

October 28, 2008
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 28, 2008 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, Gary Sorenson, Tom White, Ron Kuecker, Norm Holmen; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Mark Marcy, Jason Purrington, Ron Gregg and Gale Bondhus. Motion by Holmen, second by Sorenson, unanimous vote to approve additions to the agenda. Motion by Sorenson, second by Kuecker, unanimous vote to approve the minutes of the October 14, 2008 meeting as amended.

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Emergency Management Director Mark Marcy met with the board to report that Cottonwood County was recently awarded a Commercial Equipment Direct Assistance Program (CEDAP) grant and would be receiving a chemical detector valued at approximately \$31,000. Motion by Kuecker, second by Sorenson, unanimous vote to accept equipment as part of CEDAP grant.

Discussion was held regarding recent job offer to Mark Marcy to become Cottonwood County's full-time Emergency Management Director. Chairman Oeltjenbruns reported on what had been offered to Marcy at the time of the job offer. After much discussion, there was a motion by Kuecker, second by Sorenson to offer Marcy Step 15 on the 2008 pay matrix. Voting as follows: Aye – Kuecker, Sorenson. Nay – White, Holmen, Oeltjenbruns. Motion failed. Motion by Sorenson, second by Kuecker to offer Marcy Step 14 on the 2008 pay matrix. Voting as follows: Aye – Sorenson, Kuecker, Oeltjenbruns. Nay – Holmen, White. Motion carried. The board offered the full-time Emergency Management Director position to Marcy at Step 14 on the 2008 pay matrix with no probationary period. Marcy was asked to come back to the meeting after giving the offer further consideration.

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Sheriff Jason Purrington met with the board to seek approval of the annual fire alarm/sprinkler system inspection contract with Tyco Fire and Security. The 2009 contract has increased approximately 6% over last years cost. The 2009 contract is in the amount of \$2,445. Motion by Sorenson, second by Holmen, unanimous vote to approve the 2009 contract. Before the next renewal, it was suggested that Purrington check to see if there are any other companies that might be able to do this kind of inspection.

Purrington asked that the board allow him to spend some money out of the Sheriff's contingency fund as it can be used for the purchase of equipment. Purrington presented one quote in the amount of \$4,049 from CelleBrite USA Corp. for the purchase of a Universal Forensic Extraction Device (UFED) as this

is the only company that he was able to find that sold this type of device. Purrington presented a state quote in the amount of \$1,467.36 from DELL for the purchase of a laptop computer that would be designated for the Cottonwood County Task Force. Motion by Holmen, second by Sorenson, unanimous vote to allow the Sheriff's Department to purchase the cell phone extraction device in the amount of \$4,049 and the laptop in the amount of \$1,467.36 with contingency funds.

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Emergency Management Director Mark Marcy met with the board to accept the job offer for the position of full-time Emergency Management Director for Cottonwood County. Motion by Sorenson, second by Kuecker, unanimous vote to hire Mark Marcy as full-time Emergency Management Director effective November 1, 2008 at Step 14 of the 2008 pay matrix with no probationary period.

Marcy requested that the board allow him a 3-month leave of absence from the Sheriff's Department. Motion by Sorenson, second by Holmen, unanimous vote to grant Mark Marcy a 3-month leave of absence from the Sheriff's Department effective November 1, 2008.

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County Engineer Ron Gregg met with the board to discuss a few items. Gregg asked that the board approve final payment to Mathiowetz Construction for the bridge replacement project (SAP 17-610-33). Gregg reported that due to unforeseen soil conditions under the bridge, the project required extra fill and rock. The final construction amount was \$133,166.15. Motion by Holmen, second by White, unanimous vote to approve final payment to Mathiowetz Construction.

Gregg gave an update regarding the Highway Shop Supervisor position. He received 17 applications for the position and is hoping to narrow the list down and begin interviewing yet this week.

Gregg asked that Chairman Oeltjenbruns sign two contracts that have already been pre-approved.

A date for a county road tour was discussed and tentatively scheduled for Tuesday, November 18th.

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County Assessor Gale Bondhus met with the board to discuss the salary range for the Sr. Appraiser position that was recently advertised. The board agreed that an acceptable starting pay range for this position would be between Step 3 and Step 9 of the 2008 pay matrix for Sr. Appraiser.

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Two bids for the removal of snow were received and opened as follows: Scott Veenker - \$67.50 - \$90.00/hour for parking lots and \$55/load for hauling and Dan Benz - \$30.00/snow removal for sidewalks and walking paths at the North 71 County Office Building. Motion by Holmen, second by Sorenson, unanimous vote to accept bids from Scott Veenker and Dan Benz for snow removal for the 2008-2009 season.

Motion by Holmen, second by Sorenson, unanimous vote to accept Cottonwood County Boiler Procedure effective November 1st with changes as noted.

Motion by Sorenson, second by Kuecker, unanimous vote to appoint Kevin Paulsen as the individual to be responsible for the scheduling of the boiler checks.

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Commissioner White presented a proposed lease agreement between Cottonwood County and the SW/WC Service Cooperative for their portion of the N. 71 County Office Building. Commissioner White will be meeting with someone from the Coop again after getting input from the county board.

White informed the board that the installation of the doors at the N. 71 County Office Building is a little behind schedule but they should be installed fairly soon.

Commissioner Kuecker presented three different quotes from Fairmont Glass and Sign for outdoor signage at the N. 71 County Office Building. The three options were estimated at \$3,000 (Option 1), \$5,600 (Option 2) and \$8,000 (Option 3), which did not include the cost of permits or acquiring permits. It also does not include any electrician fees for unhooking or final hookup. After looking at the three different options, there was a motion by Sorenson, second by White, unanimous vote to proceed forward with Option 2. This option includes removal of all existing signs and replacement of (2) 7'x10' flat non-illuminated signs. The sign would then be illuminated externally by an electrician.

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The commissioners discussed who was planning to attend the AMC Conference December 8-10 in Duluth.

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Brief discussion was held about the memo regarding bottled water that was recently sent out to all departments. Commissioner Holmen will follow-up with the Highway Department as they had a question in regards to the water.

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Commissioner Kuecker gave an update in regards to the microfilm conversion in the Recorder's Office. He reported that Kathy Kretsch would be attending the next board meeting to discuss this matter further.

Kuecker reported that he received some information in regards to a Historical Society grant and what kind of things can be applied for through this grant. A copy of the Grants Manual for Historic Preservation will be kept on file for future reference.

Brief discussion was held regarding a sample resolution regarding the option of the county to opt-out of the "Aggregate Resource Preservation Property Tax Law". This will be presented at the next board meeting for possible approval.

Kuecker gave an update regarding two items that were discussed recently at an SWCD meeting that he attended. Kuecker reported that SWCD came up

with an estimated cost for doing the buffer study and reporting that is required of the county on an annual basis. At this time, the board is not interested in a presentation by SWCD.

Discussion was held regarding some recent issues with ditches and what procedures should be followed.

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It was reported that the State Audit is pretty much complete and the Accounting Staff has met with the Mankato Audit Team. The State Auditors will be meeting with the county board in the future to report on the full audit.

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December board meetings will be held on the 2nd and the 23rd and not the 9th as the AMC Conference will be held that week.

AMC voting delegates will remain the same as last year. The designated voting delegates are: Gale Bondhus, Gary Sorenson, John Oeltjenbruns, Norm Holmen, Ron Kuecker, Tom White, Craig Myers and Ron Gregg.

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Motion by Sorenson, second by Holmen, unanimous vote to close the meeting at 4:20 p.m. to discuss strategy for labor negotiations. The following individuals were present: John Oeltjenbruns, Gary Sorenson, Tom White, Ron Kuecker, Norm Holmen, Kelly Thongvivong and Jan Johnson. Motion by Holmen, second by White, unanimous vote to open the meeting at 5:11 p.m.

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Motion by White, second by Holmen to hang framed print of the Declaration of Independence in the Commissioner's Room. Voting aye: Oeltjenbruns, Sorenson, Holmen, White. Voting nay: Kuecker. Motion carried.

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There being no further business, the meeting was adjourned at 5:15 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant