

February 23, 2010  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 23, 2010 at 1:00 p.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Tom White. Present for all or portions of the meeting were: Commissioners Tom White, Ron Kuecker, Norm Holmen, John Oeltjenbruns, Gary Sorenson; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Mike Hanson, Ron Gregg, Kathy Kretsch, Jack Kelly and Nestor Palm.

Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Sorenson, second by Kuecker, unanimous vote to approve the minutes of the February 9, 2010 meeting.

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Environmental Officer Mike Hanson met with the board to discuss a few different items. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to authorize the Board Chairman to sign the 2010-2011 County Feedlot Program Delegation Agreement and Work Plan. The work plan has been approved by Cottonwood County's MPCA Feedlot Representative, Brent Riess.

Hanson presented estimated costs for supplying free fire wood at Talcot Park. Motion by Kuecker, second by Holmen, unanimous vote to begin charging \$3.00 for approximately an arm load of fire wood at Talcot Park for the upcoming camping season.

Hanson asked permission for Greg Johnson and himself to attend a septic training workshop on March 15<sup>th</sup> in Belle Plaine with the cost to be \$40/person + mileage. Motion by Kuecker, second by Oeltjenbruns to allow Mike Hanson and Greg Johnson to attend the septic training in Belle Plaine on March 15<sup>th</sup>. Voting as follows: Aye – Kuecker, Oeltjenbruns and Holmen. Nay – Sorenson. Motion carried.

Hanson presented a draft copy of the Subsurface Sewage Treatment System (SSTS) Ordinance for the board's review. A public hearing will be held at a later time.

Hanson had some questions in regards to the boiler system at the N. 71 County Office Building. Jim Vellema will be contacted in regards to the concerns.

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County Engineer Ron Gregg met with the board to discuss several items. Gregg and County Assessor Gale Bondhus recommended final acceptance of the GIS Project performed by Schneider Corporation. Based upon the recommendation of Gregg and Bondhus, there was a motion by Holmen, second by Sorenson, unanimous vote to accept the final project and to acknowledge that Schneider Corporation has completed the work on the GIS Project through their contract with Cottonwood County.

Discussion was held regarding approval of an annual support contract with Schneider Corporation. The recommendation of Gregg and Bondhus was to contract with Schneider Corporation for the Plus Plan for an amount of \$7,883.33 as well as the Automated PDX Maintenance Program which supports the update of the shape files for an amount of \$500 for a total cost of \$8,383.33 for this support. Motion by Sorenson, second by Holmen to approve the recommendation as presented by Gregg and Bondhus for the annual support contract with Schneider Corporation at a rate of \$8,383.33. The term of this agreement is from 2/1/2010 to 12/31/2010. Voting as follows: Aye – Sorenson, Holmen, Oeltjenbruns. Nay – Kuecker. Motion carried.

Gregg recommended to the board that Gale Bondhus take over all future managing of the GIS Program. Motion by Sorenson, second by Holmen, unanimous vote to appoint Gale Bondhus to take over the future management of the GIS Program.

Gregg requested final payment approval for the 2009 overlay project. Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve final payment in the amount of \$87,045.65 to Central Specialties, Inc. for the 2009 overlay project.

Gregg gave an update in regards to snow plowing. He reported that at this time there has been approximately \$47,000 more spent on snow removal this season than there was at this time last season.

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Jack Kelly and Nestor Palm met with the board representing the Big Bend Snow Riders Club of Cottonwood County. They asked for a letter of support from the board as they will be applying for a grant for the purchase of additional equipment to be used for the grooming of trails. Motion by Holmen, second by Oeltjenbruns, unanimous vote to send a letter of support to the Big Bend Snow Riders Club for their efforts in applying for a grant.

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Discussion was held regarding a grievance that was received by the AFSCME union on behalf of the Highway Department. The grievance was in regards to an oral reprimand that was placed in an employee's personnel file. The union does not feel that there was just cause for doing so. The Department Head was instructed to draft a letter to the union denying the grievance.

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County Recorder Kathy Kretsch met with the board in regards to a vital records scanning project that she would like approval to complete. Two quotes were presented as follows: FNTI - \$2,876.05 and US Imaging, Inc. - \$4,195.03. Motion by Kuecker, second by Sorenson, unanimous vote to accept the low quote in the amount of \$2,876.05 and to allow Kretsch to contract with FNTI to convert images.

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Auditor/Treasurer Jan Johnson asked the board for consideration of adding a broker to the current listing of county depositories. Motion by Kuecker,

second by Oeltjenbruns, unanimous vote to add Key Bank and First Empire Securities to the 2010 Cottonwood County Depositories Listing along with the five prior depositories (United Prairie Bank, Bank of the West, First Security Bank, Multi-Bank Securities and Bank Midwest) that were previously listed.

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Discussion was held regarding the Governor's supplemental budget proposal for fiscal years 2010 and 2011 that could result in the elimination of state funding of the Sentencing-to-Service program. No action was taken at this time.

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Commissioner Sorenson gave an update regarding an RC & D meeting he attended in Redwood Falls. He reported that there has been a decrease in the amount of funding available. There was much discussion in regards to talking to legislators about the possibility of authorizing more RC & D's as there are currently two areas in the state that are not currently authorized. Additional funding could mean the addition of a grant writer for these two areas of the state.

An update was given regarding Area II bonding. Sorenson reported that some of the funding was moved to another line item to protect it from a line item veto but there is still the possibility that the governor will veto the entire bill.

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Commissioner Holmen reported that he met with Emergency Management Director Kim Hall on Monday morning to introduce her to some of the different departments. Brief discussion was held regarding vehicle usage as well as cell phone reimbursement for the Emergency Management Director.

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Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve 2010 appropriation request from Greater Blue Earth River Basin Alliance (GBERBA) in the amount of \$2,868. This is a reduction from the past three years.

Brief discussion was held regarding an appropriation request from the Minnesota River Board for fiscal year 2011, which begins July 1<sup>st</sup>. No action was taken at this time.

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Discussion was held regarding an E-Update that was received from the Office of the State Auditor in regards to uniform/clothing allowances. Motion by Sorenson, second by Holmen, unanimous vote to draw up a written statement in regards to uniform/clothing allowances that states that clothing articles are deductible only if it is specifically required as a condition of employment and not of a type adaptable to general usage as ordinary clothing.

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Auditor/Treasurer Jan Johnson mentioned that he thought a policy should be developed for the usage of portable computers such as laptops. Johnson will try to obtain sample copies from other counties to put together a proposed policy.

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Brief discussion was held regarding what the statute says in regards to the requirements of a request for proposal for employee provided life insurance policies. Further research will be done on this matter before any action is taken.

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Motion by Sorenson, second by Oeltjenbruns, unanimous vote to pay remaining balance of \$21,279.74 to Carter Construction for remodeling work completed at the Family Service Agency building contingent that all proper paperwork is completed and submitted by Carter Construction. The original bid was for \$32,950. First payment in the amount of \$17,750 was made on 1/10/10. Additional work completed that was over and above the original bid included:

Install changing table and install cabinet	\$ 50.00
New windows in conference room	\$1,800.00
New carpet	\$ 750.00
Level floor	\$ 650.00
Mud paneling	\$ 250.00
Extra painting	\$ 520.00
Extra electrical work	\$1,829.74
Insulation in conference room ceiling	\$ 80.00
New base and moldings in room with new carpet	\$ 150.00

This resulted in a total project cost of \$39,029.74.

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Brief discussion was held regarding a free pipeline safety emergency response training that will be held March 25<sup>th</sup> in Worthington for anyone interested in attending.

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Commissioner Sorenson gave an update regarding a meeting he recently had with Mike Hanson.

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

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Jan Johnson, Auditor/Treasurer

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Tom White, Board Chairman

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Kelly Thongvivong, Bd. Adm. Assistant