

December 13, 2011
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 13, 2011 at 12:30 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; Ron Gregg, Craig Myers, Greg Walsh, Mark Ranum, Andy Geiger, Cheryl Peters, Holly Larson, Jason Purrington, Gale Bondhus, Rahn Larson, Bob Pankratz, Craig Myers, Paul Maras, Gerry Maras, Ed Kellen, Julie Kellen, Eldon Larson, Sharyl Larson, Don Kalash, Jed Knutson, Klay Walinga, Duane Voit, Brent Staples, Gary Anderson, Bruce Nagorske, George Robinson, and Ivan Harris.

Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve additions to the agenda. Motion by White, second by Kuecker, unanimous vote to approve the minutes of the November 22, 2011 meeting as amended.

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County Engineer Ron Gregg met with the board to discuss several items. Gregg gave an update on the headwell issue at the Cottonwood County landfill and provided a summary from Darryl Heaps of SEH Consultants. The well depths in cell #4 are currently within the limits allowed and the well depths in cell #5 are decreasing but still not under the 12" or less that is required by MPCA. Darryl Heaps is planning on sending further information to MPCA at the end of the week. Paul Kimman (MPCA) has been kept up to date throughout the whole process.

Gregg gave an update on the partial cell closure project at the Cottonwood County landfill. Schmidt Construction has completed the work and is currently cleaning up the site. Gregg is waiting for final numbers from Wenck before making final payment for the project.

Gregg reported that Waste Management will begin single stream recycling on January 1, 2012. Newspaper and radio ads have been placed and informational flyers will be attached to each cart delivered to the residents of Cottonwood County. The carts are scheduled to be rolled out beginning on December 19th. Gregg reported that Waste Management has agreed to accept #1 – #7 plastics.

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve final payment in the amount of \$36,167.24 for the Mountain Lake Bike Trail (SP 17-090-001).

Gregg reported that notice has been sent to the newspaper that the Cottonwood County landfill will be closed on December 26th and January 2, 2012 in observance of Christmas Day and New Years Day.

Gregg handed out the October and November 2011 summary budget reports for the Highway Department.

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Craig Myers, Family Services Director and Bob Pankratz, Fiscal Supervisor I, met with the board to discuss a few different items. There was a request for a change to the policy for the usage of the county credit card that Craig Myers has on behalf of Family Services and to allow for other uses not currently addressed in the policy. Pankratz reported that this will put more responsibility on the Accounting Department but they are willing to do this and the usage will be watched very closely. A pre-authorization form will be required to be filled out before any purchases are made. Myers and Pankratz were instructed to come to a future meeting with copies of the forms that will be used as well as a possible revision to the current policy.

Discussion was held regarding a recent request by an employee to be allowed to utilize the Phased Retirement program through PERA while also maintaining health insurance as if they were a full-time employee. The board suggested that Andrew Roos, Blue Cross Blue Shield representative, be invited to meet with the sub-committee that was established to explore this option.

Brief discussion was held regarding the request for funding in the amount of \$131,000 from Cottonwood County for proposed SWMHC building project in Worthington. Nobles County has said that they would be willing to purchase a building and to lease it back to the counties. Because there are still too many unknowns no action was taken.

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Commissioner White presented information regarding consideration for additional HR responsibilities to be added to the existing Executive Assistant/Transit Director position. Included was a listing of additional job duties that could be added to the existing job description for the Executive Assistant/Transit Director position. Many of these responsibilities are partially being done by this position already but are not included in the existing job description. The Corrections Administrative Assistant is already in place as part of the transit system to help answer calls and schedule rides and will be able to be utilized more often. After further discussion, there was a motion by Kuecker, second by Schmidt, unanimous vote to have Commissioner White and Kelly Thongvong, Executive Assistant/Transit Director, move forward with better defining the additional HR responsibilities that will be added to the existing Executive Assistant/Transit Director position with input from Auditor/Treasurer Jan Johnson. If the additional HR responsibilities are approved by the board, Wayne Brede, Human Resource Consultant, will be asked to update the existing job description for the Executive Assistant/Transit Director position. After the updated job description is approved by the board it will be sent to Ann Antonsen, Springsted Incorporated, for possible re-pointing on the Hay System.

Greg Walsh, Information Services Director, met with the board to give an update regarding the e-mail server and he also presented an E-mail Services Agreement between Watonwan County and Cottonwood County for the board's consideration. After much discussion, the board asked that Walsh go back to Watonwan County with a counter-proposal from Cottonwood County for the pricing and payment terms of the agreement. Walsh was also asked to put together further costs involved with responsibilities that Cottonwood County would have to satisfy throughout the term of the agreement.

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Mark Ranum, Plum Creek Library Director, met with the board to give an update on the regional and local libraries as well as the Plum Creek library bookmobile. Ranum reported that there are currently three city libraries and four bookmobile (Ann, Storden, Jeffers, Delft) stops within Cottonwood County that are very well utilized. Ranum reported that the cost per circulation of the materials in the bookmobile compares favorably to the cost per circulation of the materials in the city libraries. Motion by Kuecker, second by White, unanimous vote to renew Plum Creek library bookmobile contract in the amount of \$12,000 for a 12-month period. There is a 30-day opt out clause if the county were to choose to discontinue any of the services.

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A letter was recently received from the Windom Lions Club. They have decided to offer the chimes equipment to the county board to continue to use as they are no longer interested in maintaining the chimes of the courthouse. Motion by Kuecker, second by White to accept Courthouse chimes equipment from the Lions Club and to delegate the responsibilities of the maintenance of these chimes in-house within the county. Voting as follows: Aye – Kuecker, White, Schmidt, Holmen. Nay – Oeltjenbruns. Motion carried. There is approximately \$300 left in a designated chimes fund that will be transferred to the county.

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Motion by White, second by Schmidt, unanimous vote to approve December warrants as follows:

County Revenue Fund	\$177,056.68
Long Term Capital Outlay	\$ 40,000.00
County Building Fund	\$ 4,807.09
Ditch Fund	\$ 30,738.40
G.O. Drainage Refund 2011	\$ 11,525.00
Road & Bridge	\$ 84,873.42
Waste Abatement/SCORE	\$ 7,430.43
Landfill Enterprise	<u>\$ 23,017.68</u>
	\$379,448.70

Motion by Kuecker, second by White, unanimous vote to allow for blanket approval for year-end warrants.

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Motion by Kuecker, second by White, unanimous vote to allow two commissioners to attend Highway 60 meeting in Butterfield on December 15th.

Chairman Holmen reported that he would be attending the Southern Prairie Health Purchasing Alliance (SPHPA) meeting in Redwood Falls.

Motion by Oeltjenbruns, second by White, unanimous vote to approve Jim Schmidt's expense vouchers that were turned in for June and August.

Motion by White, second by Oeltjenbruns, unanimous vote to allow Commissioners Kuecker and White to attend city/school/county brainstorming session for possible collaboration purposes.

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Discussion was held regarding employee cell phone reimbursement and whether the amount currently being reimbursed should be increased. It was reported that the cell phone reimbursement is no longer a taxable item. The board seemed to think an increase to \$25 would be sufficient since it is no longer taxable. No action was taken at this time.

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Planning & Zoning Administrator Andy Geiger met with the board in order to hold a public hearing to consider proposed amendments to the Cottonwood County Zoning Ordinance #28. Proposed amendments are for changes in Section 7, Board of Adjustment, in Subdivision 3, 4 (C) 1, 2 and 3 and also Section 19, Variances, Subdivision 2, 4 (C) 1, 2 and 3. No members of the public were present for the public hearing. Motion by Oeltjenbruns, second by White, unanimous vote to adopt Section 7 & Section 19 of Ordinance No. 28 subject to the 30-day appeal period.

Motion by Kuecker, second by Schmidt, unanimous vote to send a letter of support from Cottonwood County to the Heron Lake Watershed District supporting their application for Clean Water Partnership funds. The in-kind contribution that Cottonwood County will commit to is \$2,460.

Brief discussion was held regarding a variance for a property north of town on Hwy. 71 as well as possible closure of a well at Talcot Park.

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Motion by White, second by Oeltjenbruns, unanimous vote to pay \$30,000 as grant to Cottonwood-Jackson Community Health Services. Jackson County will be matching \$30,000 as well.

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Cottonwood County received a certificate from MCIT in recognition of outstanding loss ratio under 50%.

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Cheryl Peters, Court Administrator, met with the board in regards to the court appointed attorney request for bid responses. Peters reported that only one bid was received out of eight requests that were mailed out. Motion by

White, second by Schmidt, unanimous vote to accept bid for court-appointed attorney from Storey Law Office in the amount of \$70/hour.

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Motion by White, second by Oeltjenbruns, unanimous vote to allow Hanf Actuarial (Duane Hanf) to complete 2011 GASB 45 actuarial update for a cost of \$3,500. This is the same firm that did the last update.

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Chairman Holmen reminded the board to meet with their respective Department Heads to discuss their performance evaluations before the end of the year.

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Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve Post-Issuance Tax Compliance Procedures for Tax-Exempt Bonds policy.

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Motion by Oeltjenbruns, second by White, unanimous vote to change the December 27th board meeting from 1:00 p.m. to 9:00 a.m.

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Holly Larson, National Park Service, met with the board to give an update regarding the Des Moines River Valley State Trail. The trail is proposed to generally follow the Des Moines River corridor from the Iowa border through the cities of Jackson and Windom and connect to the Casey Jones State Trail in Currie. Larson reported that no money is designated for this trail at the time.

Four individuals (Brent Staples, Klay Walinga, Gary Anderson and George Robinson) from the Des Moines River Valley Association were present to voice their concerns with the development of such a trail. They also reported that Springfield and Great Bend Township officials have already passed resolution in opposition of the trail.

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Sheriff Jason Purrington met with the board to discuss a few items. Purrington reported that in his 2012 budget presentation he expressed the need to replace his squad car which has been driven for the past 14 years. Purrington presented two state bid quotes for a new vehicle as follows: \$28,204.50 - Thane Hawkins Polar Chevrolet (2012 Chevy Tahoe) and \$28,548.25 - Midway Ford (2012 Ford Expedition). Both vehicles have a 5-year/100,000 mile power train warranty. Purrington recommended the purchase of the 2012 Chevy Tahoe from Polar Chevrolet. Motion by Kuecker, second by Oeltjenbruns to accept the state bid pricing from Thane Hawkins Polar Chevrolet in the amount of \$28,204.50. Voting as follows: Aye – Kuecker, Oeltjenbruns, Holmen, White. Nay – Schmidt. Motion carried.

Purrington presented information for the uninterruptable power supply (UPS) system for the dispatch center. Circuitworks submitted a bid for the purchase of two UPS units for the Sheriff's Office. One unit would be installed in the mechanical room in the basement and the second unit would be installed in the radio room in the garage. Motion by Kuecker, second by White, unanimous

vote to approve Sheriff's request to put in two UPS units in the Sheriff's Office from Circuitworks for \$18,158.06. Purrington had one quote for the electrical work to be done for the installation of the UPS system but was asked to try to get a few additional quotes before proceeding.

Motion by White, second by Schmidt, unanimous vote to approve 2011 budget adjustment to Sheriff's 911 expenditure account by increasing the budget from \$285,000 to \$298,000.

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Chairman Holmen gave an update regarding recent union negotiations and reported that four out of five unions have agreed to the terms of the contract. Motion by White, second by Schmidt, unanimous vote to allow Chairman to sign four union contracts pending signature from the unions.

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The Truth in Taxation meeting was held beginning at 6:01 p.m. A brief video was played for those in attendance which explained the 2011 law change relating to the new homestead market value exclusion that replaces the homestead market value credit. Much discussion was held and questions were answered.

Motion by Kuecker, second by White, unanimous vote to set the final tax levy certification for 2012 at \$7,161,752, which is an increase of 4% from 2011.

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There being no further business, the meeting adjourned at 6:57 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant