

November 12, 2013
 Cottonwood County Board of Commissioners
 Regular Meeting
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 12, 2013 at 9:00 a.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; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Bob Pankratz, Jason Purrington, Kristi Sell, Rahn Larson, Glenn Johnson and Aaron Backman.

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 November 5, 2013 meeting.

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Bob Pankratz, Director of Business Management, met with the board to present a quote off the state contract in the amount of \$6,239.39 from DELL for the purchase of a new server. Motion by Holmen, second by Stevens, unanimous vote to approve the purchase off the state contract in the amount of \$6,239.39.

Pankratz gave an update regarding the asphalt at the parking lot at Family Services. The city did some work to the parking lot and the Highway Department did the rest and they did a really nice job.

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Motion by Schmidt, second by White, unanimous vote to approve November warrants as follows:

County Revenue Fund	\$107,652.97
Long Term Capital Outlay	\$ 1,174.58
Ditch Fund	\$ 4,751.27
Taxes & Penalties Fund	\$ 45.00
Road & Bridge	\$ 66,998.65
Landfill Enterprise	<u>\$ 21,765.06</u>
	<u>\$202,387.53</u>

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Commissioner White presented further information regarding a request by the Windom EDA to extend fiber optic connections to Fast Distributing in Mt. Lake with a possible loan of \$20,000 from the Seed Capital Fund. Motion by White, second by Holmen, unanimous vote to put an offer out to the City of Windom EDA to extend a fiber optic line out to Fast Distributing by Mt. Lake so that others can take advantage of Windomnet services. The term of the \$20,000 loan would be at the rate of 1.25% interest for up to 10 years or this could be done as cash for services provided to the county.

Commissioner Holmen gave an update regarding an upcoming Area II/RCRCA Annual Meeting that will be held at Jackpot Junction in Redwood Falls on December 7th.

Further discussion was held regarding information that Chairman Oeltjenbruns received regarding One Watershed, One Plan.

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Sheriff Jason Purrington met with the board to present three quotes for the purchase of a new records management system for the Sheriff's Department as follows: Zuercher - \$188,326, LETG - \$191,853 and Tac 10 - \$173,669. The current records management system has been in existence since 1999-2000 and is in need of an upgrade. The Mt. Lake Police Department has agreed to be added to the existing system as a result of the upgrade. Motion by Holmen, second by White, unanimous vote to accept the quote in the amount of \$188,326 from Zuercher and to enter into a contract with them due to the added enhancements that are available with this system compared to that of the low quote. This will be a 2014 expense with a majority of the cost and annual maintenance being paid for with "911" funds.

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Kristi Sell, Jail Administrator, met with the board to present the Jail Inspection Report issued by the Minnesota Department of Corrections. The jail received a compliance rating of 99.13% for mandatory requirements and 97.12% for essential requirements.

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Motion by Holmen, second by Schmidt, unanimous vote to allow Kim Hall to use the county credit card for a motel stay at the Minnesota Symposium on Terrorism and Emergency Preparedness Conference.

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Motion by White, second by Holmen, unanimous vote to allow for internal posting and advertising of Extension Office Manager position.

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Motion by White, second by Schmidt, unanimous vote to accept state quote from SHI in the amount of \$648 + tax for a new multifunction printer and software upgrade for the HR Technician.

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Motion by Holmen, second by Schmidt, unanimous vote to allow the Windom Chamber of Commerce to use the courthouse rotunda on Saturday, November 30th from 11:00 a.m. to 1:00 p.m. for Santa's visit.

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County Coordinator Kelly Thongvong presented information on behalf of the salary for the Veteran's/Planning & Zoning Administrative Assistant position currently held by Leslie Makovsky. Motion by White, second by Schmidt, unanimous vote to set Leslie Makovsky's salary at \$17.2541/hour (Step 6) retro to July 23, 2013. The new start for this position will be \$14.4500/hour.

Thongvong presented information on behalf of the salary for the Legal Secretary position currently held by Kim Quiring and Karen Kopperud. Motion by Holmen, second by Stevens, unanimous vote to set Kim Quiring and Karen Kopperud's salary at \$17.8992/hour (Step 5) retro to July 23, 2013. The new start for this position will be \$15.4400/hour.

Thongvivong asked that Kathy Marsh be allowed retro pay from July 23rd to November 15th at the rate of \$16.5854/hour for her position as Extension Office Manager. Motion by Holmen, second by Schmidt, unanimous vote to allow for the retro pay for Kathy Marsh from July 23rd to November 15th at the rate of \$16.5854/hour.

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Aaron Backman, Windom EDA Director, met with the board to see if they needed further information regarding the request to extend fiber optic connections to Fast Distributing in Mt. Lake. The board reported that they had made a motion earlier in the meeting to offer a loan to the Windom EDA. Backman just wanted to reiterate that Fast Distributing has been great to work with throughout the project and they have seen double-digit growth over the last four years.

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There being no further business, the meeting was adjourned at 10:32 a.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, County Coordinator