

May 7, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 7, 2013 at 9:00 a.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, Jason Purrington, Jenny Quade, Gale Bondhus, Gordy Olson, JinYeene Neumann, Cheryl Peters, Kyle Pillatzki, Glenn Johnson, Lloyd Kalfs, Reid Miller, John Peterson, Paul Steen, Jane Steen and Rahn Larson.

Motion by White, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the April 23, 2013 meeting as amended. Motion by Holmen, second by White, unanimous vote to approve the minutes of the April 30, 2013 special meeting as amended.

* * * *

Sheriff Jason Purrington met with the board to discuss a few items. Motion by Holmen, second by White, unanimous vote to allow Purrington to advertise for part-time jailer/dispatcher(s).

Motion by White, second by Stevens, unanimous vote to follow Purrington's recommendation to allow AT & T to purchase a frequency from Cottonwood County in the amount of \$55,000.

Brief discussion was held regarding some bulbs that were recently replaced at the Law Enforcement Center. Purrington was given permission to donate the bulbs to the BARC building.

* * * *

Discussion was held regarding a new air conditioner for the Courthouse. It was suggested that quotes be obtained for air conditioning by zone as well as quotes for a new chiller.

* * * *

Jenny Quade, Probation Officer, met with the board to discuss several items. Quade presented a state quote in the amount of \$1,205.88 for the purchase of a new computer for her office. It was reported that Quade currently has \$1,000 in the line item for office equipment and has approximately \$4,000 in Long Term Capital Outlay to cover the cost of the purchase. Motion by White, second by Schmidt, unanimous vote to allow for the purchase of a new computer in the amount of \$1,205.88.

Quade presented two quotes for new carpeting for the new Probation Office as follows: Windom Floor & Sleep - \$2,106.94 and Hammer's Furniture - \$2,087.87. Motion by Holmen, second by Schmidt, unanimous vote to accept the low quote in the amount of \$2,087.87 from Hammer's Furniture as recommended by Quade. It was noted that Jim Vellema was going to try to see if he could tear out the old

carpeting to save on labor costs and if he is not able to then Hammer's Furniture will do the work.

Quade will present further information regarding the painting of the new Probation Office at the next board meeting.

Quade presented two quotes for new office furniture for the new Probation Office as follows: River Bend Business Products - \$9,980 + tax and Indoff Business Products - \$9,595 + tax. Motion by Holmen, second by White, unanimous vote to accept the low quote in the amount of \$9,595 + tax from Indoff Business Products.

Quade gave an update regarding Sadie Hackbarth (Administrative Assistant) who has been employed with the county for 3 months now. Quade has heard only positive comments about Sadie who is currently working 29 hours/week. With the increase of the workload in the past several months, Quade is questioning if she may need to request that the Administrative Assistant position become full-time in the future.

Quade presented some information to the board in regards to the possibility of starting a "Driver's License Reinstatement Program" in Cottonwood County. There are currently 9 individuals in Cottonwood County that have had their license revoked that could be eligible for this type of program if it were to be offered in Cottonwood County. No action was taken at this time.

* * * *

County Assessor Gale Bondhus met with the board to ask permission to advertise for the Appraiser position since she has not been able to fill the position as it has been advertised in the past. Motion by Holmen, second by Stevens, unanimous vote to allow Bondhus to post and advertise for Appraiser position.

* * * *

Interim Planning and Zoning/Parks Administrator Gordy Olson met with the board to discuss several items. Olson reported that the power washer that serves the campground restroom at Talcot Park needs to be repaired or replaced. Motion by White, second by Schmidt, unanimous vote to allow for the replacement of the power washer at a cost of \$595 from PSI Powerwashers, Inc.

Olson reported that many of the county parks have severe tree damage. As a result an extra employee began employment several weeks ahead of the projected starting date to help deal with this situation. A towable boom has been rented to trim broken and hanging branches in the campground area. The opening of Talcot Park was postponed from May 1st to May 6th. Olson will be documenting time and equipment costs related to the storm so that it can be provided to FEMA for possible reimbursement. Motion by White, second by Schmidt, unanimous vote to allow Olson to use his discretion to allow overtime for two seasonal employees for the next 2-3 weeks for cleanup to be done at the county parks as well as the N. 71 building.

Discussion was held regarding the N. 71 building septic system/utilities. The board will need to decide if they would like to hook up to the city sewer system or to install an individual septic system for the building.

Olson reported that the Planning Commission held a public hearing on a conditional use permit for Reid Miller to construct and operate a 2500 head swine

nursery in section 16 of Amo Township. The building will be 101' by 101' and will house nursery pigs from 10 to 50 pounds. Motion by White, second by Holmen, unanimous vote to go with the recommendation of the Planning Commission to grant the conditional use permit to Reid Miller with seven conditions as mentioned. There were still some concerns with odor issues that were voiced by a few of the board members and they would like to be sure that this is taken care of. They asked that there be documentation of the pit additives, which are to be used on a regular basis to reduce the potential odor issues.

Olson presented three quotes for the cleanup of real estate located at 925 3rd Avenue that was involved in the manufacture of methamphetamine in November of 2012 as follows: SantiKleen Environmental - \$9,700, Meth Lab Cleanup - \$11,400 and Bay West - \$32,250. Motion by White, second by Holmen, unanimous vote to accept the low quote in the amount of \$9,700 from SantiKleen Environmental.

* * * *

County Engineer JinYeene Neumann met with the board to discuss several items. Neumann reported that the Safe Routes to School letting date has been pushed back until sometime in June.

Neumann requested that Jeff Yonker, sign person/engineering tech, be allowed to receive a cell phone allowance for personal use of his cell phone. Motion by Holmen, second by Schmidt, unanimous vote to reimburse Jeff Yonker at a rate of \$30/month for cell phone usage effective May 1st.

Motion by Schmidt, second by White, unanimous vote to reimburse JinYeene Neumann at a rate of \$30/month for cell phone usage effective May 1st. Further discussion will be held regarding reimbursable cell phone amounts by some of the Department Heads or employees depending on their particular usage of the cell phone.

Motion by Holmen, second by Schmidt, unanimous vote to appoint JinYeene Neumann to a 1-year term as the County Engineer for Cottonwood County. By statute, the county board may appoint a new county engineer for a term of only one year. All reappointments shall be for a term of four years, and shall be made in May of the year in which the term expires.

Neumann reported that she plans to attend the 2013 Minnesota County Engineers Summer Conference June 12-14th.

Motion by Holmen, second by Schmidt, unanimous vote to accept Gerry Engstrom's retirement resignation as Interim County Engineer and to authorize appropriate payout of benefits.

Brief discussion was held regarding the definition of interim employees and whether we should have some further clarification in the personnel policy regarding these particular positions.

* * * *

Court Administrator Cheryl Peters met with the board to ask if she could get approval to paint the Court Administration offices since the walls haven't been painted since 1989. Motion by White, second by Schmidt, unanimous vote to approve quote in the amount of \$2,000 (labor only) received from Curt Fast.

Kyle Pillatzki, Landfill Supervisor, met with the board to discuss a few different items. Pillatzki believes that the current way of compacting trash at the landfill is not efficient and the more time that gets spent on not doing things correctly is costing the county potential revenue. Because of this, Pillatzki would like to have three different pieces of equipment at the landfill including a landfill compactor, wheeled loader or tractor and a dozer. Pillatzki was told to pursue looking into the purchase of a landfill compactor.

Pillatzki reported that he is planning to get internet through Verizon wireless with either a cradle point integrated broadband router or similar 4G mobile hotspot device. The internet is needed so Pillatzki can send and receive data back and forth to the landfill operators.

Motion by Holmen, second by White, unanimous vote to allow Pillatzki to hire Minion Excavating to do some work at the landfill based on their hourly rate up to a total cost of \$15,000.

* * * *

Motion by Schmidt, second by Stevens, unanimous vote to reimburse Glenn Johnson at a rate of \$30/month for cell phone usage effective May 1st.

Motion by Holmen, second by Schmidt, unanimous vote to allow the IT Department permission to use the county credit card for IT purchases up to \$1,000/purchase. Kelly Thongvivong should be notified before each use of the credit card.

* * * *

Commissioner White reported that he is currently serving on two committees that both meet at the same time each month. White asked if anyone would be interested in trading committee assignments with him.

Brief discussion was held regarding possible water leakage on the front side of the Community Health Services building. Jan Johnson will contact Bargaen to have them take a look at it.

Brief discussion was held regarding the recycling shed at the fairgrounds that the county currently rents from the Ag Society. There were questions as to if rent is currently being paid. It was determined that the county pays yearly and was paid last in October 2012.

* * * *

Motion by Holmen, second by White, unanimous vote to pay the 2013 Area II appropriation in the amount of \$3,904.40. The 2012 appropriation was \$3,854.

* * * *

Commissioner Holmen presented three sample mission statements that he would like the board to consider adopting as Cottonwood County's mission statement. This will be discussed further at the next board meeting.

* * * *

Commissioner Stevens gave an update regarding the new law library that will be housed in the Commissioner's Room and it was reported that two more lines will need to be installed in order to accommodate the proposed three computers that will

be located in the law library. Stevens also reported that Ron Schramel has resigned his position as a member of the Law Library Committee.

* * * *

Chairman Oeltjenbruns informed the board that the Rural Energy Board would be offering a tour of the Deer Creek Natural Gas Facility on June 3rd if anyone is interested in attending.

Oeltjenbruns and Kelly Thongvivong will work to put together some kind of job description for a possible new position at the landfill with input from Kyle Pillatzki.

* * * *

Further discussion was held regarding the N. 71 building septic system and which option would be best for the county. Dennis Johnson, Wenck Associates, will be asked to attend the next board meeting so further discussion can be held.

* * * *

There being no further business, the meeting was adjourned at 1:42 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant