

October 23, 2012  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 23, 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 Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Kretsch, Damon Weinandt, Gerry Engstrom, Mary Duerksen, Jason Purrington, Gale Bondhus, Wendy Meyer, Rahn Larson, Doug Bristol, Craig Myers, Rose Carsten and Elmer Wieneke.

Motion by Schmidt, second by White, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve the minutes of the October 9, 2012 meeting.

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County Recorder Kathy Kretsch met with the board to discuss a few items. Kretsch reported that she recently purchased a monitor for the Auditor/Treasurer's Office to assist with e-recording. The cost of the monitor was \$406.62. Motion by White, second by Schmidt, unanimous vote to allow for the purchase of the monitor with the use of the county credit card.

Kretsch presented a quote off the state contract in the amount of \$776.88 from Dell for the purchase of a Desktop Minitower that she would like to purchase for the Auditor/Treasurer's Office through the use of Technology Funds. Motion by White, second by Oeltjenbruns, unanimous vote to allow for the purchase in the amount of \$776.88 for a desktop computer.

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County Attorney Nick Anderson did not have any further information available regarding the computer hardware quotes.

Discussion was held regarding the revision of the Dangerous Dog Ordinance. Motion by Kuecker, second by Schmidt, unanimous vote to set a public hearing for the revision of the Dangerous Dog Ordinance for November 27<sup>th</sup>.

Motion by Kuecker, second by Schmidt, unanimous vote to accept a request by Jessica Parker to appear before the board on November 6<sup>th</sup> at 9:30 a.m. for review of a dog named "Charlie".

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Damon Weinandt, Windom Chamber Director, met with the board to ask permission to use the courthouse rotunda on November 23<sup>rd</sup> at 6:00 p.m. for Santa's visit. Motion by White, second by Kuecker, unanimous vote to allow for the use of the Courthouse rotunda on November 23<sup>rd</sup>.

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Kelly Thongvivong, HR, asked to have some discussion regarding the board's intentions of the Clerk Typist II position at the Highway Department. The board

asked Thongvivong to do some further research in regards to benefits. This will be discussed further at the next board meeting.

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The board reviewed two quotes for different qualities of carpet that SWWC Service Cooperative received as a result of their request to be able to install new carpeting in their office building. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to recommend that SWWC Service Cooperative purchase the 26 oz. carpet from Windom Floor and Sleep for a total of \$6,168.73.

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Kelly Thongvivong, HR, presented a proposed revision to the Phased Retirement Option (PRO) Policy as a result of lack of participation with the present policy. The board asked Thongvivong to present a final draft at the next board meeting.

Thongvivong asked to have a brief discussion regarding the Corrections Administrative Assistant position and whether this position will still be the backup for answering calls when Thongvivong is out of the office for meetings, etc. The board agreed to hold off on this discussion because of so many unknowns at this time.

Thongvivong, Transit Director, questioned whether or not the board would be interested in allowing Western Community Action to continue to fuel the transit buses at the Highway Department after the first of the year when they take over the transit system. This will be discussed further at a November 8<sup>th</sup> meeting with WCA.

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Gerry Engstrom, Interim County Engineer, met with the board to discuss several items. Engstrom asked that a revision be made to a resolution (on file in Commissioner's Office) that was adopted at the October 9<sup>th</sup> board meeting allowing for the advancement of \$154,256.93 to pay for engineering costs on past federal projects. Engstrom reported that the correct amount should be \$146,777.40 instead of \$154,256.93. Motion by Kuecker, second by Oeltjenbruns, unanimous roll call vote to amend the resolution adopted on October 9, 2012 to reflect the change brought forward by the Interim County Engineer.

Engstrom presented a letter that was received by the City of Mt. Lake for a request to place a stop sign on 3<sup>rd</sup> Avenue at 12<sup>th</sup> Street in Mt. Lake. Wendy Meyer and Doug Bristol were both present for the conversation. The request has been made as the result of several children crossing 3<sup>rd</sup> Avenue on their way to and from school and it being a busy intersection. Discussion was held regarding the possible installation of blinking stoplights that would only be utilized during school hours. Further research will be done on this matter.

Engstrom informed the board that the roadway construction into Cell 7 at the landfill is almost complete and he provided the board with new hourly rates provided by Minion Excavating. Chairman Holmen mentioned that he was informed of the matter and Engstrom was given the authority to move ahead with the construction project since the timing of the project was critical.

Engstrom presented two quotes for the purchase of a new air compressor for the Westbrook shop as follows: Auto Value - \$1,550.75 which includes tax and

Carquest - \$1,620 + tax. Motion by White, second by Schmidt, unanimous vote to accept low quote in the amount of \$1,550.75 from Auto Value for the purchase of a new air compressor.

Discussion was held regarding interviews that were recently held for the Signman/Engineering Tech position. Eight applications were received and interviews were held with four applicants. Engstrom presented a recommendation to offer the position to one of the individuals at Step 5 of the pay scale but further discussion will need to be had with this individual in regards to the possible work hours. Further discussion was tabled until the next meeting.

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Mary Duerksen met with the board in regards to her shared position as Host Camper at Talcot Park during the past camping season. Duerksen wanted to share with the board some of her concerns and suggestions for future considerations.

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Sheriff Jason Purrington met with the board to present a resignation of one of the part-time jailer/dispatchers. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to accept the resignation of Jordan Bussa as part-time jailer/dispatcher effective October 30<sup>th</sup> with appropriate payout of benefits. Motion by White, second by Schmidt, unanimous vote to allow Purrington to advertise for a part-time jailer/dispatcher position with the option of hiring 2-3 individuals if desired.

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County Assessor Gale Bondhus met with the board to discuss a few items. Commissioner White presented further information regarding the Appraiser position and requested that due to the fact that Sue Amundson (Assessor Office Manager) is doing higher functioning duties in the Assessor's Office because of the absence of a former employee that Amundson be moved into the Appraiser position. Motion by White, second by Kuecker, unanimous vote to move Sue Amundson to Step 5 of the Appraiser position effective October 16<sup>th</sup>.

Further discussion was held regarding Jean Gode and Jill Defries and the hours that they are currently working. The board agreed that they could work extra hours if needed to help out in the absence of a vacant position within the Assessor's Office.

Motion by Oeltjenbruns, second by Schmidt, unanimous vote to re-appoint County Assessor Gale Bondhus to another 4-year appointment which will be effective January 1, 2013 – December 31, 2016.

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Much discussion was held as a result of conversations that were had at a recent Department Head meeting. The consensus of the Department Heads would be for the board to consider hiring a County Coordinator/Administrator as opposed to hiring a Public Works Director. The reason being that all departments could benefit from a County Coordinator/Administrator but not all departments would benefit if the county were to hire a Public Works Director. The board agreed that this would be a good time to give it consideration before moving forward one way or another. The board questioned if there could be a redistribution of some of the workload in the

Commissioner's Office due to the fact that Thongvivong is already doing much of the work that a County Coordinator is doing after reviewing the Jackson County Coordinator and Murray County Coordinator job descriptions that were obtained. A comment was also made in regards to whether there really is a need for a Coordinator/Administrator position due to the fact that Cottonwood County seems to be getting smaller.

After further discussion, the board agreed to begin the process of advertising for both the County Engineer and Planning & Zoning/Solid Waste/Parks Administrator positions with applications due by December 5<sup>th</sup>.

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Commissioner White questioned whether or not the county should continue to move forward with updating lights in the remaining county buildings/offices that have not yet been updated with high-efficiency lighting. It was reported that city rebate money might not be available until 2013.

White gave an update regarding a recent Exit Interview that he and Kelly Thongvivong had with Andy Geiger.

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Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve final mowing bill in the amount of \$1,145.45 to Lang Jensen.

Motion by White, second by Schmidt, unanimous vote to pay Jim & Sandra Thomas \$25,000 as initial payment for gravel because Ron Gregg and Dominic Jones must have felt that Jim Thomas met his portion of the agreement as defined in the contract. This payment will be contingent upon the County Engineer and Dominic Jones' certified approval.

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Brief discussion was held regarding Gordy Olson's interim arrangement with Cottonwood County. It was determined that Gordy Olson will be classified as a part-time employee during the interim process.

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Kelly Thongvivong, HR, presented information on behalf of Andy Geiger regarding the purchase of a calibration kit specific for the gas monitor at the landfill. The quote is in the amount of \$587 and is necessary to recalibrate the new gas monitor at the landfill on a monthly basis. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to allow for the purchase in the amount of \$587 from Sierra Monitor for the purchase of a calibration kit.

Thongvivong asked that the board consider allowing a temporary or emergency hire for Ron Willard (seasonal employee) so that he could spend 2-3 days closing up all the parks in Cottonwood County. Motion by Kuecker, second by Schmidt to allow for the hire. Voting as follows: Aye – Kuecker. Nay – Oeltjenbruns, White, Schmidt and Holmen. Motion failed. The board suggested that some of the employees at the Highway Department be utilized for this work. Thongvivong will get in contact with Jerry Hayes to see if this is workable.

Thongvivong presented two quotes on behalf of Andy Geiger for building the drainage ditch, tile work and HHW driveway out at the landfill as follows: Minion

Excavating - \$20,876.88 and Mathiowetz Construction - \$24,689.50. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to accept low quote in the amount of \$20,876.88 from Minion Excavating.

Two quotes for replacing the shingles with steel on the Dynamite Park shelter house were as follows: Heger Remodeling - \$2,496.00 and Borsgard Construction - \$3,577.61. Motion by Schmidt, second by White, unanimous vote to accept the low quote in the amount of \$2,496.00 from Heger Remodeling.

Two quotes for a lawn sprayer for use in the County Parks were presented but the board decided to wait until spring to approve this purchase.

Motion by Schmidt, second by White, unanimous vote to instruct Leslie Makovsky to move forward with obtaining quotes for residing and roofing the entry station out at Talcot Park.

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There being no further business, the meeting adjourned at 5:00 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