

February 5, 2008  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 5, 2008 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, Tom White, Ron Kuecker, Norm Holmen; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Roger Albertson, Jason Purrington, Ron Gregg, Dianne Beens, Senator Jim Vickerman, Mike Hanson, Bob Pankratz and Craig Myers. Absent was Commissioner Gary Sorenson. Motion by Holmen, second by White, unanimous vote to approve additions to the agenda. Motion by White, second by Kuecker, unanimous vote to approve the minutes of the January 28, 2008 meeting.

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State Auditor Roger Albertson met with the board regarding the 2006 Audit Report. Albertson gave a few recommendations related to tracking purposes and the approval process. He also suggested that an Accounting Procedures and Policies Manual be developed.

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Sheriff Jason Purrington met with the board to present quotes for a new computer that is necessary for the upgrading of the records management system. Two quotes were presented as follows: New Star - \$1,016.96 and Davis Typewriter - \$1,045.21. Motion by Kuecker, second by White, unanimous vote to accept low quote in the amount of \$1,016.96 from New Star for the purchase of a computer as recommended by Sheriff Purrington.

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County Engineer Ron Gregg met with the board to discuss a few different items. He reported that he would like to postpone the purchase of a tandem plow truck and a weed badger attachment but will actively take quotes for a tilt bed trailer.

Gregg presented two quotes for the purchase of a laptop for use in the mechanic bay to assist in diagnostics of the highway fleet. Two quotes were presented as follows: Dell - \$1,290.81 and New Star - \$1,593.31. Motion by Kuecker, second by Holmen, unanimous vote to accept low quote in the amount of \$1,290.81 from Dell for the purchase of a new laptop.

Brief discussion was held regarding tree planting along the landfill property. Commissioner Kuecker reported that he has discussed this proposal with Mike Harrington who is the current renter of the land adjacent to the landfill. Motion by Kuecker, second by White, unanimous vote to allow for the purchase of trees to be planted along the landfill property at an approximate cost of \$1,827.

It was reported that the Highway Department would take care of trimming one of the trees at the new county building on Hwy. 71.

Dianne Beens, Advertising Consultant from the *Citizen*, met with the board to ask whether or not the county would again be interested in placing a 1/2 page ad in the Cottonwood County Visitors Guide that is published yearly. This will be billed at a rate of \$75/month from April through September for a total of \$450. Motion by Holmen, second by White, unanimous vote to approve the ad in the Visitors Guide in the amount of \$450.

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Senator Jim Vickerman met with the board to give an update regarding the upcoming legislative session that will begin next week.

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Environmental Officer Mike Hanson met with the board to report that the Planning Commission did not have a recommendation for the application of a conditional use permit submitted by Glen Graff at this time. The Board of Adjustment and Planning Commission will reconvene the public hearing of the variance application and conditional use permit on February 28<sup>th</sup>. Hanson reported that MPCA has had no concerns with what has been proposed.

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Motion by Holmen, second by White, unanimous vote to allow for the replacement of lighting in the Recorder's Office to high-efficiency lighting at a cost of approximately \$1,700.

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Motion by Holmen, second by White, unanimous vote to allow Kelly Thongvivong to use the county credit card to purchase a USB backup drive for her computer as well as a Defensive Driving training module at a cost of \$25.00. MN RTAP will reimburse the cost of the Defensive Driving training module.

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Commissioner Holmen gave a brief update regarding the new county building. He reported that Community Health Services and Southwestern Mental Health are working to try to get some plans put together.

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It was reported that a \$7,500 grant has been received by the Veteran's Office.

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Brief discussion was held regarding a letter that was recently received in regards to a possible claim against the county jail. A copy of this letter has been forwarded to MCIT.

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Chairman Oeltjenbruns reported on a few items. Motion by White, second by Kuecker, unanimous vote to allow the commissioners who attend the AMC Leadership Training in New Ulm on February 22<sup>nd</sup> to claim a county per diem.

Brief discussion was held regarding whether or not a commissioner representative needs to be appointed to attend Emergency Management meetings. Oeltjenbruns will contact Mark Marcy in regards to this.

Motion by Holmen, second by White to allow Chairman Oeltjenbruns to sign Memorandum of Understanding with Southern Prairie Health Purchasing Alliance for county-based purchasing.

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Motion by Kuecker, second by Holmen, unanimous vote to allow the commissioners who attend the Minnesota Wind Development and Roads, Bridges, Land Use training in Windom on February 11<sup>th</sup> to claim a county per diem.

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Brief discussion was held regarding the possibility of offering a Social Security seminar for Cottonwood County employees in the near future. Chairman Oeltjenbruns will contact the Social Security office in Fairmont in regards to this.

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Family Service Agency Director Craig Myers reported that he has received a resignation from Kristen Mandelkow with her last day of employment February 22<sup>nd</sup>. Motion by White, second by Holmen, unanimous vote to accept letter of resignation with appropriate payout of benefits from Kristen Mandelkow.

Motion by Kuecker, second by White, unanimous vote to allow Myers to post internally and advertise for the Agency Social Worker position.

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There being no further business, the meeting was adjourned at 12:35 p.m.

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Jan Johnson, Auditor/Treasurer

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John Oeltjenbruns, Board Chairman

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Kelly Thongvivong, Bd. Adm. Assistant