

**April 12, 2011**  
**Cottonwood County Board of Commissioners**  
**Regular Meeting**  
**Minutes**

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 12, 2011 at 9:00 A.M. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman, Ron Kuecker. Present for all or portions of the meeting were: Commissioners Ron Kuecker, Norm Holmen, John Oeltjenbruns, Jim Schmidt, & Tom White; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Leslie Makovsky; Jason Purrington; Ron Gregg; Bob Pankratz; Andy Geiger; Kay Clark; Alan Coners; Gale Bondhus; Andy Olson; Ken and Rachael Yoder; & Judy Johnson, Office Support Specialist, Sr.

Motion by John Oeltjenbruns, seconded by Tom White, unanimous vote to approve additions to the April 12th agenda. Motion by Tom White, seconded by Norm Holmen, unanimous vote to approve the minutes of the April 5, 2011, with corrections. The Board was notified that today's meeting is being recorded.

Leslie Makovsky, Administrative Assistant, met with the Board to request a salary increase. Leslie informed the Board that there has been an increase in her job duties, with more responsibilities to come in the future. Her current salary is \$27,877.67 (\$13.35/hr.). This amount does not include the \$600/month stipend she was given previously. She is on Step 8 of the Hayes Point System. Leslie requested an increase in her salary to \$36,000/yr. She works in the Environmental Office and also in the Veterans' Service Office. Leslie's job description will change in the future, due to the hiring of a new Environmental Officer. Ron Kuecker suggested extending the stipend to Leslie in 90-day increments to see how her workload develops. However, there will be no overtime compensation. Leslie is willing to go along with the stipend for another 90 days. Discussion followed. Motion by Norm Holmen, seconded by Tom White, unanimous vote to extend the \$600/month stipend agreement with Leslie until June 30<sup>th</sup>.

Jan Johnson, Auditor/Treasurer, requested lawn mower quotes. The old one is still saleable and could be traded in. It has snow blower attachments. Motion by John Oeltjenbruns, seconded by Jim Schmidt, unanimous vote to obtain quotes for a new lawn mower, with an option for a trade-in of the old mower.

Jason Purrington, Sheriff, informed the Board that he has selected two candidates as part-time jailer/dispatchers. After much discussion, motion by Norm Holmen, seconded by Tom White, unanimous vote to hire Daniel Quade of Windom and Michael Jans of Currie as part-time jailer/dispatchers, effective April 13, 2011.

Jason Purrington informed the Board that he received the annual Geo Comm Service Agreement for software support and GIS data maintenance. The cost of this agreement for the next contract year is \$5,096.00 from May 1, 2011 through April 30, 2012. This is an increase of

\$1,200.00 from the previous contract due to the number of hours of maintenance and updates done in the last year. This contract will be paid for with "911" money. Motion by Jim Schmidt, seconded by Tom White, unanimous vote to allow Jason to sign this contract and return it to Geo Comm.

Jason contacted Alpha Wireless Communications and Geo Comm in reference to an implementation plan to assist Cottonwood County with transitioning onto the ARMER system. Alpha Wireless submitted a contract for \$15,000.00, while Geo Comm submitted a contract for \$98,825.00. This is an unbudgeted request; however he may get funding from a Fire Grant. Motion by Tom White, seconded by Norm Holmen, unanimous vote to approve the contract with Alpha Wireless in the amount of \$15,000.00.

Ron Kuecker stated that the County owns a camper at Talcot Lake Park and it is on a lot that is not being rented. Jim Schmidt will put a value on this camper. Perhaps the County can sell the camper or else leave it on the property and rent out the lot also.

Two girls who were interviewed for the summer intern position have accepted part-time positions at the Extension Office. Motion by John Oeltjenbruns, seconded by Jim Schmidt, unanimous vote to approve hiring Elise Mickelson and Shelby Ling for the 4-H intern summer job. They will be hired as first year, temporary help beginning May 23, 2011.

Motion by Tom White, seconded by Norm Holmen, unanimous vote to adjourn as the County Board and to convene as the Ditch Authority. Three bids were submitted for cleanout/repair of JD #10. Heggeseth Excavation of Windom submitted a bid of \$1.73 per foot; Nickel Construction of Mt. Lake submitted a bid of \$3.00 per foot; and Stevens' Construction of Lakefield submitted a bid of \$2.92 per foot. Discussion was held. Motion by Norm Holmen, seconded by Tom White, unanimous vote to accept the bid from Heggeseth Excavation for \$1.73 per foot for approximately one mile. Three bids were submitted for JD #32 improvement project. Nickel Construction of Mt. Lake - bid was \$27,656; however, no bid bond was submitted; Lohrenz Construction of Mt. Lake - bid was \$32,610; and Groundwater Management of Brewster - bid was \$37,364.70. Motion by John Oeltjenbruns, seconded by Norm Holmen, unanimous vote to approve Nickel Construction's bid contingent on Jan Johnson receiving the bid bond within seven days. Jan Johnson will notify all bidders. There being no further business, motion by John Oeltjenbruns, seconded by Jim Schmidt, unanimous vote for the Board to return to their regular session.

Ron Gregg, County Engineer, distributed the Highway and Solid Waste Report. Gary Wood will be retiring from the County Landfill as of May 13, 2011. Motion by Tom White, seconded by Norm Holmen, unanimous vote to accept Gary Wood's letter of retirement and pay out his benefits as a Landfill Operator. The Board authorized Ron Gregg to pursue his search for people who have the proper certification credentials. Motion by Tom White, seconded by Jim Schmidt, unanimous vote to authorize Ron Gregg to contact Karissa Hall, Express Employment

Professionals of North Mankato, for help in searching for credible candidates as Landfill Operators. This information will be presented at the next Board meeting on April 26<sup>th</sup>.

Ron Gregg reported on the messy recycling shed problem. Bill Hamilton will be responsible for cleaning out the recycling shed. Additional signs and examples for proper sorting will be put up. Sentence to Serve may be able to help out one weekend a month. The shed could be modified for increased volume.

Ron Gregg reviewed bid results of four projects which must be completed between June 15<sup>th</sup> – September 30<sup>th</sup>. The first one is the County Road 13 surfacing project with the low bid coming from Knife River Corporation in the amount of \$3,050,684.30. The second project is the Mountain Lake Bicycle Trail surfacing project with the low bid coming from M.R. Paving & Excavating, Inc. in the amount of \$456,665.04. These first two projects cannot be awarded at this time since they are two Federal projects. A percentage goes to the Disadvantaged Business Enterprise Goal. Documentation of meeting this goal must be sent to the Civil Rights Department of the Minnesota Department of Transportation. Therefore, no action was taken at this meeting. It will be delayed until the April 26<sup>th</sup> meeting.

The third project is CSAH 32, a municipal construction – Jeffers main street surfacing project. The low bid came from M.R. Paving & Excavating, Inc. in the amount of \$355,245.56. Motion by Norm Holmen, seconded by Tom White, unanimous vote to accept the above low bid from M.R. Paving & Excavating. The fourth project, CSAH 27, is a Mt. Lake overlay project. The low bid was from Knife River Corporation in the amount of \$349,069.30. Motion by John Oeltjenbruns, seconded by Tom White, unanimous vote to award this last project to Knife River Corporation of St. Cloud.

Ron Gregg requested the Board's approval of a contract with Marco of Worthington, MN in the amount of \$1,660.00 for the cost of copies, supply of toner and service on a copy machine. Motion by Jim Schmidt, seconded by John Oeltjenbruns, unanimous vote to approve this contract with Marco.

Ron Gregg also submitted the Cottonwood County Highway Department Variance Expense Report for March 2011 and also the 2011 Summary Budget Report from January – March 2011.

Ron Kuecker, Jim Schmidt and Ron Gregg will be attending a meeting with the Department of Natural Resources in May to discuss a potential gravel mine.

Discussion was held regarding the management of septic systems in Cottonwood County. Tom White introduced this topic. White voiced his concerns with two new hires (one at SWCD and one with Planning & Zoning/Parks/Environmental) that are not yet trained to work on septic systems in Cottonwood County. White reported that Al Coners presently works 30 hours in the

Assessor's Office and is also a licensed septic designer and inspector. White questioned whether the county should utilize his abilities and to consider adding 10 hours per week to Al Coner's workload to make him a full-time employee with Cottonwood County. White suggested adding Al Coner's full-time for the remainder of 2011 and all of 2012 so that he could train Lloyd Kalfs (SWCD) and Andy Geiger (Cottonwood County) on how to install septic systems over the next 1 ¾ years. He would then become a full-time employee in the Assessor's Office in 2013. The reasoning for Alan Coners to remain working full-time in the Assessor's Office would be because County Assessor Gale Bondhus believes she will have three additional townships to assess in 2012 and two additional townships to assess in 2013 and they are already behind with their assessing schedule. Cottonwood County currently has an agreement with Jackson County on a contract basis but just last week Jackson County was unavailable so Alan Coners was called upon to check out a septic system. Kay Clark (SWCD Administrator), Alan Coners and Gale Bondhus were in attendance at the meeting to answer any questions. No action was taken on this matter. Further discussions will be held on Septic System arrangements at the April 26<sup>th</sup> board meeting.

Bob Pankratz, Fiscal Supervisor at the Family Service Agency, requested the Board's approval of Minnesota Choices Technology Grant from the Minnesota Department of Human Services for laptop computers that will be used as an assessment tool. The amount of this grant is \$4,190.00. It must be submitted by April 22<sup>nd</sup> and expended by the end of June. Motion by Norm Holmen, seconded by Tom White, unanimous vote to approve this Minnesota Choices Technology Grant. Bob will secure bids for the computers, purchase them and submit the invoice by the end of June. Ron Kuecker will sign this grant on behalf of the Grantee. Also, Nick Anderson, County Attorney, will sign it.

Andy Geiger, new Environmental Officer/Planning, Zoning & Parks, reported that he has interviews scheduled for seasonal employees, who will begin working in mid-May. Also, someone is needed to handle the early and late season mowing at Talcot Lake Park. Perhaps he could hire someone at an hourly wage. Sparks will be contacted to take care of the plumbing issues. Sentence to Serve will put in the docks. Cottonwood County Parks open on Monday, May 2<sup>nd</sup>. The first summer help person will begin employment on May 15<sup>th</sup>. Andy needs help to clean things up at the parks before the summer person begins. The Board directed Andy Geiger to hire someone as a temporary, part-time hire. He can check with the Host Couple to see if they could help also. Motion by Norm Holmen, seconded by Tom White, unanimous vote to allow Andy Geiger to hire a contractor or contractors starting at \$12.00/hour to get the parks in condition for opening day.

Discussion was held as to how to handle ice and firewood at the parks. A motion was made at a former meeting NOT to sell either ice or firewood in the parks; however, Andy Geiger could come with a recommendation at a future meeting regarding this matter. A receipt book would be needed (2 copies plus the original) at the park for payments. On Thursday and Friday, April 14<sup>th</sup> and 15<sup>th</sup>, John Oeltjenbruns will sit in on the interviews of the seven applicants for summer

help at the parks. Motion by Norm Holmen, seconded by Jim Schmidt, unanimous vote to give the parks \$100 for their cash change fund drawer. The pop machines will be taken care of by pop distributors.

Ron Kuecker suggested that the Commissioners look at two sides of the North 71 building that have bad shingles.

Jan Johnson, County Auditor/Treasurer, presented two letters to the Board – one from Government Management Group of Lakeville, MN and one from MAXIMUS Consulting Services, Inc. of Bloomington, MN to prepare Cottonwood County's 2011, 2012 and 2013 central services cost allocation plans which are mandated by the government. Government Management Group's fee for this service will be a fixed fee of \$3,250 for each plan year. Maximus Consulting Services' fee was \$3,350. Motion by Norm Holmen, seconded by Tom White, unanimous vote to approve the three-year contract with Government Management Group in the amount of \$3,250.

The Auditor/Treasurer's Office provided a list of all the Leases held by Cottonwood County, where they are located, how much they cost and the end date of each of these leases. He suggested that the Board review these leases and put them on the April 26<sup>th</sup> Agenda.

Motion by John Oeltjenbruns, seconded by Jim Schmidt, unanimous vote to approve April warrants as follows:

County Revenue Fund	\$ 125,903.24
Long Term Capital Outlay	\$ 2,662.02
County Building Fund	\$ 4,038.13
Ditch Fund	\$ 1,501.21
Agency Fund	\$ 2,991.43
Road & Bridge	\$ 82,061.70
Waste Abatement/SCORE	\$ 8,792.00
Landfill Enterprise	<u>\$ 20,247.10</u>
	\$ 248,196.83

There being no further business, the meeting adjourned at 12:00 P.M.

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Jan Johnson, Auditor/Treasurer

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Ron Kuecker, Board Chairman

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Judith Johnson, Office Support Specialist, Sr.