

November 13, 2007
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 13, 2007 at 9:00 a.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; Gale Bondhus, Tom Jackson, Cheryl Hanson, Ron Gregg, Sue Amundson, Jason Purrington and Jim Jorgensen. Motion by Oeltjenbruns, second by White, unanimous vote to approve additions to the agenda. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to approve the minutes of the November 6, 2007 meeting as amended.

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Much discussion was held regarding insurance and different decisions that needed to be made regarding the VEBA plan that will now be offered to all employees. Motion by Sorenson, second by White, unanimous vote to set VEBA county contribution rate at \$230/month for family plans. The employee contribution for the family VEBA plan will be \$341.85/month.

Motion by Sorenson, second by White, unanimous vote to set VEBA county contribution rate at \$107/month for single plans.

Motion by White, second by Oeltjenbruns, unanimous vote to allow employee VEBA contributions by the county to be made during 1st payroll of following month. The first county contribution to the VEBA accounts will be made with the 1st payroll in February (January pay period).

Motion by Kuecker, second by Sorenson, unanimous vote to allow the county to pay run-out expense on insurance. The final number will be reflected in insurance fund deficit.

Motion by Oeltjenbruns, second by White, unanimous vote to authorize Chairman Holmen to sign VEBA plan design guide and FSA (Flexible Spending Account) plan design guide.

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County Assessor Gale Bondhus met with the board to present a bid off the state contract for the purchase of a new computer for the Assessor's Office. State bid was as follows: Dell - \$1,738.05 + tax and shipping & handling. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to purchase computer using the state contract price of \$1,738.05 + tax and shipping & handling.

Motion by Sorenson, second by Kuecker, unanimous vote to allow County Assessor to use county credit card for this purchase.

Bondhus asked permission to use the services of Watonwan County's IT person to help with the configuration of the new appraisal system at a rate of approximately \$35/hour.

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Commissioner White reported that he has received the purchase agreement for the Bank Midwest property north of Windom on Hwy. 71 that the county agreed to purchase last week. White also reported that Bank Midwest has agreed to pay the 2008 taxes on this building.

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Tom Jackson from the Natural Resources Conservation Service met with the board to give an update regarding the soil survey that is currently being worked on in Cottonwood County. He reported that NRCS has been making very good progress on the project and is expecting a completion date by the end of 2008.

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Commissioner Kuecker gave a brief update on Red Rock Rural Water and all of the recent changes that have taken place. Kuecker will invite Dominic Jones to come to a meeting in early January to update the board and to explain more what is happening.

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Motion by Sorenson, second by Oeltjenbruns, unanimous vote to approve payment in the amount of \$5,000 out of Family Service Agency budget to Chippewa County Family Services for county contribution towards County Based Purchasing.

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Windom Chamber Director Cheryl Hanson met with the board to ask permission to use the Courthouse rotunda for Christmas celebration with Santa on November 30th at approximately 6:15pm. Motion by Kuecker, second by White, unanimous vote to allow the Windom Chamber of Commerce to use Courthouse rotunda for Christmas celebration on the evening of November 30th.

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Chairman Holmen reported that he recently received a request from Patricia Coldwell from AMC to have the Health Care Task Force, which Holmen is a member of, to develop a more comprehensive approach to health care legislative issues that affect county government. This group will meet monthly until the legislative session begins and "as needed" during the session. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to allow Chairman Holmen to attend these meetings at AMC as necessary.

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Motion by Kuecker, second by Sorenson, unanimous vote to approve NRCS bill payable to USDA in the amount of \$37,748 for soil mapping in Cottonwood County.

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Motion by White, second by Holmen, unanimous vote to approve payment in the amount of \$20,671.24 to the City of Windom for the 4th Avenue assessment.

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Motion by Sorenson, second by White, unanimous vote to allow Chairman Holmen to sign Federal Annual Certification Report for the Sheriff's Department.

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Brief discussion was held regarding the possibility of making some improvements to the transit bus garage. After discussing the possible improvements to the building, the board decided to hold off on any further remodeling at this time.

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Discussion was held regarding upcoming Christmas holidays and the business hours that will be followed. Motion by Sorenson, second by Kuecker, unanimous vote to allow county offices to close at 12:00pm noon on Monday, December 24, 2007.

Motion by Holmen, second by White to allow county office to close at 3:00pm on Monday, December 31, 2007. Voting as follows: Aye – Oeltjenbruns. Nay – Sorenson, Kuecker, Holmen and White. Motion failed. All county offices will remain open until 4:30pm on Monday, December 31, 2007.

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One sealed bid was received for the purchase of a 2001 Ford Glaval 21-passenger bus that was recently advertised for sale. Bid was as follows: \$1,525.00 from the Alliance Missionary Church of Mt. Lake. Motion by Kuecker, second by Oeltjenbruns to accept the bid in the amount of \$1,525.00 for the purchase of the 2001 Ford passenger bus. Voting as follows: Aye – Kuecker, Oeltjenbruns, Sorenson. Nay – White. Chairman Holmen abstained from the vote. Motion carried.

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County Engineer Ron Gregg met with the board to discuss a few different items. Gregg reported on the bid results of the Mt. Lake Township bridge replacement project for the installation of the box culvert as follows: SMC Company - \$43,618.00; Midwest Contractors - \$44,362.00; Mathiowetz Construction Company - \$51,491.60; R & G Construction Company - \$51,909. Motion by Kuecker, second by Sorenson, unanimous vote to accept low bid in the amount of \$43,618.00 from SMC Company.

Gregg requested that the board approve purchase of a 2006 Caterpillar Model 143H Motor Grader to replace Unit 77 (1979 Caterpillar 140G Motor Grader). The state bid price is \$155,587.77. Motion by Sorenson, second by Kuecker, unanimous vote to approve purchase up to \$155,587.77 for 2006 motor grader. Gregg was asked to find out more information in regards to the warranty.

Motion by Oeltjenbruns, second by White, unanimous vote to approve the snowplow agreement between the City of Mt. Lake and Cottonwood County for snow removal on CSAH 27 & 29 for the 2007-2008 snow removal season. The cost is \$1,000/mile.

Gregg gave a brief update regarding the Mt. Lake Outlet project and reported that everything is moving along fine.

Gregg requested that the board approve switching the Highway Cost Accounting Program from ACS to CPUI at a cost of \$12,000 and a maintenance cost of \$5,088/year. Motion by Kuecker, second by White, unanimous vote to allow the Highway Department to switch to CPUI beginning January 1, 2008.

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Motion by Oeltjenbruns, second by Sorenson, unanimous vote to approve November warrants as follows:

County Revenue Fund	\$110,600.65
Long Term Capital Outlay	\$ 412.41
County Building Fund	\$ 287.08
Ditch Fund	\$ 2,820.68
Ditch Sinking 3 (JD 2)	\$ 215.63
Agency Fund	\$ 194.00
Road & Bridge	\$ 60,700.64
Waste Abatement/SCORE	\$ 6,536.61
Landfill Enterprise	\$ 15,551.17
TOTAL	\$197,318.87

Auditor/Treasurer Jan Johnson reported that the State Auditors are recommending that the board now approve all Auditor warrants along with Commissioner warrants so these will now be brought forward once/month as well.

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Discussion was held regarding background checks, as the board feels that this is something that the county should be doing for all new hires. Two quotes for a basic criminal background check package were received as follows: The McDowell Agency, Inc. - \$41.00 and Verifications, Inc. - \$54.50. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to start conducting a basic background criminal check for all new hires and begin by using The McDowell Agency, Inc. As soon as a procedure is developed, the county application form and personnel policy will need to be revised.

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It was reported that the four AEDs that the board approved some time ago have now been ordered through Cintas. The County Coroner signed off on the medical authorization so there is no longer a need to purchase the medical direction at a cost of \$125 for 1-year or \$297 for a 3-year contract.

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There being no further business, the meeting was adjourned.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant