January 23, 2007  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes  

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 23, 2007 at 1:00 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, Gary Sorenson, Tom White, Ron Kuecker; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Roger Albertson, Sherry Sevcik, Bob Pankratz, Harvey Bourquin, Carol Bourquin, Elmer Wieneke, Mike Hanson, Marlene Smith, Mark Marcy, Ron Gregg, Ken Leas, Travis Winters, Rory Lindvall, Kyle Pillatzki. Motion by Oeltjenbruns, second by White, unanimous vote to approve additions to the agenda. Motion by Kuecker, second by Sorenson, unanimous vote to approve the minutes of the January 9, 2007 meeting.

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State Auditor Roger Albertson met with the board regarding the 2005 audit report. It was noted that the county’s net assets increased 2.3% from 2004 to 2005. Albertson did recommend that the county form a Financial Committee to help oversee the fund structure.

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Environmental Officer Mike Hanson met with the board to discuss a few different items. Hanson reported that an application has been submitted by Montana-Dakota Utilities Co. to construct a 6” steel natural gas pipeline to serve the Heron Lake Ethanol Plant.

Hanson presented his recommendation for rate adjustments to the Talcot Lake County Park for 2007 and 2008. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to set 2007 and 2008 rates as follows:

Daily camping rate for sites without water & electricity $12.00/night
Daily camping rate for sites with water & electricity $18.00/night
Two week camping rate sites #1-34 (lake sites) $195.00
Two week camping rate sites #35-53 (pond & hill sites) $170.00
County Park yearly pass (attached to vehicles entering park) $7.00
Septic tank pumping charge per hook-up $9.00
Seasonal rate (May 1 – October 1) $890.00
($250 due by Feb. 1; balance due by May 1)

Hanson was asked to continue to pursue the upgrade of 8 to 10 electrical peds in the park to 50-amp service.

Brief discussion was held in regards to seasonal employees for the Parks Department and whether or not a few of them could be hired for another year. Because the board would again like to see if it might be more cost-effective to contract the mowing of the county parks, there was a motion by Sorenson, second by Kuecker, unanimous vote to put out bids for the mowing of five county parks. In the meantime, Hanson was asked to put together some further
Information in regards to what the county spends each year for seasonal employees, gas for the mowers, the year of the lawnmowers, etc.

Hanson will bring back a recommendation to the February 6th board meeting in regards to where to reallocate the funds for the Des Moines Drinking Water budget.

* * *

Emergency Management Director Mark Marcy met with the board to discuss several items. Marcy asked for permission to apply for a grant through the Federated Rural Electric Trust Program. If he receives the grant, he is hoping to possibly purchase a few inflatable rescue boats. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to allow Marcy to apply for this grant that has a deadline of February 16th.

Brief discussion was held in regards to a light bar for the pickup. Marcy reported that the light bar would be covered under the Wal-Mart grant if awarded as it didn’t seem to matter when the item was purchased.

Marcy gave a brief update in regards to regional grant purchases. He stated that he would be presenting more information at a future meeting as to what the region is hoping to purchase with the funds.

Marcy reported that he recently took the Emergency Management trailer to Klasse Sales in Westbrook and it was determined that the leak probably could not be permanently fixed.

Marcy presented three quotes for the purchase of a mobile radio for the truck as follows: Alpha Wireless - $4,300.00; Com-Tec Land Mobile Radio - $5,214.50; Granite Electronics - $5,180.00. Motion by Oeltjenbruns, second by White, unanimous vote to accept low quote in the amount of $4,300.00, which is also part of the state bid, from Alpha Wireless. This will be taken out of the Long-Term Emergency Management fund.

Brief discussion was held in regards to Marcy’s salary and overtime as Emergency Management Director. No further action was taken.

* * *

County Engineer Ron Gregg met with the board to discuss several items. Gregg presented responses to grievances from Gary Wood and Thomas Keech, employees from the Solid Waste Department. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to accept a Memorandum of Understanding between AFSCME Council 65 and Gary Wood.

Motion by Kuecker, second by Sorenson, unanimous vote to not agree to terms of Memorandum of Understanding between AFSCME Council 65 and Thomas Keech.

Gregg asked for approval to enter into a contract for the crushing and purchasing of gravel in the Leland Johnson pit. The approximate cost is $41,000 for 15,000 cubic yards of gravel. Gregg was asked to draft a contract to present at a future meeting and to have County Attorney Storey review as well.
Gregg addressed a complaint regarding debris on CSAH 2 construction project. He was directed to settle the dispute regarding this matter with the individual involved.

Gregg reported that bids for the CSAH 2 surfacing project were opened on January 22nd and were as follows: Central Specialties - $2,056,560.80; Duininck Bros. - $1,897,758.20; SMC Inc. - $1,798,063.50; McLaughlin & Schulz - $2,133,639.00; Knife River - $1,887,556.67. Motion by Sorenson, second by White, unanimous vote to award low bid (Alternate A) in the amount of $1,798,063.50 to SMC Inc.

Gregg reported that there were 30 applicants for the position of Heavy Equipment Operator and that 4 individuals were interviewed. Motion by White, second by Oeltjenbruns, unanimous vote to hire Jeb Rhube as Heavy Equipment Operator on Start step of the current matrix effective March 12th.

Motion by Kuecker, second by Sorenson, unanimous vote to eliminate Schoper Busch Department and to move this budget to the Parks Department.

Discussion was held in regards to a letter that was recently received from Ron Schramel in regards to the 2007 salary of Kathy Kretsch. Motion by White, second by Kuecker, unanimous vote to write a letter to Ron Schramel and to have all commissioners sign letting him know of the boards' intentions to leave Kathy Kretsch's salary at $42,000 for 2007.

Motion by Oeltjenbruns, second by Sorenson, unanimous vote to finalize 2007 Commissioner Department assignments as follows:

**Commissioner Department Assignments – 2007**

<table>
<thead>
<tr>
<th>Commissioner Norm Holmen</th>
<th>Commissioner Ron Kuecker</th>
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<tbody>
<tr>
<td>Board Administrative Assistant</td>
<td>County Assessor</td>
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<td>County Transit System</td>
<td>County Highway Department</td>
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<td>Emergency Services</td>
<td>Solid Waste Department</td>
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<thead>
<tr>
<th>Commissioner John Oeltjenbruns</th>
<th>Commissioner Tom White</th>
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<tbody>
<tr>
<td>Veteran's Service Office</td>
<td>County Auditor/Treasurer</td>
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<tr>
<td>Family Service Agency</td>
<td>Court Administration</td>
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<tr>
<td>Sheriff's Department</td>
<td>County Attorney</td>
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<thead>
<tr>
<th>Commissioner Gary Sorenson</th>
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<tbody>
<tr>
<td>County Recorder</td>
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<tr>
<td>Environmental Office</td>
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<tr>
<td>MN Extension Services</td>
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</tbody>
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**Commissioner Committee Assignments – 2007**

AMC Voting Delegates                          Commissioner Norm Holmen
   Commissioner John Oeltjenbruns
   Commissioner Gary Sorenson
| Area II River Basin Projects | Commissioner Gary Sorenson  
|                            | Commissioner Norm Holmen, alt. |
| Board of Adjustment        | 1<sup>st</sup> District – Phyllis Bakken  
|                            | 2<sup>nd</sup> District – Lowell Tjentland  
|                            | 3<sup>rd</sup> District –  
|                            | 4<sup>th</sup> District – Mike LaMaack  
|                            | 5<sup>th</sup> District – Jonathan Penner  
| Brown-Nicollet-Cottonwood County  
Powers Board of Directors | Commissioner Norm Holmen  
|                            | Commissioner John Oeltjenbruns  
| Cottonwood County DAC      | Commissioner John Oeltjenbruns  
| Cottonwood County Ditch Authority | Commissioner Ron Kuecker  
|                            | Commissioner Norm Holmen  
|                            | Commissioner John Oeltjenbruns  
|                            | Commissioner Gary Sorenson  
|                            | Commissioner Tom White  
| Cottonwood County Historical Society | Commissioner Ron Kuecker  
| Cottonwood County Law Library | Commissioner Ron Kuecker  
| Cottonwood County Personnel  
Board of Appeals           | Jim Jorgenson (Westbrook)  
|                            | Dennis Nelson (Windom)  
|                            | Jerry Haberman (Mt. Lake)  
| Cottonwood County Seed Capital Fund  
Advisory Board            | Commissioner John Oeltjenbruns  
|                            | Commissioner Tom White  
| Des Moines River Drinking Water Project | Commissioner Ron Kuecker  
|                            | Commissioner Gary Sorenson  
| Des Moines River West Fork Project | Commissioner Ron Kuecker  
|                            | Commissioner Gary Sorenson, alt.  
| Family Service Agency  
Labor-Management Committee | Commissioner Norm Holmen  
| Family Services Collaborative Board | Commissioner John Oeltjenbruns  
|                            | Commissioner Tom White, alt.  
| Food, Beverage and Lodging Task Force | Commissioner Tom White  
|                            | C. Michael Hanson  
| Greater Blue Earth River Basin Alliance | Commissioner John Oeltjenbruns  
|                            | Commissioner Norm Holmen, alt.  
|                            | C. Michael Hanson, Tech. Advisor  

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<thead>
<tr>
<th>Committee/Board/Group</th>
<th>Commissioner/Delegate</th>
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<tbody>
<tr>
<td>Heron Lake Watershed District</td>
<td>Ron Kuecker</td>
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<tr>
<td>Intergovernmental Relations Board</td>
<td>Norm Holmen, John Oeljtenbruns, Gary Sorenson, Tom White</td>
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<tr>
<td>Juvenile Screening</td>
<td>Norm Holmen, Ron Kuecker</td>
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<tr>
<td>Labor-Management Committee</td>
<td>John Oeljtenbruns, Norm Holmen</td>
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<tr>
<td>Land Use Advisory Committee</td>
<td>John Oeljtenbruns, Norm Holmen</td>
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<tr>
<td>Mental Health Local Advisory Council</td>
<td>Lightner, Wiens, Tschetter, Johnson</td>
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<tr>
<td>MN Counties Computer Cooperative Delegate</td>
<td>Jan Johnson, Gale Bondhus, alternate</td>
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<tr>
<td>MN Extension Agency Board of Directors</td>
<td>John Oeljtenbruns, Norm Holmen, Jan Johnson, Districts 12/09, 12/07, 12/08, 12/07, 12/09</td>
</tr>
<tr>
<td>Planning Commission</td>
<td>John Oeljtenbruns, Phyllis Bakken, Lowell Tjentland, Leland Thiesen, Tom Fast, Phil Harder</td>
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<tr>
<td>Plum Creek Library Board</td>
<td>Tom White</td>
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<tr>
<td>Private Industry Council Chief Elected Officials Board Members</td>
<td>John Oeljtenbruns</td>
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<tr>
<td>Red Rock Rural Water</td>
<td>Ron Kuecker, Norm Holmen</td>
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<tr>
<td>Redwood-Cottonwood Rivers Control Agency</td>
<td>Norm Holmen, Gary Sorenson</td>
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<tr>
<td>Resources Conservation and Development Steering Committee</td>
<td>John Oeljtenbruns, Gary Sorenson, alternate</td>
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Retired Senior Volunteer Program (RSVP)  Commissioner Tom White
Soil & Water Conservation District  Commissioner Ron Kuecker
Southern Minnesota Arts and Humanities Council  Laura Esplan, lay member
Southwest Minnesota Housing Partnership  Commissioner Gary Sorenson
State Community Health Service Advisory Committee (SCHSAC)  Commissioner Gary Sorenson
SW Mental Health Center Board of Directors  Commissioner Norm Holmen
SW Mental Health Consortium  Commissioner John Oeltjenbruns
SW MN EMS Board  Commissioner Gary Sorenson
SW MN Energy Task Force  Commissioner John Oeltjenbruns
SW MN Regional Solid Waste Commission  Commissioner Gary Sorenson, alt.
SW Regional Development Commission  Commissioner Gary Sorenson
Travel Southwest MN  Commissioner Tom White
C. Michael Hanson, Env. Officer
Randy Markl, DNR
Tri-County Children Day Treatment  Commissioner Tom White
Western Community Action, Inc.  Commissioner Tom White
37-County MN River Basin Projects  Commissioner John Oeltjenbruns
Commissioner Norm Holmen, alt.

* Motion by Sorenson, second by Oeltjenbruns, unanimous vote to allow Chairman Holmen to sign 2006 OSHA 300 Summary that is to be posted from February 1, 2007 to April 30, 2007.

* Motion by Kuecker, second by Sorenson, unanimous vote to add minor change as presented to current Application of Employment form.

* After much discussion in regards to the remodeling project in the Commissioners' Room, there was a motion by Kuecker, second by Oeltjenbruns, unanimous vote to choose Room Layout 2 for the meeting area and to use Room Layout 1 for the office area.
Brief discussion was held in regards to county credit card and whether or not charges could be made for other department purchases. This will be discussed further at the next board meeting after reviewing the current guidelines.

Brief discussion was held in regards to request for board to approve health, dental and other medical supplemental insurance (125 Plan) to be pre-tax as employee option for 2008. Auditor/Treasurer Johnson said that all of these items currently are pre-taxable for the 125 Plan.

Commissioner Sorenson reported that Westbrook Mayor Rocky Kolar has agreed to be nominated as the SRDC representative from Cottonwood County municipalities. SRDC will send ballots with Mayor Kolar's name to the municipalities for voting.

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

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to set ditch assessments (on file in the Commissioner's Office) as presented for 2007. There being no further business, the Ditch Authority adjourned.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant