

March 9, 2010
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 9, 2010 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Tom White. Present for all or portions of the meeting were: Commissioners Tom White, Ron Kuecker, Norm Holmen, John Oeltjenbruns, Gary Sorenson; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Ron Gregg, Jane Hennagir, Jenny Quade, Jason Purrington, Bruce Casey, Steve Nasby, Bob Pankratz, Jeremy Coe, Jeff Dahna and Laurie Legus.

Motion by Holmen, second by Sorenson, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve the minutes of the March 2, 2010 meeting as amended.

* * * *

County Engineer Ron Gregg met with the board to discuss a few items with the board. Gregg explained that he did not get a chance to meet with Wenck Engineers in regards to the City of Jeffers project and that is why they were not in attendance at the board meeting. Gregg reported that Wenck is completing the street work for the county and the underground work for the City of Jeffers. Gregg stated that the county did not have enough manpower to do all of the engineering work themselves. The commissioners questioned Gregg about the cost for the engineering work and he said that he would follow up on this and get the estimated figures to the board.

Brief discussion was held regarding a claim for damages to a property owners' snow blower. The approximate cost was \$1240. This claim will be submitted to MCIT for their review.

Commissioner Sorenson mentioned that he had a call from a constituent in regards to an accident that resulted in a vehicle going into a ditch by Dutch Charlie. This individual questioned the possibility of getting guard rails installed in this area. Gregg will check into this matter.

Gregg gave a brief update regarding the blower situation as well as how the roads are coming along.

Gregg reported that he has not heard anything further in regards to the grievance that was filed by the AFSCME union at the Highway Department.

* * * *

Jane Hennagir, Risk Management Consultant for MN Counties Intergovernmental Trust, met with the board to present the 2010 Report to Members.

* * * *

Probation Officer Jenny Quade met with the board to present two quotes for carpeting of the Probation Office. The two quotes were as follows: Hammers

Furniture - \$1331.10 and Windom Floor & Sleep Shop - \$1172.85. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to accept low quote in the amount of \$1172.85 from Windom Floor & Sleep Shop with stipulation that information regarding the actual carpet to be installed is attached to the bid. Painting, removal of a cabinet and carpeting in the Probation Office will be completed by the STS crew.

Quade reported that a program entitled "National Save a Life Tour" regarding the effects of drinking and driving will be presented at the Windom High School on April 7th from 9:00-10:00 a.m. and at the Mt. Lake High School on April 8th from 9:30-10:30 a.m.

* * * *

Motion by Holmen, second by Sorenson, unanimous vote to approve March warrants as follows:

County Revenue Fund	\$ 97,206.88
Long-Term Capital Outlay	\$ 10,075.40
Ditch Fund	\$ 5,794.49
Road & Bridge	\$ 80,250.26
Waste Abatement/SCORE	\$ 3,204.21
Landfill Enterprise	<u>\$ 13,536.83</u>
	\$210,068.07

* * * *

Updates regarding old business items were discussed at this time. A report of used vacation, sick leave, etc. for each employee had been previously requested. This report should be available soon.

Discussion was held regarding whether the county would like to broaden the current drug testing requirements. Motion by Kuecker, second by Sorenson, unanimous vote to expand policy by requiring drug testing for all illegal drugs to all new non-elected hires effective as of March 10, 2010. This will include full-time, part-time, clerk hire, grant employees and seasonal hires.

Brief update was given regarding boiler concerns at the N. 71 County Office Building. Jim Vellema and Kevin Paulsen are working together to take care of this matter.

* * * *

Sheriff Jason Purrington reported that 21 individuals applied for the part-time jailer/dispatcher position, 16 individuals took the written test and 4 individuals were interviewed for the position. Purrington recommended that Allison Johnson be hired for the position. Motion by Sorenson, second by Holmen, unanimous vote to hire Allison Johnson as a part-time jailer/dispatcher effective March 16, 2010.

Purrington and Windom City Administrator Steve Nasby gave an update regarding an application for a Blandin grant that was submitted by the Windom EDA in August 2009. The Blandin Broadband Stimulus Grant would expand the capabilities of law enforcement and emergency responders within the City of

Windom and Cottonwood County by introducing portable technology (laptop computers and web-based technology) into public safety vehicles. The Broadband Initiative would also entail the establishment and installation of two videoconferencing sites – an interactive distance learning/videoconferencing center located in a WECC classroom and a distance learning studio located in a Windom Area Middle-High School classroom. On March 1, 2010 the Program Coordinator for the Blandin Foundation, communicated that the City of Windom is in the “pending category” and that Blandin has confidence that its application will be approved. The grant amount per community has been increased from \$100,000 to \$165,000. The City and its partners need to provide a commitment of \$35,000 of in-kind match over the two-year period of the grant. A new commitment letter discussing this match needed to be provided to Blandin by March 8, 2010. Motion by Holmen, second by Sorenson, unanimous vote to support the letter of interest that was sent on behalf of the City of Windom for the Blandin Grant.

Purrington asked that the board accept a grant in the amount of \$19,912.15 from the State of Minnesota for control stations. The purpose of this grant is to acquire and install three 700/800 MHz trunked radios (control stations or fixed mobile radios) capable of operating on the ARMER backbone to provide interoperability with the ARMER system. Motion by Oeltjenbruns, second by Holmen, unanimous vote to accept the grant and allow Chairman White to sign.

Motion by Sorenson, second by Kuecker, unanimous vote to allow Honorable Commissioner White to sign proclamation that proclaims the week of April 11 – 17, 2010 as National Public Safety Telecommunicators Week.

* * * *

Jeremy Roe and Laurie Legus, Transcend United Technologies, met with the board to give a presentation on the Shoretel phone system as well as what their company has to offer. The board thought it would be beneficial to invite a few other companies to give presentations regarding their phone systems as well.

* * * *

Further updates regarding old business items were discussed at this time. Auditor/Treasurer Jan Johnson reported that he has received a couple of samples regarding laptop policies and will try to find a few more so a policy can be developed in the near future. The board thought it might be good to review the county equipment policy as well.

Discussion was held regarding what the requirements are for submitting an RFP for life insurance policies. Auditor/Treasurer Johnson believes it is state statute that you have to competitively bid insurance. The process is on hold at this time.

Discussion was held regarding whether or not an employee has been informed by his Department Head of having to reimburse the county for a pair of boots that were purchased by this individual which should not have been allowed because the county does not pay for such purchases. Commissioner Sorenson

will talk to the Department Head about this matter. He will also check with the Department Head as to whether or not a copy of a letter that was written some time ago regarding cell phone usage was signed by this individual and placed in his personnel file.

Discussion was held regarding who has access to personnel files and who is able to review them.

* * * *

Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve two payments that missed the deadline for March warrants as follows: BankCard Center - \$225.00 (Emergency Management Conference registration) and Auto Value Windom - \$8.97 (equipment for transit bus).

* * * *

Motion by Sorenson, second by Kuecker, unanimous vote to accept \$3,000 Enhancement Grant from the State of Minnesota Department of Veterans Affairs. Dibble plans to use the grant funds for advertising purposes.

* * * *

Chairman White reported that Family Services recently received notification from the Minnesota Department of Human Services that they had perfect performance in meeting DHS reporting requirements for calendar year 2009.

* * * *

A few questions were asked in regards to the monthly Trial Balance that was handed out which includes through February 2010.

* * * *

Commissioner Oeltjenbruns asked a question in regards to the Minnesota River Board and whether or not the county should remain a member of this group or to withdraw. A copy of the Joint Powers Agreement will need to be looked at.

* * * *

There being no further business, the meeting adjourned at 12:45 p.m.

Jan Johnson, Auditor/Treasurer

Tom White, Board Chairman

Kelly Thongvong, Bd. Adm. Assistant