

December 27, 2012  
Cottonwood County Board of Commissioners  
Emergency Meeting  
Minutes

The Cottonwood County Board of Commissioners held an emergency meeting on Thursday, December 27, 2012 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Norm Holmen. Present for all or portions of the meeting were: Commissioners Norm Holmen, John Oeltjenbruns, Jim Schmidt, Tom White, Ron Kuecker; Executive Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Jenny Quade and Rahn Larson.

The purpose of the emergency meeting was to discuss the following items: review and if necessary take action on information from the Minnesota Bureau of Mediation Services, to set the 2013 tech fee salary supplement and to accept a recent resignation. The board also agreed to add approval to advertise for the Corrections Administrative Assistant position. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve the agenda as amended.

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Motion by Schmidt, second by Oeltjenbruns, unanimous vote to again allow for a \$60 supplement to the salary each month in 2013 to cover tech expenses for each of the commissioners.

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Motion by White, second by Oeltjenbruns, unanimous vote to accept recent resignation of Lisa Zuehlke (Corrections Administrative Assistant) effective December 19, 2012 with appropriate payout of benefits.

Motion by Kuecker, second by White, unanimous vote to approve amended job description of Corrections Administrative Assistant as presented by Probation Officer Jenny Quade.

Motion by White, second by Kuecker, unanimous vote to allow Quade to internally post the part-time Corrections Administrative Assistant position and then to advertise.

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A letter was recently received from Bureau of Mediation Services regarding Mary Magnus's Grievance Arbitration and a request by Law Enforcement Labor Services, Inc. for a list of arbitrators in the matter of LELS and the County of Cottonwood. At 9:27 a.m. there was a resolution made by Oeltjenbruns, second by White, unanimous roll call vote to close the meeting at 9:27 a.m. to discuss the possible grievance arbitration of Mary Magnus. Individuals present for the closed session were as follows: Commissioners Norm Holmen, John Oeltjenbruns, Jim Schmidt, Tom White, Ron Kuecker; Executive Assistant Kelly Thongvong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson.

Motion by Schmidt, second by White, unanimous vote to open the meeting at 10:00 a.m.

Motion by White, second by Kuecker, unanimous vote to accept a verbal offer from Mary Magnus to retire with appropriate payout of benefits as long as a written document is received by 12:00 p.m. on Friday, December 28<sup>th</sup> stating her intent to retire from Cottonwood County. If received, there will be no further chance of arbitration or mediation allowed.

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There being no further business, the meeting adjourned at 10:03 a.m.

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Jan Johnson, Auditor/Treasurer

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Norm Holmen, Board Chairman

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Kelly Thongvivong, Executive Assistant