

June 28, 2005
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 28, 2005 at 1:00 p.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 Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Ron Gregg, Gerry Engstrom, Jim Weidaman, Dean Nelson, Elaine Lolkus, Mary Ann Anderson, Mike Hanson and Kevin Donahue. Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve the additions of the agenda. Motion by Sorenson, second by Kuecker, unanimous vote to approve the minutes of the June 14, 2005 meeting as corrected. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve the minutes of the June 14, 2005 Board of Equalization meeting.

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County Engineer Ron Gregg met with the board to discuss a few items. Gregg reported that two bids were received for bituminous seal coat material and were as follows: Flint Hills - \$0.8946/gallon including tax and Jebro Inc. - \$0.8192/gallon including tax. Motion by Sorenson, second by Kuecker, unanimous vote to award low bid to Jebro Inc. at a rate of \$0.8192/gallon including tax. Gregg reported that approximately 65,000 gallons of CRS-2 seal coat material would be used in this years' program.

The board asked that Gregg look at the FSA parking lot and the Courthouse parking lot to see if the Highway Department may be able to seal coat these areas.

It was reported that the Office Manager/Accountant job description had recently been sent in to Labor Relations to see if the points have changed since additional duties have been added to this position. Labor Relations recommended that the points increase from 270 to 282. Motion by Holmen, second by Oeltjenbruns, unanimous vote to increase the top step of the 2005 pay scale for the Office Manager/Accountant position from \$16.96/hour to \$17.36/hour effective July 1st and to rework the pay scale for this position to reflect this change.

Gregg reported on some project updates and informed the board that the landfill would be closed over the 4th of July weekend.

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Quotes were presented for laptop, color printer and digital camera and were as follows: DELL - \$1483.00 (laptop only) and Hewlett Packard - \$1721.95 + \$100 rebate (laptop, color printer and digital camera). The color printer and digital camera will be paid for with transit marketing dollars. The laptop will be paid out of Commissioner's Long Term Capital Outlay funds. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to accept quote from Hewlett Packard

in the amount of \$1721.95 + \$100 rebate as their quote included laptop, color printer and digital camera.

Motion by Oeltjenbruns, second by Sorenson, unanimous vote to issue a separate check to Kelly Thongvivong in the amount of \$92.90 for the purchase of Microsoft FrontPage which was charged on her own personal VISA card. This software has already been received and installed.

Motion by Sorenson, second by Holmen, unanimous vote to issue special check for purchase of laptop, color printer and digital camera as soon as it is ordered.

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

Gerry Engstrom presented the preliminary report for the proposed improvement of JD #15 for review. A few suggestions were made for slight changes to the preliminary plan. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to accept preliminary plan and to instruct Engineer Gerry Engstrom to put together the final plan taking into consideration suggestions and discussion from today.

Motion by Holmen, second by Sorenson, unanimous vote to appoint Jim Weidaman, William Modestad and Duane Bendixon as the three viewers for this project.

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

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Corrections Agent Elaine Lolkus met with the board to seek approval for the purchase of a new digital copier/scanner/printer/fax for the Probation Office. Two quotes were received and were as follows: Dan's Office Supply - \$855 and Davis - \$1,000. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to accept quote from Davis as this quote included installation and set-up and Dan's Office Supply did not.

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Environmental Officer Mike Hanson met with the board to present seven quotes for a new mower for the Parks Department. After much discussion, the board decided to hold off on purchasing a new mower at this time and to possibly look into purchasing a new one sometime early next year.

Hanson reported that the Planning Commission meets next on July 12th and an internal draft of the County Comp Plan should be available fairly soon.

Hanson gave an update as to the status of the PM Windom cleanup as well as the Delft cleanup. Commissioner Kuecker will talk to Jim King further about the PM Windom cleanup.

It was reported that no applications were received for the Des Moines River Watershed Coordinator position. Brief discussion was held in regards to the future of the Clean Water Partnership project and whether or not the Heron Lake Watershed District might still be interested in taking it over.

County Recorder Mary Ann Anderson met with the board to present new recording fees and requirements as set by state statute which go into effect on July 1st. Anderson reported that documents acknowledged before July 1, 2005 may be recorded at the old recording fee through September 30, 2005. All other documents filed on or after July 1, 2005 must have the new recording fees. Due to the increase in recording fees, Cottonwood County can expect to receive additional revenue of approximately \$35,000 to \$40,000/year. The revenue generated from the new fees will be put into a special fund, which can later be used when the time comes for the county to update to electronic recording.

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Kevin Donahue presented a letter in regards to his recent notification of deployment of full-time activation in the Minnesota National Guard sometime in October 2005. He was notified that he would spend approximately 6 months training in Mississippi with a 1-year deployment to Iraq to follow. The board agreed that they would continue to offer him health insurance for the duration of the leave.

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Highway Engineer Ron Gregg informed the board that he had looked at the parking lots at FSA and the Courthouse and that he would recommend seal coating them both. He will put together some figures as to what these projects will cost.

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Brief discussion was held in regards to a possible state shutdown. It was reported that the county may be responsible for picking up 100% of the costs of running the transit system for the days that the state is shut down but this is not for sure. The transit system seems to be all right financially so we will continue to operate as is for the time being even if the state chooses to shut down.

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Two quotes for air conditioning unit at Jeffers Highway Shop were presented as follows: Schwalbach - \$4,100 and Adrian's - \$3,989. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to accept low quote from Adrian's in the amount of \$3,989.

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Discussion was held in regards to the new version of the lease agreement between Cottonwood County and Northern PCS Services that was received for the board's review. After review of the updated lease, there still seems to be some concerns that the county has in regards to the term of the lease. After further discussion, the board concluded that because the county is a governmental unit that it might be best if the county not get involved with private business after all. A letter will be e-mailed to Northern PCS letting them know the intentions of the board.

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Commissioner Kuecker gave a brief update in regards to the new carpeting in the Court Administration Offices as well as the SW Mental Health

Center. There are some concerns with staining as well as the carpeting pulling up at the seams.

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It was reported that GBERBA (Greater Blue Earth River Basin Alliance) is hoping to increase their 2006 appropriation by \$1,500. This has not been voted on yet but they will be discussing it at their next meeting. Commissioner Kuecker reported that SWCD feels that Cottonwood County is getting our dollars worth.

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Commissioner Sorenson reported that the Area II dedication would be held on July 7th at Lazareth Creek, which is west of Canby.

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Motion by Sorenson, second by Kuecker, unanimous vote to approve payment of meal reimbursement in the amount of \$15.00, which was missed on the last check run.

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Motion by Oeltjenbruns, second by Sorenson, unanimous vote to allow Chairman Severson to sign agreement between Cottonwood County and the City of Windom in regards to a decon trailer that is being used by the fire department.

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Letter was received from the Minnesota Historical Society in regards to a grant and aid program that is available for historic preservation projects. There is a maximum request limit of \$150,000. It was suggested that this information be passed on to some of the individuals who were interested in preserving the Red Rock Falls County Park.

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Motion by Kuecker, second by Holmen to nominate Jim Skarphol as a nominee to serve on the EMS board. Voting yes: Kuecker, Holmen, Oeltjenbruns, Severson. Voting no: Sorenson. Motion carried.

Motion by Oeltjenbruns, second by Holmen, unanimous vote to submit Gary Sorenson's name as a nominee to serve on the EMS board so that they will have two names to choose from.

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There being no further business, the meeting was adjourned.

Jan Johnson, Auditor/Treasurer

Chuck Severson, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant