

March 13, 2012
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 13, 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 Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Andy Geiger, Ron Gregg, Jason Purrington, Kim Hall, Craig Myers, Cheryl Knudson, Kevin Heggseth and Pat Stewart.

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by White, second by Kuecker, unanimous vote to approve the minutes of the March 6, 2012 meeting as amended.

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No action was necessary regarding the adoption of a resolution regarding Cottonwood-Jackson CHS and the legal services that will be provided as the resolution was adopted last week at the Cottonwood-Jackson CHS Joint Board Meeting.

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Planning & Zoning Administrator/Parks Director Andy Geiger met with the board to discuss a few items. Motion by Kuecker, second by Schmidt, unanimous vote to allow Geiger's use of the county credit card for registration and lodging for the Landfill Operator Certification Class that he will be attending in May in Brainerd.

Motion by White, second by Oeltjenbruns, unanimous vote to allow Geiger to attend and register for "Navigating Key Land Use Issues" training in St. Cloud on April 12th.

Discussion was held regarding the part-time parks worker position that was recently advertised. Geiger expressed his intent of hiring a regular part-time employee for this position that he could utilize as needed up to 29 hours per week with a majority of the work being from April to October each year. Further discussion was held regarding whether this position should be a seasonal part-time position or a regular part-time position. Motion by White, second by Schmidt, unanimous vote to allow part-time parks worker job description to be sent to Ann Antonsen, Springsted, Inc. for pointing on the Hay System.

Discussion was held regarding the fishing dock at Double Lake that Commissioner Schmidt was recently contacted about. Geiger said that he has correspondence regarding the fishing dock and has been in contact with Phil Nasby from the DNR and is hoping to get further clarification on the situation. Geiger stated that the state is going to take care of repairs to the dock and things are moving forward and ADA requirements are being considered.

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County Engineer Ron Gregg met with the board along with Cheryl Knudson, Highway Office Manager/Accountant, to give an update on the 2012 Highway Department Budget. It was reported that approximately \$20,000 was saved on fuel in February as compared to last year at this time. The board expressed their appreciation to Knudson for her work with putting the monthly reports together and helping to explain them to the board.

Gregg reported on the results of the bid opening for the 2012 overlay projects (SAP 17-606-26 CSAH 6 and SAP 17-604-19 CSAH 4) as follows: Duininck Inc. - \$1,706,610.20, Central Specialties - \$1,638,615.13, and Knife River - \$1,629,419.67. Gregg's recommendation is to award the bituminous overlay projects to the low bid. Motion by Schmidt, second by Oeltjenbruns, unanimous vote to award the low bid in the amount of \$1,629,419.67 to Knife River.

Motion by Schmidt, second by White, unanimous vote to allow Gregg to advertise for one seasonal employee to work in the County Highway Department this summer.

Motion by Kuecker, second by Oeltjenbruns, unanimous vote to allow Gregg to advertise for the Highwater Township bridge replacement project for bridge No. L9495.

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to allow Gregg to advertise for the construction of Cell No. 7 at the Cottonwood County landfill. Gregg was instructed to utilize the county website as much as possible for the advertising of projects to reduce advertising costs in the newspaper.

Gregg asked that the board reconsider allowing him to purchase four additional mobile radios to be included in the order that was approved at the last board meeting. The total cost would be approximately \$12,165.96. Gregg's initial intent was to have a mobile radio in each of the county shops (Westbrook, Storden, Jeffers, Mt. Lake and Windom) and one in each of the two vehicles driven by the Highway Maintenance Superintendent and Highway Maintenance Foreman. It was reported that there is currently a promotion going on at this time that allows for a \$400 rebate/radio but it is not known whether this promotion was included in the quote that was presented at the last board meeting. The board seemed to agree that they would consider adding four additional radios if a volume discount and promotional discount were both offered. Gregg was instructed to get further clarification from Alpha Wireless before proceeding.

Commissioner Kuecker discussed a concern he had with recent ice buildup in front of the grocery store in Jeffers that should be investigated. Gregg said that he would pass along the information to the City of Jeffers.

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Sheriff Jason Purrington met with the board to request the termination of the extended probationary period for Michael Jans as jailer/dispatcher. Motion by White, second by Kuecker, unanimous vote to approve the termination of probation for Michael Jans effective March 13, 2012 with appropriate payout of benefits.

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Emergency Management Director Kim Hall met with the board to ask for permission to approve purchase that was recently made that will be reimbursed with grant dollars. Hall reported that three LED-based utility lights were recently purchased with the grant money that needed to be spent by Region 5 Emergency Management. Motion by White, second by Schmidt, unanimous vote to approve purchase of three LED lights in the amount of \$939.33 + shipping/handling that will be reimbursed by Region 5 grant.

Hall reported that Emergency Management recently received a \$1,000 donation on behalf of Cottonwood County from a drawing that she registered for. Motion by Schmidt, second by White, unanimous vote to accept the \$1,000 donation that will be used at the discretion of Cottonwood County Emergency Management.

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Cottonwood-Jackson Family Service Agency Director Craig Myers and Cottonwood-Jackson CHS Director Pat Stewart met with the board to discuss the possible formation of a Joint Health and Human Services Agency with Cottonwood County and Jackson County. Much discussion was held and many questions were asked at this time. Motion by White, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

**Resolution 12-03-13A
REGARDING FORMATION OF A JOINT HEALTH AND HUMAN SERVICES AGENCY**

WHEREAS, Jackson and Cottonwood Counties currently have a joint Public Health Agency, the Cottonwood-Jackson Community Health Services agency, which was formed through a joint powers agreement; and

WHEREAS, Jackson and Cottonwood Counties currently share a Human Services Director through a contractual arrangement; and

WHEREAS, the Cottonwood County Board believes that while budgetary constraints will become increasingly tight, the need for services will likely grow; and

WHEREAS, the Cottonwood County Board believes that it is in the best interest of the citizens of Cottonwood County to explore new ways to become more efficient and effective in the delivery of public health and human services; and

WHEREAS, staff were directed to conduct a study regarding the formation of a joint Health and Human Services Agency by Jackson County Resolution 11-232 and on a July 12, 2011 by motion by the Cottonwood County Board; and

WHEREAS, the results of the study indicate a merger would build staff capacity, create opportunities for improved efficiencies and improved outcomes, and in the long term give the joint agency more stability.

NOW THEREFORE BE IT RESOLVED that the Cottonwood County Board of Commissioners adopts the Joint Agency Study with implementation on January 1, 2014; and

BE IT FURTHER RESOLVED that staff be directed to develop and implement a transition plan to include the creation of a joint powers agreement for consideration by the boards, and any other tasks necessary to implement the joint agency; and

BE IT FURTHER RESOLVED that the new Joint Agency shall be called *Cottonwood-Jackson Health and Human Services*.

S/Norm Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Further discussion was held regarding the development of an Implementation Team that will be formed to discuss the issues that will need to be worked out during the process of the formation of a Joint Health and Human Services Agency. The board voiced their desire to have an individual from Cottonwood County included on the Implementation Team along with Craig Myers.

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Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve March warrants as follows:

County Revenue Fund	\$ 98,958.00
Long Term Capital Outlay	\$ 5,879.35
Ditch Fund	\$ 6,567.67
Road & Bridge	\$ 69,418.47
Waste Abatement/SCORE	\$ 17.94
Landfill Enterprise	<u>\$ 25,504.20</u>
	\$206,345.63

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Motion by White, second by Schmidt, unanimous vote to post Policy Number 470 "Request for Department Purchases" for 30-day comment period.

Motion by Oeltjenbruns, second by White, unanimous vote to post PRO (Phased Retirement Option) Policy for 30-day comment period.

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Motion by Schmidt, second by Oeltjenbruns, unanimous vote to allow Auditor/Treasurer Jan Johnson to obtain quotes for used AS400 printer.

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There being no further business, the meeting adjourned at 11:58 a.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant