

March 27, 2012  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 27, 2012 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, Jim Schmidt, Tom White, Ron Kuecker; Executive Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Kretsch, Andy Geiger, Jason Purrington, Ron Gregg, Alan Coners, Lloyd Kalfs and Brian Cooley.

Motion by White, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by White, second by Schmidt to approve the minutes of the March 13, 2012 meeting as amended. Voting as follows: Aye – White, Schmidt, Oeltjenbruns and Holmen. Nay – Kuecker. Motion passed.

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County Recorder Kathy Kretsch met with the board to present quotes for a new copier as follows: A&B Business, Inc. - \$3,990.67 and New Star - \$4,705.00. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to accept the low quote in the amount of \$3,990.67 from A&B Business, Inc. This will be paid for out of the Technology Fund.

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The board reviewed draft job descriptions for the County Engineer and the Planning & Zoning Administrator/County Parks Director/Solid Waste Administrator. After much discussion there was a motion by White, second by Oeltjenbruns, unanimous vote to send the Planning & Zoning Administrator/County Parks Director/Solid Waste Administrator job description to Ann Antonsen (Springsted Inc.) to be pointed on the hay system for potential use during discussion for possible merger of these two existing positions.

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Planning & Zoning Administrator/Parks Director Andy Geiger met with the board to discuss a few items. Geiger reported that a public hearing was held on March 15<sup>th</sup> to discuss an application submitted by Curtis Janzen requesting a change in the zoning classification of property from Industrial/Commercial to Agricultural. It was reported that there was no public opposition to the application. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve the conditional use permit for Curtis Janzen with conditions as stated and based on the recommendation of the Planning Commission.

Geiger presented a draft copy of the Subsurface Sewage Treatment System (SSTS) Ordinance #38. He informed the board that MPCA has seen a draft copy of the ordinance and they are in support of the timeframes established in Section 17. Motion by White, second by Schmidt, unanimous vote to set the public hearing for April 24<sup>th</sup> at 1:30 p.m. for public comment on Ordinance #38.

Discussion was held regarding salary range for the part-time parks worker position that was recently pointed at 159 points on the Hay System. Motion by Oeltjenbruns, second by White, unanimous vote to set the 2012 start step for this position at \$10.30/hour.

Discussion was held regarding information that Commissioner White recently obtained at the AMC Legislative Conference regarding seasonal employees. It seems that according to PELRA (Public Employer Labor Relations Association) current law states that certain fulltime students under the age of 22, who work for a public employer for up to 100 days a year, are not considered public employees.

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Discussion was held regarding consideration of request to reimburse Al Coners for registration and mileage for SSTS Continuing Education class that he attended in Mankato on December 13-14, 2011. Coners stated that he would be attending a soils training in June as well. Motion by Schmidt, second by Kuecker, unanimous vote to reimburse Al Coners for the cost of registration (\$200) for the SSTS Continuing Education class that he attended in December 2011 as well as his registration (\$200) for the soils training he will be attending sometime this summer. Coners will not be reimbursed for his mileage for these two trainings.

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Sheriff Jason Purrington met with the board to discuss a few items. Motion by Schmidt, second by White, unanimous vote to allow Chairman Holmen to sign Proclamation in recognition of Telecommunicators' Week, which will be held April 8-14, 2012.

Purrington presented the annual Geo Comm Service Agreement for software support and GIS data maintenance. The cost of this agreement is \$5,096.00 for the next contract year, which runs from May 1, 2012 through April 30, 2013. This is the same price that was paid last year for maintenance. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve the service agreement and to allow Sheriff Purrington to sign on behalf of the county.

Purrington presented a copy of the Boat and Water Safety Grant Agreement with the State of Minnesota. The grant amount that Cottonwood County will be receiving is \$965.00 and the grant period runs from January 1, 2012 through June 30, 2013. The money will be used to purchase two dry suits and other miscellaneous equipment to be used for cold water rescue. Motion by Kuecker, second by Schmidt, unanimous vote to approve the agreement with appropriate signatures.

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Motion by Oeltjenbruns, second by Kuecker, unanimous vote to allow Kelly Thongvivong, Transit Director/HR Specialist to attend Transit Spring Conference in Mankato and MCHRMA Spring Conference in St. Cloud in April and to use the county credit card for the motel stay in St. Cloud.

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Auditor/Treasurer Jan Johnson presented quotes for an AS400 printer for his office as follows: Printronix - \$7,201 (new printer); Mann Computer Systems - \$7,100

(new printer) and \$1,900 (used printer). Motion by White, second by Kuecker, unanimous vote to accept low quote in the amount of \$1,900 from Mann Computer Systems for a used printer for the AS400. This will be paid for out of Long Term Capital Outlay.

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Motion by Oeltjenbruns, second by Schmidt, unanimous vote to accept quote in the amount of \$300 from Webicine for hosting of the county's updated website.

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Motion by White, second by Schmidt, unanimous vote to approve bill in the amount of \$8,460 from Schneider for web hosting from January 1, 2012 to December 31, 2012 for GIS professional services.

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Chairman Holmen reminded the board that the Southwestern Mental Health Center Annual Meeting would be held on April 11<sup>th</sup> at 6:00 p.m. in Pipestone if anyone is interested in attending.

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Commissioner Oeltjenbruns reported that the Land Use Task Force would be touring a power plant and dairy plant on April 11<sup>th</sup> if anyone wants to attend.

Update was provided on the Cottonwood County Solid Waste Management Plan that needs to be rewritten as it is due to expire in December 2013. It was reported that John Shepard from SRDC has been hired by the solid Waste Commission to write one plan on behalf of all the counties that belong to the group.

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County Engineer Ron Gregg met with the board to discuss his recommendation to request that the board consider allowing him to purchase five new pickup trucks for the Cottonwood County Highway Department. After much discussion in regards to the state bids that were presented to the board as well as other options that Gregg should consider such as the use of two pickups that are currently not being used in a few different departments, the board seemed to agree to allow Gregg to seek quotes for three pickups (two 2500 4x4 extended cabs with 6 1/2 foot box and one 2500 4x4 regular cab with long box) from the local dealerships to present at a future meeting along with the state bids that have already been received.

Discussion was held regarding bonding rates that were recently received from George Eilertson of Northland Securities. The rates are from 1.30% for a 5-year term to 2.03% for a 10-year term for a \$3,000,000 bond. The board discussed the possibility of holding a public hearing in the future to allow the taxpayers to give their input as to whether bonding is something that the board should consider doing to work on improving the roads of Cottonwood County.

Brief discussion was held regarding advertising of highway projects and using the county website to do so. A resolution was adopted on February 7<sup>th</sup> allowing for the website to be used as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

Commissioner White asked a question of County Engineer Ron Gregg regarding the 6<sup>th</sup> Street project and whether or not concrete could be used. Gregg reported that it is too late in the plan to go with concrete for the project.

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Motion by White, second by Schmidt, unanimous vote to allow use of the courthouse lawn on the afternoon of May 16, 2012 for Community Pride Day. There will be approximately 350 students eating and attending exhibitions from 11:00 a.m. to 3:00 p.m.

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Update was given regarding sewer system at the N. 71 County Office Building that recently failed and is in need of replacement.

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Motion by Oeltjenbruns, second by White, unanimous vote to allow Auditor/Treasurer Jan Johnson to approve and pay bill for e-mail accounts for each department that is billed through Watonwan County as an Auditor's warrant each month.

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There being no further business, the meeting adjourned at 4:58 p.m.

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Jan Johnson, Auditor/Treasurer

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Norm Holmen, Board Chairman

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Kelly Thongvivong, Executive Assistant