

May 22, 2007  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 22, 2007 at 1:00 p.m. at the County Offices Building 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, Gary Sorenson, Tom White; Administrative Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Todd Dibble, Jack Kelly, Jason Purrington, Mark Marcy, Ron Gregg, Jean Wilder, Jessie Zieske and Craig Myers. Absent was Commissioner Kuecker. Motion by Sorenson, second by White, unanimous vote to approve additions to the agenda. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to approve the minutes of the May 8, 2007 meeting. Motion by White, second by Oeltjenbruns, unanimous vote to approve the minutes of the May 15, 2007 public hearing.

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Veterans Service Officer Todd Dibble met with the board to discuss a few items. He reported that he has recently received approximately \$575 in donations from the American Legion and VFW and would like to designate these funds for the purpose of offering a bus trip for veterans on June 9<sup>th</sup> to St. Paul to attend a World War II dedication. Motion by Sorenson, second by White, unanimous vote to instruct Dibble to designate donations received to World War II memorial bus trip for veterans.

Dibble reported that the Cottonwood County Veterans Office has been chosen for a legislative audit this year.

Dibble asked some questions regarding mileage reimbursement, drivers' license verification and proof of insurance for the volunteer drivers of the Veterans Office. A suggestion was made to look at possibly adding a section to our personnel policy, which could address volunteer drivers.

Dibble reported that he received one internal applicant for the position of Administrative Assistant for the Veterans Office/Environmental Office but that he will be advertising the position publicly as well.

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Jack Kelly met with the board for consideration of a sprinkler system for the courthouse. He reported that an anonymous donation was received for a portion of the project but the stipulation was that Oddson Underground is the contractor to complete the work so that is why only one quote was received. Motion by Oeltjenbruns, second by Sorenson, unanimous vote to accept anonymous donation and approve quote from Oddson Underground for \$4,362 for Cottonwood County Courthouse water project.

Kelly reported that he only received one quote back for the plumbing of the Cottonwood County Courthouse water project. Motion by Sorenson, second by White, unanimous vote to accept the only quote received in the amount of

\$2,134.25 from Schwalbach Hardware for the plumbing of the Cottonwood County Courthouse water project.

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Sheriff Jason Purrington met with the board to discuss a few items. He presented two quotes for a new computer for the Geo-Com mapping system as follows: New Star - \$1,137.08 and Davis - \$1,166.27. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to accept low quote in the amount of \$1,137.08 from New Star. This computer will be purchased with 911 funds. Purrington also reported that he would like to upgrade the mapping system at some point to a different version that is more compatible with GIS.

Motion by Sorenson, second by White, unanimous roll call vote (Commissioner Kuecker was absent) to adopt resolution as follows:

**State of Minnesota Lease Agreement  
Resolution  
07-05-22**

Be it resolved that Cottonwood County enter into a Lease Agreement, with a start date of July 1, 2007 and continuing through June 30, 2012 between the Minnesota Department of Public Safety and Cottonwood County for a room, approximately 20' x 28', in the basement of the northeast corner of the Law Enforcement Center Building/Jail located at 902 Fifth Avenue. This room is to be used as a driver exam station between the hours of 8:00 a.m. and 4:00 p.m. on Monday of each week.

Norm Holmen, Board Chairman, and Jan Johnson, Auditor/Treasurer are hereby authorized to execute and sign the Lease Agreement as is necessary to implement the lease on behalf of Cottonwood County.

The Cottonwood County Board of Commissioners voted and approved this lease agreement on May 22, 2007.

S/Jan Johnson, Auditor/Treasurer

S/Norm Holmen, Board Chairman

Motion by White, second by Oeltjenbruns, unanimous vote to allow Purrington to purchase a new set of statute books in the amount of \$213 for Court Administration as the Sheriff's Department kept the set that was accidentally shipped to the wrong location.

Motion by Sorenson, second by White, unanimous vote to authorize Purrington to apply for Boat & Water Safety Grant in which he is hoping to obtain some new equipment for the boat. This grant is 100% and requires no matching funds from the county.

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Motion by Sorenson, second by White, unanimous vote to allow for payment of workstation for the Commissioner's Room to Dan's Office Supply as soon as invoice is received. The amount authorized for special payment before the next check run is not to exceed \$5,225.

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Emergency Management Director Mark Marcy met with the board to discuss a few items. He informed the board that he did not yet have all the quotes needed for the purchase/replacement of the gas detector.

Motion by Sorenson, second by White, unanimous vote to allow Chairman to sign Region 5 Homeland Security & Emergency Management Association (RFHSEMA) Mutual Aid Agreement. This agreement allows said counties to make available to each other their respective Homeland Security equipment and personnel in the case of emergencies, and each of these said counties has legal authority to send its Homeland Security equipment and personnel into other counties.

Marcy updated the board in regards to the status of the FEMA trailer that he recently purchased as well as an upcoming article that will be in the Cottonwood County *Citizen*.

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Motion by Oeltjenbruns, second by Sorenson, unanimous vote to approve updated Family & Medical Leave Act (FMLA) forms with addition of signature page to replace the 1<sup>st</sup> page of the packet. The updated forms will be sent out to all Department Heads for their use.

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Motion by Sorenson, second by White, unanimous vote to instruct Planning & Zoning to convene ASAP to address ISTS Ordinance No. 28 specifically regarding Section 22 Subdivision 2.

Motion by Sorenson, second by White, unanimous vote to instruct Auditor/Treasurer and County Attorney to work with MPCA to obtain list of licensed designers that the county could sub-contract with to do the design of the ISTS systems.

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to state that the contracted designs for the ISTS systems are not subject to the April 24<sup>th</sup> moratorium.

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County Engineer Ron Gregg met with the board to discuss several items. Gregg presented sealed bid results for two Cottonwood County pickups as follows: Unit 4, 1990 Chevy C1500 with 128,685 miles – Arnold Willaby - \$700; Kyle Pillatzki - \$475.77; Alan Wood - \$1,053. Motion by Sorenson, second by White, unanimous vote to award the high bid in the amount of \$1,053 to Alan Wood. Unit 2, 1987 Ford F-150 with 164,069 miles – Kyle Pillatzki - \$177.77; Alan Wood - \$625; Donna Stressman - \$100. Because the high bidder decided he didn't want the truck after all, there was a motion by Sorenson, second by Oeltjenbruns, unanimous vote to reject all bids on Unit 2.

Gregg gave a status report on the Cottonwood County GIS project and informed the board that the fly-over had been completed.

Gregg informed the board that Unit 41, a single axle truck, will be sold at auction on the 26<sup>th</sup> of May at the Jackson County Fairgrounds.

Commissioner Sorenson informed Gregg that he recently received a phone call regarding a concern with County Road 21.

Brief discussion was held regarding a tile permit and whether or not the county needs a policy in regards to this. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to allow the County Engineer to collect a \$200 deposit for any private work done in county road right away.

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Discussion was held regarding a recent request by the Heron Lake Watershed District for a letter of support for their application of continued funding of the Clean Water Partnership Grant. After further discussion, it was determined that the Environmental Office had already submitted a letter of support on behalf of Cottonwood County.

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Motion by White, second by Oeltjenbruns, unanimous vote to allow Craig Myers to advertise temporary/seasonal position at Family Service Agency for up to 1,044 hours at a rate of \$8.00/hour.

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Motion by Sorenson, second by White, unanimous vote to approve mileage reimbursement claims for three volunteer drivers for the Veteran's Office.

Motion by Oeltjenbruns, second by Sorenson, unanimous vote to approve county credit card payment in the amount of \$1,168.22 to Bank of the West.

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Commissioner Oeltjenbruns reported on a few appropriation requests for 2008. Auditor/Treasurer Johnson will add these to the listing for budget time.

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Motion by Sorenson, second by White, unanimous vote to adjourn as the County Board and to convene as the Ditch Authority to set hearing date for JD #32.

Motion by Sorenson, second by Oeltjenbruns, unanimous vote to set hearing date for JD #32 for June 26<sup>th</sup> at 2pm.

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There being no further business, the meeting was adjourned.

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Jan Johnson, Auditor/Treasurer

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Norm Holmen, Board Chairman

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Kelly Thongvivong, Bd. Adm. Assistant