

February 26, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 26, 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; Dan Olsen, Gale Bondhus, Jim Jorgensen, Rory Lindvall and Rahn Larson.

Motion by Schmidt, second by Holmen, unanimous vote to approve additions to the agenda. Motion by White, second by Schmidt, unanimous vote to approve the minutes of the February 12, 2013 meeting.

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Dan Olsen, Windom Telecommunications, met with the board to discuss needs and upgrades to the county's phone system. After much discussion, there was a motion by White, second by Holmen, unanimous vote to switch all remaining phone lines of Cottonwood County that have not been updated and are serviceable by Windomnet as soon as possible. Olsen and his staff will begin working with the county to come up with further plans for the upgrades. The board will plan to get input from each department/office regarding their specific phone needs.

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Brief discussion was held regarding Department Head meetings. A meeting will be scheduled in the near future and Commissioners Oeltjenbruns and Schmidt will plan to be in attendance.

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County Assessor Gale Bondhus met with the board to discuss a few different items. Bondhus presented her recommendation for a salary range for the new Appraiser position that will be opening in the Assessor's Office. There was much discussion regarding whether or not the board would consider moving to the pay scale recommendations that were developed by Wayne Brede as opposed to our current matrix on the Hay System since the board seems to be moving more in the direction of using the minimum salaries that were recommended by Wayne Brede's pay study. The board agreed not to make any changes to the entire existing matrix at this time. After further discussion, there was a motion by White, second by Holmen, unanimous vote to establish the new Start step of the Appraiser position at \$16.60/hour and to allow Bondhus to post internally and advertise simultaneously for the new position. Bondhus intends to hire the new Appraiser at a starting range of \$16.60 - \$17.78 but this would all be dependent upon education and experience.

As a result of the new change to the Start step of the Appraiser position, Bondhus asked for consideration of moving Sue Amundson and Jean Gode to a higher salary due to their experience as Appraisers. Motion by White, second by Stevens, unanimous vote to set Sue Amundson's salary at \$19.21/hour and Jean Gode's salary at \$21.40/hour effective March 1, 2013.

Motion by Holmen, second by Stevens, unanimous vote to approve bill submitted by Bondhus from December 14th that was 60 days past due. The reimbursement for this bill will be taxable.

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Chief Deputy Sheriff Jim Jorgensen met with the board to discuss three items. Motion by Schmidt, second by Holmen, unanimous vote to accept 2013 Boat & Water Grant in the amount of \$878. This grant will be used to purchase dry suits for cold water rescues.

Jorgensen reported that the county has received a grant from the state in the amount of \$10,000. This grant is for dispatch centers to upgrade their equipment room to accommodate Next Gen 911. A site survey will need to be completed after signing off on the grant and then the county will receive a list of items that need to be purchased. Motion by White, second by Holmen, unanimous vote to accept the grant in the amount of \$10,000.

Jorgensen presented a quote from Summit Fire Protection in the amount of \$3,645 for replacing 41 sprinkler heads in the jail. Summit performs all maintenance and yearly inspections of the sprinkler system for the jail. The new sprinkler head would be more tamper proof. Motion by Holmen, second by Stevens, unanimous vote to allow for the replacement of 41 sprinkler heads in the jail at a cost of \$3,645 from Summit Fire Protection. This expense will be paid for out of the building fund.

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Rory Lindvall, Assistant County Engineer, met with the board to discuss a few items on Kyle Pillatzki's behalf. Lindvall asked for approval to have a booth (\$105) at the Farm and Home Show and to place an ad (\$340) in the Citizen. Motion by Schmidt, second by Holmen, unanimous vote to grant the request. The board asked Lindvall to make sure that the correct recycling information was included in the ad.

Lindvall reported that Unit 49 (landfill tandem) has water and metal shavings in the oil. Lindvall presented several different options for taking care of the problem. The board initially thought that the rebuild option might be best but after further discussion, the board decided to possibly try to sell the Unit on Govdeals.com.

Motion by Holmen, second by Schmidt, unanimous vote to approve payment in the amount of \$2,100 to Prairie Ecology Bus for the 3R Challenge that will be offered to the schools in Cottonwood County. This will be paid for out of the SCORE funds.

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Motion by White, second by Stevens, unanimous vote to approve 2013 appropriation in the amount of \$3,510 to the Southwest Initiative Foundation.

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Motion by Holmen, second by Stevens, unanimous vote to approve two bills in the amounts of \$28.17 and \$16.67 to Indoff, Incorporated that the county was not billed for in December.

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Brief discussion was had regarding the work session that was held on Monday with the new County Engineer, JinYeene Neumann. The board agreed that the work session went very well and it was a good exchange of information. Another work session could possibly be held before JinYeene officially begins her employment with Cottonwood County on April 29th.

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Kelly Thongvivong, HR, asked that the board consider re-classifying Cherie Winters to the Office Manager/Accountant position from the Clerk Typist II position since she is doing more of the work of the Office Manager/Accountant while she is learning new responsibilities in the office. Thongvivong recommended that Cherie Winters be moved to the minimum starting wage as recommended by Wayne Brede for the Office Manager/Accountant position. Motion by Holmen, second by White, unanimous vote to set Cherie Winters' salary at \$15.51/hour effective March 1, 2013.

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Brief discussion was held regarding the Des Moines Valley Health & Human Services reserve. The board agreed that they would like to see a 4-month reserve of approximately \$1.8 million.

Motion by White, second by Schmidt, unanimous vote to approve permanent Joint Powers Agreement for the Des Moines Valley Health & Human Services entity.

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Commissioner Schmidt updated the board regarding a conversation he recently had about the North Hero Project in Ann Township, which is a water retention project that is being proposed. This was an informational item and no action was taken.

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There being no further business, the meeting was adjourned at 3:26 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant