

April 3, 2012
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 3, 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, Jim Schmidt, Tom White, Ron Kuecker; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kay Clark, Dave Bucklin, Ron Gregg, Andy Geiger, Laura Sandmeyer and Mitch Voehl.

Motion by White, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by White to approve the minutes of the March 27, 2012 meeting.

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Kay Clark and Dave Bucklin, SWCD, met with the board to present an amendment to the Cottonwood County Comprehensive Local Water Management Plan for 2007-2017 that needs to be done every 5 years. This document is important in continuing to bring dollars to Cottonwood County. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to set the public hearing to approve the amendment to the Cottonwood County Comprehensive Local Water Management Plan for April 24th at 2:00 p.m. in the Commissioners Room. The public hearing will be advertised and copies of the draft plan will be made available for review. All comments should be directed to the SWCD Office during this time.

Clark presented information regarding the possibility of contracting with SWCD to conduct ditch reviews of the public drainage systems. Two different options were presented for consideration by the board if they were to choose to contract with SWCD to do the work. No action was taken at this time.

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County Engineer Ron Gregg met with the board to discuss several items. Gregg requested board approval to enter into a service contract with Marco for the copy machine located at the Highway Department. The cost is \$1,651 and covers March 1, 2012 to February 28, 2013. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to allow Gregg to enter into a service contract for the copy machine for a cost of \$1,651.

Gregg requested that sealed bids for the purchase of three new pickup trucks for the Highway Department be opened and publicly read at this time. Commissioner Jim Schmidt informed the board that he will receive no financial gain in this bidding process and he does not have a conflict of interest and will be involved in the discussion of this matter. Three bids were received for extended cab short box pickup as follows: State Bid (2012 Chevy 4x4) - \$27,740.15; Higley Ford (2012 Ford Equal) - \$27,680.41; Town's Edge Auto (2012 Chevy Equal) - \$30,089.95 and three bids were received for regular cab long box pickup as follows: State Bid (Chevy 4x4) - \$24,931.00; Higley Ford (2012 Ford Equal) - \$25,549.35; Town's Edge Auto (2012 Chevy Equal) - \$27,990.06. After further discussion the

board agreed that they would like to be able to review the quotes for one week before taking any action.

Gregg requested the transfer of the recycling vehicles as well as a few other vehicles to the Highway Department and Landfill. Motion by White, second by Schmidt, unanimous vote to transfer the 2009 Chevy Silverado pickup, two recycling trailers and two forklifts (Units R193 Clark Hyster H40MX and R194 Clark) from the former Recycling Department to the Highway Department at no charge.

Motion by White, second by Schmidt, unanimous vote to transfer the 1997 Ford 250 pickup from the former Recycling Department to the Landfill at no charge.

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to transfer the 2008 Ford F250 pickup from the Environmental Office to the Highway Department at no charge.

Gregg requested board approval to pay final payment in the amount of \$36,318.25 on the SAP 17-627-02 CSAH 27 (bituminous overlay project) in Mt. Lake. Motion by Kuecker, second by White, unanimous vote to allow for final payment in the amount of \$36,318.25.

The contract in the amount of \$1,629,419.67 for the overlay projects SAP 17-606-26 and SAP 17-604-19 with Knife River was signed by Chairman Holmen.

Gregg presented two bids for the two Windom CSAH projects, SAP 17-613-44 and SAP 17-617-16 that were recently opened as follows: Svoboda Excavating, Inc. - \$1,111,735.75 and Quam Construction Company, Inc. - \$1,306,885.00. Motion by Kuecker, second by Schmidt, unanimous vote to accept the low bid in the amount of \$1,111,735.75 from Svoboda Excavating, Inc. contingent upon the City of Windom's concurrence with the City of Windom Utility Commission recommendation.

Gregg reported that the Safe Routes to School Project will be delayed one year until 2013. Gregg requested board approval and signatures on the contract for professional and technical services for the Safe Routes to School Project. This contract is with Wenck Associates of Windom.

Gregg requested approval to sell additional surplus equipment on the online auction. Motion by Oeltjenbruns, second by White, unanimous vote to allow Gregg to sell items on online auction as follows:

- Unit 6 – 1989 Chevrolet ½ ton pickup
- Unit 391 – 1995 Ford ¾ ton pickup (landfill)
- Unit 14 – 1991 Chevrolet ¾ ton pickup
- Unit 1 – 2004 Dodge ¾ ton pickup
- 2 recycling trailers
- 1 underbody plow from Unit 40
- Unit 39 – 1997 Ford LT9000 Tandem Dump Truck
- Unit 3 – 1993 Ford ½ ton pickup

Gregg was asked a few questions regarding mobile radios, leachate hauling from the landfill and about the Highway Department Annual Report. Gregg will plan to present further information regarding mobile radios at the next board meeting.

Andy Geiger, Parks Director, and Laura Sandmeyer, STS, met with the board to discuss how involved STS can be when working in the county parks. Sandmeyer stated that she would like to continue to be involved in working in the county parks. She also stated that all liability is covered by STS even when using county equipment. The board agreed that STS can begin working on some of the projects that need to be completed before the seasonal employees begin their employment.

Geiger presented some of his thoughts regarding the Parks Department that could be effective cost savings measures for the county. He reported that in the past, parks employees have reported to the office in Windom and then drove to Talcot Park in a county vehicle to start their day. This year, he is recommending that the parks employees report directly to Talcot Park to begin their work day.

Geiger expressed that he would like the option to come back to the board at a later date if it doesn't work out to transfer the Environmental Office vehicle to the Highway Department. He feels that if the need arises in the future he would like to add a vehicle that gets better gas mileage and still meets the needs of the Environmental Office.

Geiger reported that he only received one application for the part-time parks worker position. Due to the new information that was recently obtained regarding seasonal workers and how many days (up to 100 days if a full-time student under the age of 22) that they are allowed to work, Geiger requested that he be allowed to hire three seasonal employees instead of two seasonal employees and one part-time employee. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to allow Geiger to hire Austen Smedsrud (2nd year seasonal), James Burton (3rd year seasonal) and Ronald Willard (2nd year seasonal) pending successful completion of all hiring requirements. These individuals will report directly to Talcot Park and not to the Windom Office to begin their work day.

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Mitch Voehl, Marketing Representative from GCC Ready Mix, met with the board to provide information for future reference for projects in Cottonwood County. Voehl stated that due to asphalt costs increasing in recent years, he feels that concrete is a cost effective alternative to asphalt. Voehl reported on some of the projects that GCC Ready Mix has been involved with in Windom as well as other surrounding counties.

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Discussion was held regarding the pointing of the Planning & Zoning Administrator/County Parks Director/Solid Waste Administrator position. It was reported that Ann Antonsen, Springsted Inc., recently gave her recommendation for pointing on the Hay System. HR Specialist, Kelly Thongvong, suggested that the job description also be sent to Wayne Brede for his recommendation. Motion by White, second by Schmidt, unanimous vote to allow Thongvong to send the Planning & Zoning Administrator/County Parks Director/Solid Waste Administrator job description to Wayne Brede for his recommendation regarding the salary range.

Discussion was held regarding the County Engineer salary comparisons that were recently received from some of our peer counties. The average salary of the

responses that have been received to date is approximately \$97,700. The board seemed to be in agreement that Ron Gregg's salary would not be reduced if the landfill duties were to be transferred to the Environmental Office.

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Much discussion was held regarding the possibility of bonding for road improvements as well as a potential plan that Commissioner White discussed with the board that he has been working on. Gregg presented the two original bonding recommendations that were handed out to the board when the discussion regarding bonding for road improvements began. Commissioner White will continue to work on developing more of his proposed plan so that he can present further information to the board at the April 24th meeting.

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Kelly Thongvivong, HR Specialist, presented information regarding updated merit system pointing for three positions at Family Services as follows: Financial Assistance Specialist (245 points to 282 points); Child Support Officer (245 points to 259 points); Financial Worker (208 points to 233 points). Thongvivong also gave her recommendation to incorporate the new merit system job titles with the existing job titles as a solution to a recent request to make the changes. Thongvivong was asked to incorporate the pointing changes into the existing pay matrix and present this information at the April 24th board meeting along with the proposed changes to the job titles.

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Commissioner Oeltjenbruns gave a brief update regarding a recycling meeting he recently attended. He reported that a recommendation from the recycling committee will be brought forth in the coming months.

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Discussion was held regarding the draft Southwestern Mental Health Center Worthington Building Project Loan Agreement that is still being reviewed by each of the counties. Commissioner Schmidt will work together with County Attorney Nick Anderson to work on revising some of the language in the agreement.

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It was reported that the Southern Prairie Health Purchasing Alliance meeting that was held last night in Slayton was well attended. Another meeting will be held on Friday, April 6th in Redwood Falls.

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Update was given regarding the septic system at the N. 71 County Office Building. It was reported that it would be extremely expensive to bring city sewer out to the N. 71 Building.

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There being no further business, the meeting adjourned at 1:06 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant