Planning & Zoning Administrator, met with the board to request approval of a conditional use permit for GCC/CRMI – Ready Mix, Inc. to allow mining of a gravel pit located in the SE ¼ of Section 31-106-36 in Dale Township. Geiger reported that there was no opposition to the request. Motion by Oeltjenbruns, second by White, unanimous vote to approve the conditional use permit with three conditions as mentioned and based on the recommendation of the Planning Commission.

Discussion was held regarding the recently pointed position with added landfill duties and the possibility of moving forward with the transfer of landfill duties to the Planning & Zoning Administrator/Parks Director position. After further discussion in regards to the pointing of this position, there was a motion by White, second by Schmidt, unanimous vote to add Solid Waste/Landfill duties to the Planning & Zoning Administrator/Parks Director position, to set the Hay points for this position at 464, to use the same pay matrix as the position at 479 on the current matrix and to set Andy Geiger's salary at \$48,200 effective as soon as the new Solid Waste/Landfill job duties are assigned.

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Auditor/Treasurer Jan Johnson informed the board that he recently attended a presentation hosted by Bank Midwest regarding a Certificate of Deposit Account Registry Service (CDARS) that is being offered through the bank. Motion by Schmidt, second by White, unanimous vote to allow Johnson to add Certificate of Deposit Account Registry Service (CDARS) as an approved vendor on the county's

financial institution list.

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It was reported that the State Auditor Exit Interview for the 2011 audit was conducted on April 23rd. Motion by Oeltjenbruns, second by White, unanimous vote to allow Chairman Holmen and Auditor/Treasurer Johnson to sign the Management Representation Letter for the 2011 Audit.

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County Engineer Ron Gregg met with the board to discuss several items. Quotes for the purchase of three new pickups were opened and read as follows: 4x4 extended cab short box – state bid - \$27,740.15 and Higley Ford - \$27,794.98. 4x4 regular cab long box – state bid - \$24,931.00 and Higley Ford - \$25,753.38. Motion by White, second by Oeltjenbruns, unanimous vote (Commissioner Schmidt abstained from the vote) to purchase two extended cab short box pickups from Higley Ford for \$27,794.98 each and one regular cab long box from Higley Ford for \$25,753.38 due to cost savings in terms of future servicing of the vehicles locally.

The board reviewed the results of the bid opening for the four bridge projects (SAP 17-606-24 & 25 and SAP 17-611-14 & 15) as follows: Riley Bros. - \$792,267.35, Mathiowetz Construction - \$599,785.40, Midwest Contracting LLC - \$591,657.90 and R & G Construction - \$561,463.90. Motion by Kuecker, second by Schmidt, unanimous vote to accept the low bid in the amount of \$561,463.90 from R & G Construction.

Much discussion was held regarding financing for road improvements and how to get the process moving. Gregg shared with the board that Red Rock Rural Water has acquired a lease on some property that contains gravel deposits and is offering Cottonwood County the opportunity to mine the gravel, which also plays a factor in moving forward. After further discussion, there was a motion by Kuecker, second by Schmidt to move that we transfer \$300,000 of unused reserve funds from the Recycling Department to the Highway Department. The money is to be used to harvest and purchase gravel to be spread over county roads identified previously by the Highway Department as having less than 2" of gravel cover. Voting as follows: Aye – Kuecker. Nay – Oeltjenbruns, White, Schmidt and Holmen. Motion failed.

Motion by White, second by Schmidt, unanimous vote to inform the Highway Department (Road & Bridge) that \$300,000 of unused reserve funds from the Recycling Department is available to the Highway Department to be used for specific projects once an organized plan has been presented to the board and approved.

Gregg informed the board that all road projects but one have been let so far this year.

Chairman Holmen questioned Gregg about outstanding highway projects that were mentioned as a result of findings in the 2011 audit.

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There being no further business, the meeting adjourned at 4:36 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant