

June 4, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 4, 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; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Gale Bondhus, Buckwheat Johnson, Andy Olson, JinYeene Neumann and Craig Myers.

Motion by White, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Holmen, second by White, unanimous vote to approve the minutes of the May 28, 2013 meeting.

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County Assessor Gale Bondhus met with the board to discuss a few different items. Bondhus gave the board an update regarding the upcoming Board of Equalization meeting that will be held on June 19th and reported on which individuals would be eligible to appear if they chose to.

Bondhus reported that eight individuals recently applied for the appraiser position that was recently advertised and two applicants were interviewed. Bondhus would like to offer the position to Karla Ambrose as an internal transfer from the Auditor/Treasurer's Office. Motion by Holmen, second by Stevens, unanimous vote to allow for the internal transfer of Karla Ambrose from the Auditor/Treasurer's Office to the Assessor's Office as an appraiser at a rate of \$16.60/hour (Start step) effective June 17, 2013.

Bondhus requested the use of the county credit card for registration and motel stay for two classes for Karla Ambrose (July 8-11 and July 22-25) and three classes for Al Coners (July 7-10, July 17, October 22-23). Motion by Schmidt, second by Holmen, unanimous vote to allow Bondhus to register two employees for appropriate classes as requested and to use the county credit card for class registration and motel reservations.

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Buckwheat Johnson met with the board to request use of the west side of the courthouse grounds on July 13th from 3-7pm for a fundraiser for the Windom State Theater. Movies will be shown at 4:00 p.m. and 7:00 p.m. and there will be a car show on 4th Avenue between 9th Street and 10th Street. Motion by White, second by Schmidt, unanimous vote to approve the request to use the courthouse grounds on July 13th from 3-7pm.

Johnson reported that the Windom State Theater is currently showing eight movies/week during the summer and attendance has been good.

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Commissioner Schmidt gave a brief update regarding the new café in Westbrook. It has been a nice addition to town but there is a possibility that the owners might be looking for some additional funding to fix a leaking roof.

Commissioner White reminded the board about the \$10,000 just donated from the Remick Foundation that could be a possibility.

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Motion by Holmen, second by Schmidt, unanimous vote to allow for the internal posting and advertising for the Deputy Auditor/Treasurer vacancy that was created due to the internal transfer of Karla Ambrose to the Assessor's Office.

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Commissioner White wanted to have a follow up conversation regarding the exterior of the building as well as the lawn at the N. 71 Building. The board members will plan to take a closer look at the building when the weather permits.

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The board will plan to take a closer look at the changes that were recommended by Glenn Johnson, Director of Information Systems, to Policy 605 "Acceptable Use of Electronic Communications and Internet" at the next board meeting for possible posting for 30 days.

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Commissioner Holmen gave an update regarding a meeting he recently attended with Kim Hall regarding FEMA. This will be discussed in more detail at the next board meeting.

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Brief discussion was held regarding upcoming union negotiations with the AFSCME unions and the fact that the LELS union representative is retiring and as a result the LELS unions might not get to meet for negotiations as early as the board would have liked to. The board wants to be sure that the LELS unions realize that negotiations will be moving ahead with the AFSCME unions this week.

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Andy Olson met with the board to discuss his concerns with the roads within the county and some of the decisions that have been made within the last several years.

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County Engineer JinYeene Neumann met with the board to discuss a few items. Neumann presented budgetary information regarding levy County Road 52 and the possibility of double seal coating this road. Neumann reported that Astech quoted a price of approximately \$114,000 for seal coating this road and she figured that the County Highway Department employees could do this same project at a cost of \$65,000, which would be the cost of the materials. Motion by White, second by Holmen, unanimous vote to allow the County Highway Department to double seal coat County Road 52 at a cost of \$65,000 for the materials for the project.

Neumann asked for the board's input regarding the wheelage tax that was recently discussed at the AMC District meeting. Beginning January 1, 2014 a \$10.00 fee would be charged per vehicle when purchasing license tabs and then beginning January 1, 2018 it would increase to a \$20.00 fee per vehicle. Neumann reported that a resolution would need to be in place by August 1st if the county is interested in moving forward with this opportunity.

Discussion was held regarding a recent job offer that was extended to Roger Ambrose (Heavy Equipment Operator) by the City of Windom and Neumann's desire to increase the existing pay scale of the HEO position so that more employees that are valued by the county are not lost to other entities as a result of higher wages. The board decided to handle a few more matters before having further discussion regarding the situation at the Highway Department.

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Craig Myers, Family Service Agency Director, met with the board to discuss the recent retirement of Sue Isder. Motion by White, second by Schmidt, unanimous vote to thank Sue Isder for her years of service to Cottonwood County and to approve appropriate payout of benefits.

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Commissioner White asked that the board have some discussion regarding how much money the board would be willing to spend out of reserves if necessary. Chairman Oeltjenbruns appointed White and Jan Johnson to work together to determine possible future needs of the departments by getting input from the Department Heads. A list of priorities will be put together to further determine possible costs involved for the remainder of 2013 and 2014.

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The board took a 15-minute recess before proceeding with further discussions regarding the existing pay scale of the HEO position.

After further discussion, there was a motion by White, second by Schmidt to move Roger Ambrose, Joel Grams, Bruce Rhubee and Jed Rhubee to Step 9 on the 2013 HEO existing pay scale effective June 1, 2013. Voting as follows: Aye – White, Holmen, Stevens and Oeltjenbruns. Nay – Schmidt. Motion carried.

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Update was given regarding a recent meeting held between Commissioners Oeltjenbruns and Schmidt, JinYeene Neumann, Gordy Olson and Kyle Pillatzki to discuss landfill/solid waste/environmental/highway. The consensus of the group would be to look at hiring a full-time person for every day management of the landfill. This position would be housed at the landfill and Pillatzki would help out with landfill reporting, etc. and supervise this individual. Olson voiced his thoughts regarding the potential for not needing a full-time Planning & Zoning Administrator. Kelly Thongvivong will work with Kyle Pillatzki in the near future to put together a draft job description for a landfill supervisor position to present to the board.

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Discussion was held regarding the recent annual audit review. The audit was relatively the same as in previous years. It was noted that the county has a fund balance of approximately 5 months. The board accepted the 2012 audit review as presented.

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Further discussion was held regarding a draft copy of a County Coordinator job description that was sent out by Commissioner Holmen for the board's review along with salary information that Holmen acquired. The consensus of the board

was to proceed with exploring options for a County Coordinator position. The board recommended that Commissioner White and Jan Johnson give this further consideration when meeting to discuss other needs of the county and the potential costs involved.

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There being no further business, the meeting was adjourned at 12:26 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant