

July 6, 2010
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 6, 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; Craig Myers, Jason Purrington, Kathy Kretsch, Gale Bondhus and Ron Gregg.

Motion by Oeltjenbruns, second by Holmen, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Kuecker, unanimous vote to approve the minutes of the June 22, 2010 meeting as amended.

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Family Service Agency Director Craig Myers met with the board to discuss a few different items. Myers asked for permission to hire Kristi Loose as Financial Worker as she successfully completed the background check and drug test. Motion by Kuecker, second by Sorenson, unanimous vote to hire Kristi Loose as Financial Worker on Step 3 of the 2010 pay scale effective July 6, 2010. Loose will serve a 6-month probationary period.

Myers reported that 4 candidates were recently interviewed for the position of County Agency Social Worker and he would like to offer the position to Rob Visker. Motion by Holmen, second by Oeltjenbruns, unanimous vote to hire Rob Visker as County Agency Social Worker pending successful completion of background check and drug test. Visker will serve a 1-year probationary period.

Myers reported that he received a letter of resignation from Becky Zuehlke, County Agency Social Worker. Motion by Sorenson, second by Holmen, unanimous vote to accept letter of resignation from Becky Zuehlke effective August 2nd and to allow appropriate payout of benefits.

Motion by Sorenson, second by Kuecker, unanimous vote to allow Myers to post internally and to advertise for the position of Adult Social Worker.

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Sheriff Jason Purrington met with the board to discuss a few items. Purrington reported that he is in need of hiring two additional part-time jailer/dispatchers. Motion by Holmen, second by Oeltjenbruns, unanimous vote to allow Purrington to post internally and advertise for two part-time jailer/dispatcher positions.

Purrington gave an update regarding the Southwest Minnesota Regional Radio Board Allocation Plan for 2010 Additional PSIC Equipment Funds. Purrington reported that each member receiving PSIC grant funding for the purchase of 700/800 MHz subscriber equipment must have funds properly budgeted by local jurisdictions for 2010 or committed for the 2011 budget year and available for use by January 1, 2011. The 20% local match required for

Cottonwood County will be \$4,682. Motion by Oeltjenbruns, second by Sorenson, unanimous vote to certify that Cottonwood County will set aside the 20% match of \$4,682 in the Sheriff's Department 2011 budget under Communications line item.

Purrington updated the board in regards to a grant that was recently applied for. He reported that the Sheriff's Department has been awarded with two in-car cameras for the squad cars.

Discussion was held in regards to whether or not Cottonwood County should keep the lines of communication open with other counties in regards to a regional dispatch center. Purrington will make contact with Murray County and find out more information as to when the next regional dispatch meeting will be held as Cottonwood County may be interested in attending.

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County Recorder Kathy Kretsch met with the board to ask that they approve the Secretary of State Satellite Office Agreement. Motion by Holmen, second by Kuecker, unanimous vote to approve 2010 Satellite Office Agreement and to allow Chairman White to sign.

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County Assessor Gale Bondhus met with the board to present quotes for filing cabinets as follows: Indoff Business Products of Windom (formerly Dan's Office Supply) - \$1,450.00; Livewire Printing Company - \$1,364.00; Davis Typewriter - \$1,398.00. Motion by Holmen, second by Sorenson, unanimous vote to accept low quote in the amount of \$1,364.00 from Livewire Printing Company.

At this time, the commissioners viewed the Assessor's Office so that Bondhus could explain to them what she is proposing to do with remodeling of the office. Motion by Holmen, second by Kuecker, unanimous vote to allow Bondhus to hire Bargen, Inc. to put together preliminary figures for remodeling of the Assessor's Office as well as fixing the source of the moisture problems.

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County Engineer Ron Gregg met with the board to discuss several items. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve contract for CSAH 13 project in the amount of \$1,562,786.72 and to allow Chairman White to sign.

Gregg reported that the situation with the City of Jeffers project has since been resolved. The bid letting for this project will be July 12th at 1:00 p.m.

Discussion was held regarding the removal of the old household hazardous waste facility at the landfill. Motion by Oeltjenbruns, second by Holmen, unanimous vote to instruct Sentence-to-Serve to demo the interior of the old household hazardous waste facility. The facility could then be used to house white goods, TV/VCR's, etc.

Gregg mentioned that he would like some direction from the board as to how to proceed with building Cell 7 which he feels will need to be completed

sometime next year. Gregg was instructed to review the current contract with Wenck to determine what is included in their plan of Cell 7 construction.

Gregg updated the board in regards to the matter of hiring seasonal employees this year. Gregg was asked to advertise with the Parks Department next year when placing an ad for seasonal help.

Much discussion was held in regards to the monthly trial balance that was handed out. Motion by Holmen, second by Kuecker, unanimous vote to acknowledge that \$175,000 has been lent to the Highway Department from the general fund which has been added to the \$500,000 loan already in place. The board asked that they be given some answers at budget time as to why the County Highway Department is in such bad shape with their funding.

Brief discussion was held in regards to a question from a constituent about being able to remove labels from materials that have already been placed in the recycling sheds. The board feels that this could be a liability issue and should not be allowed to take place. The constituent will be contacted in regards to the matter.

Gregg reported that the county will need to act fairly soon on the possible buy-back of a caterpillar at the landfill. No action was taken at this time.

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Chairman White reported that he had received the reviews from the Schoper-Bush Reservoir Annual Dam Inspection. Motion by Kuecker, second by Sorenson, unanimous vote to instruct Chairman White to sign and mail back signed copies to Area II.

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County Attorney Doug Storey presented some information to the board in regards to the Open Meeting Law. Two employees will be sent letters from Storey on behalf of the County Board and will be asked to attend the next board meeting. One of the employees will be asked to meet with the board to evaluate the employees' performance and the other employee will meet with the board to review preliminary consideration of allegations against the employee.

Storey questioned whether or not the county might want to consider utilizing sub-committees more often in the future for such things as personnel issues, development of budgets, building matters, etc. It was suggested that the county could possibly form standing committees as well as committees that sunset at some point.

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Motion by Sorenson, second by Kuecker, unanimous roll call vote to adopt resolution as follows:

**Resolution 10-07-06
Big Bend Snowriders Club**

WHEREAS, Cottonwood County has established the Cottonwood County Snowmobile Trails System; and

WHEREAS, Big Bend Snow Riders has applied for Capital Improvement Grants for the Cottonwood County Snowmobile Trail.

WHEREAS, Big Bend Snow Riders will use the grant money to replace one damaged bridge and to construct one new bridge to eliminate multiple highway crossings.

WHEREAS, Cottonwood County will act as legal sponsor for an application for the DNR Snowmobile Trails Assistance Program and may enter into agreement with the State of Minnesota on behalf of the Big Bend Snowriders Club for the specific grant mentioned above; and

WHEREAS, Cottonwood County will comply with all applicable laws and regulations as stated in the agreement; and

WHEREAS, the Cottonwood County Auditor/Treasurer, 900 Third Avenue, Windom MN 56101 will act as the fiscal agent on behalf of Cottonwood County.

NOW THEREFORE, BE IT RESOLVED that the Cottonwood County Board of Commissioners hereby supports the application of these grants on behalf of the Big Bend Snowriders Club.

Dated: July 6, 2010

S/Jan Johnson, Auditor/Treasurer

S/Tom White, Board Chairperson

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Discussion was held regarding proposed resolution regarding aggregate taxes and whether or not the county wants to approve and establish a tax on aggregate material removal and production. Auditor/Treasurer Jan Johnson was asked to find out some additional information before making a decision.

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Chairman White reported that he recently talked to Jim Kartes in regards to building codes and he said that it does not affect agriculture related construction.

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Motion by Kuecker, second by Sorenson, unanimous vote to approve updated Hiring Procedures Checklist for usage by the Department Heads. This form will be forwarded to all Department Heads for their use and they will be instructed to complete the checklist and present it to the board upon hiring of any employees.

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Commissioner Kuecker had a comment in regards to the map of Cottonwood County that was listed in the 2010 Visitors Guide. He agreed to talk to the *Citizen* in regards to expanding on the map for next year.

Brief discussion was held in regards to a letter from the Environmental Office that was recently sent to the Johnson Family in regards to the property on N. 71 and an update was given.

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Auditor/Treasurer Jan Johnson reported that there were still a few "Conflict of Interest" statements not yet turned in to the Auditor/Treasurer's Office.

Chairman White informed the board of Brown County's withdrawal as a member of the Joint Powers Agreement between Brown, Nicollet, and Cottonwood Counties to establish a Joint Clean Water Partnership Project.

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Motion by Kuecker, second by Sorenson, unanimous vote to adjourn as the County Board and to convene as the Ditch Authority at 12:23 p.m.

Commissioner Sorenson gave an update regarding two different filter strips that Nick Muller has agreed to seed.

It was reported that a report on JD #10 was received from the viewers of the project. Motion by Sorenson, second by Holmen, unanimous vote to accept viewers report and to set public hearing for August 3rd at 9:05 a.m.

There being no further business to come before the Ditch Authority, there was a motion by Sorenson, second by Oeltjenbruns, unanimous vote to adjourn the meeting at 12:30 p.m.

Jan Johnson, Auditor/Treasurer

Tom White, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant