

February 14, 2012  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 14, 2012 at 9:00 a.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, Ron Kuecker; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Gale Bondhus, Anita Schlabach, Jason Purrington, Ron Gregg and Greg Lee.

Motion by White, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve the minutes of the February 7, 2012 meeting as amended.

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County Assessor Gale Bondhus met with the board to set the Board of Equalization date for 2012. The board agreed to set the date for Tuesday, June 12<sup>th</sup> at 6:00 p.m. with the first appointment at 6:30 p.m.

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Discussion was held regarding information that was handed out by Chairman Holmen regarding the Highway Department construction summaries he recently received as requested. There were a few suggestions that were made that can possibly be added to the summary.

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Discussion was held regarding the county's existing phone system and where everyone's thoughts are in regards to the possibility of updating the existing system. Commissioner White agreed to visit with Dan Olsen from Windomnet in regards to what the county's options might be. Auditor/Treasurer Johnson was asked to put together information as to where the county is at as far as reserves are concerned.

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Anita Schlabach, The Untamed Mouse, LLC and Greg Lee, Webicine, Inc. met with the board to present a proposal for the revision of the county website and to discuss what some of the needs are for possible changes to the existing site. The board would like to give this some consideration before making any decisions at this time. It will be discussed further at the next board meeting.

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Sheriff Jason Purrington met with the board to discuss a few items. Purrington reported that the City of Windom did approve the lease agreement with Cottonwood County. Motion by Kuecker, second by Schmidt, unanimous vote to approve lease between Cottonwood County and the City of Windom for their usage of the Law Enforcement Center for law enforcement purposes.

Purrington asked that two invoices be approved for special payment for dispatcher and end user training. Motion by White, second by Schmidt, unanimous vote to approve bill in the amount of \$6,000 to Alpha Wireless for console operator and emergency responder operational training for ARMER equipment. Motion by

Oeltjenbruns, second by White, unanimous vote to approve bill in the amount of \$303 to Alpha Wireless for emergency responder subscriber operational training for ARMER equipment.

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County Engineer Ron Gregg met with the board to discuss several items. Gregg requested board approval to advertise the Windom street construction projects (SAP 17-613-44 – River Road from 13<sup>th</sup> Street to Perkins Creek bridge and SAP 17-617-16 – 6<sup>th</sup> Street from TH 60 to Lakeview Avenue). Motion by Schmidt, second by Kuecker, unanimous vote to allow Gregg to advertise for these two projects.

Gregg presented a proposal from Wenck Associates to provide engineering and construction engineering for the construction of cell #7 at the Cottonwood County landfill. Motion by Kuecker, second by Schmidt, unanimous vote to accept proposal in the amount of \$47,952 from Wenck Associates for the construction of cell #7.

Gregg presented the January 2012 budget summary for the Highway Department. It was suggested that Gregg present a monthly construction summary and monthly budget summary to the board on the 2<sup>nd</sup> Tuesday of each month and to get this information to the board before the meeting whenever possible.

Gregg asked for input regarding the Solid Waste Department's involvement in the 2012 Windom Farm & Home Show on March 10<sup>th</sup>. The board agreed that it might be beneficial to have a booth and to focus on household hazardous waste.

Gregg requested that the board support his decision to ask that all Cottonwood County municipalities postpone their citywide cleanup days to the fall of 2012. Gregg has a concern with available airspace until cell #7 is constructed. Motion by Schmidt, second by Kuecker, unanimous vote (Commissioner White abstained from the vote) to allow for a 50% reduction in tipping fees for any municipality that chooses to wait until fall to hold their citywide cleanup day. If any municipality chooses to offer a citywide cleanup day in the spring, they will be charged for 100% of the tipping fee with no reduction.

Gregg reported that he will be seeking quotes for a new computer station that he will present at a future meeting.

Brief discussion was held regarding a recent Solid Waste meeting as well as the pickup truck situation at the Highway Department.

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Motion by White, second by Oeltjenbruns, unanimous vote to approve Planning & Zoning/Parks/Veterans Services Administrative Assistant job description as presented. The job description will now be sent to Ann Antonsen, Springsted, Inc. for her recommendation of pointing on the Hay System.

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Motion by Kuecker, second by Schmidt, unanimous vote to move that each year, beginning in 2012, the county treasurer shall transfer exactly ½ of the levied amount of property taxes for the Road and Bridge Department and the Family Services Agency to their respective accounts. This shall be done as soon as

possible following the spring and fall payment of property taxes. Any delinquent taxes collected shall be deposited and remain in the general revenue fund.

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Motion by Oeltjenbruns, second by White, unanimous vote to approve Mt. Lake Golf Course liquor license request and to set the fees at \$400 for on-sale liquor and \$10 for 3.2 beer.

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Motion by Schmidt, second by White, unanimous vote to allow for the use of the county credit card for a room reservation for a one night stay on February 29<sup>th</sup> in St. Cloud for Lisa Zuehlke while she attends training.

Motion by White, second by Schmidt, unanimous vote to allow for the use of the county credit card for the cost of registration in the amount of \$159 for Kelly Thongvivong to attend training in Sioux Falls on March 22<sup>nd</sup>.

Motion by Kuecker, second by White, unanimous vote to allow for the use of the county credit card for repair of the scale for the test shack for the Highway Department. The cost of the repair is approximately \$210 + shipping.

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Discussion was held regarding the final draft of the Phased Retirement Option (PRO) Policy. Commissioner White had some further questions and concerns regarding the draft language. The board agreed that they would like a little more time to research this matter further and to possibly consider not allowing for accrual of vacation/sick leave, holidays and bereavement leave.

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Motion by Oeltjenbruns, second by White, unanimous vote to approve February warrants as follows:

County Revenue Fund	\$113,447.26
Ditch Fund	\$ 9,680.97
GO Drainage Refund 2011	\$ 326.25
Ditch Sinking 3 (JD 2)	\$ 108.75
Road & Bridge	\$ 59,127.81
Waste Abatement/SCORE	\$ 7,670.17
Landfill Enterprise	<u>\$ 7,385.01</u>
	\$197,746.22

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Commissioner White was recently asked about the no loitering signs in front of the courthouse and whether or not they could be removed. Kevin Paulsen will be instructed to remove the signs.

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It was reported that the request for a redetermination of benefits for JD #1 will be dropped at this time.

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Commissioner Kuecker questioned the amount of overtime hours that were claimed last month particularly at Family Service Agency.

There being no further business, the meeting adjourned at 12:07 p.m.

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Jan Johnson, Auditor/Treasurer

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Norm Holmen, Board Chairman

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Kelly Thongvivong, Executive Assistant