

January 15, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 15, 2013 at 1:00 p.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman John Oeltjenbruns. Present for all or portions of the meeting were: Commissioners John Oeltjenbruns, Jim Schmidt, Kevin Stevens, Tom White, Norm Holmen; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Jason Purrington, Todd Dibble, Gerry Engstrom, Jim Vellema and Rahn Larson.

Motion by White, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the January 8, 2013 meeting.

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Sheriff Jason Purrington and Custodial Supervisor Jim Vellema met with the board to present quotes for a new floor cleaner and carpet cleaner. Two quotes were received as follows: JCL Solutions - \$2,617 (Marathon 1200 Carpet Extractor) and \$2,929.12 (BD1444 Compact Auto Scrubber); Southeastern Equipment - \$2,750 (Tennant R3 Ready Space Carpet Cleaner) and \$3,890 (Reconditioned Nobles SpeedScrub 2601 Floor Scrubber). Motion by White, second by Schmidt, unanimous vote to accept low quotes in the amount of \$2,617 and \$2,929.12 from JCL Solutions.

Purrington gave an update regarding the possible upgrade of security cameras if the Probation Office were to be moved to the lower level of the Law Enforcement Center. Purrington reported that the cost for an upgrade to the current system would be approximately \$6,800.

Further discussion was held regarding a recent Law Library meeting that Commissioner Stevens and County Attorney Nick Anderson recently attended. The current statute states that the law library should be housed in the Courthouse. It seems that there are many books in the current law library that can be eliminated. Further research will continue to be explored regarding the possible relocation of the law library.

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Veterans Service Officer Todd Dibble met with the board to report that the Veterans Office would be receiving a one-time grant in the amount of \$2,298 as a result of the Minnesota Department of Veterans Affairs (MDVA) receiving a one-time appropriation of \$200,000 that was specifically designated for use by the CVSOs for community outreach. The funds were divided equally among the 87 counties. Motion by Schmidt, second by Holmen, unanimous roll call vote to adopt resolution as follows:

**Resolution of Cottonwood County
Resolution 13-01-15**

BE IT RESOLVED by the Cottonwood County Board of Commissioners that the County enter into the

attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Community Outreach Grant Program**. The grant must be used for community outreach as defined in Minnesota Statutes, section 197.608, to all eligible veterans regarding the availability of benefits they have earned and especially those relating to posttraumatic stress disorder for all veterans, including World War II, Korean War, and Vietnam War era veterans, and should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the Cottonwood County Board of Commissioners that John Oeltjenbruns, the Board Chairman, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at the Cottonwood County Board Meeting this 15th day of January 2013.

S/John Oeltjenbruns, Board Chairman

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Motion by Holmen, second by Schmidt, unanimous vote to approve January warrants as follows:

County Revenue Fund	\$173,960.66
Road & Bridge Fund	\$ 66.80
Long Term Capital Outlay	\$ 38.44
Ditch Fund	\$ 5,325.00
GO Drainage Refund 2011	\$140,144.25
Bond Fund (8, 9, 25)	
Ditch Sinking 3 (JD 2)	\$ 31,339.50
Road & Bridge	\$ 78,995.13
Landfill Enterprise	<u>\$ 6,130.22</u>
	\$436,000.00

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Motion by Holmen, second by White, unanimous vote to set the 4th year seasonal rate at \$10/hour.

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Discussion was held regarding performance evaluations and the current system the county has in place. It seems there may not be enough consistency amongst Department Heads as to how employees are rated and future changes to the overall system need to be considered and worked on.

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Chairman Oeltjenbruns appointed Heidi Hansen to serve on the Planning Commission as a representative from District 1 and Tom Appel to serve on the Extension Committee as a representative of District 5.

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Discussion was held regarding the existing phone contracts with TDS. It was reported that the county is basically on a month to month basis at this time and are not under contract. Auditor/Treasurer Johnson will work on researching possible options with Windomnet for phone services.

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Interim County Engineer Gerry Engstrom met with the board to discuss several items. Engstrom reported that Unit #43 (1990 International single axle snow plow/dump truck) currently has 208,000 miles and is in need of an overhaul or engine replacement. The estimated cost of an engine replacement was \$7,871 and an overhaul was approximately \$3,900. Engstrom will do some further research on some of the questions asked by the board before proceeding any further.

The board reviewed the Highway Department variance expense report for 2012.

Motion by Holmen, second by White, unanimous vote to pay Southwest Regional Solid Waste Commission annual dues for 2013 in the amount of \$1,500.

Motion by White, second by Stevens, unanimous vote to approve final payment in the amount of \$4,318.89 to Mathiowetz Construction for SAP 017-599-094.

Engstrom presented a draft copy of a request for proposal for hauling gravel that he wanted the board to review. The board suggested the addition of a few items before sending it out.

Engstrom reported that the annual safety meeting for the Highway Department would be held sometime in the near future and South Central College of Mankato will again be involved in the training.

Engstrom handed out the 5-year construction plan for the board's review which also has to be sent in to the state.

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Lloyd Kalfs, SWCD Water Resource Tech, met with the board to give an update regarding the feedlot program and to ask that the board approve the annual feedlot inspection report. Motion by Holmen, second by Stevens, unanimous vote to allow Chairman Oeltjenbruns to sign the 2012 County Feedlot Officer Report.

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Motion by White, second by Holmen, unanimous vote to amend the 2013 Parks budget to include \$9,100 for work to be completed on the Talcot Park entry station.

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Motion by Holmen, second by Stevens, unanimous vote to approve 2013 appropriations in the amount of \$2,000 to the Rural Minnesota Energy Board and \$2,525 to the Southwest Minnesota Workforce Center.

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Discussion was held regarding IT for Cottonwood County and what the needs of the different offices are and whether the county would be better off hiring a new employee solely for Cottonwood County or working to outsource IT services to an outside firm. Auditor/Treasurer Johnson will contact Brown County to find out further information regarding the possible development of a request for proposal.

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Discussion was held regarding the County Engineer interviews that were conducted on January 10th with four individuals. The board agreed to offer the position of County Engineer to JinYeene Neumann. Motion by Holmen, second by

Schmidt, unanimous vote to offer the position to JinYeene Neumann effective February 1st or as soon as she is able to begin employment with Cottonwood County at a starting salary of \$100,000/calendar year with no wage increase for the first year contingent that she attend the 2013 Minnesota County Engineer Conference at her own expense since she will not be an employee of Cottonwood County at the time. There will be no wage increase for the first year. The County Engineer position will be a 1-year appointment to begin with and then from that point forward it will be a 4-year appointment. The board also agreed to allow JinYeene to begin her employment with 40 hours of vacation time and to also accrue vacation time at the rate of a 10-year employee, which is 128 hours/year. All of this will be contingent upon successful completion of all hiring requirements such as background check and pre-employment drug testing. * * *

There being no further business, the meeting was adjourned.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant