

November 27, 2012
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 27, 2012 at 1:00 p.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 Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Jenny Quade, Kim Hall, Jason Purrington and Rahn Larson.

Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Kuecker, second by Schmidt, unanimous vote to approve the minutes of the November 13, 2012 meeting.

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Jenny Quade, Probation Officer, met with the board to discuss the hours of the support staff position in the Probation Office. This position was originally intended to be a part-time position as the Department of Correction's guidelines call for a half-time support staff per agent. In 2001, the board agreed to keep the position full-time with the remaining half of the support staff's time being assigned other duties such as assisting with court administration and fielding transit calls. Due to the fact that Cottonwood County will no longer be responsible for the administration of the transit system effective January 1, 2013 and because there has been less of a need for assistance in the court administration office, Quade questioned the need for a full-time support staff in the Probation Office. Quade proposed that the Corrections Administrative Assistant position be reduced to 20-24 hours per week effective January 1, 2013. Motion by Kuecker, second by Oeltjenbruns to accept Quade's proposal to reduce the support position to 20-24 hours per week effective January 1, 2013. Voting as follows: Aye – Kuecker, Oeltjenbruns, Schmidt. Nay – White. Motion carried.

Quade also asked that the board consider exploring options for the possibility of moving the Probation Office to the lower level of the Law Enforcement Center. Quade reported that due to safety concerns with the existing setup of the Probation Office, the Department of Corrections would like to explore other options for the location of the office as the state has funding that could potentially be used for safety updates. The board agreed to continue to explore different options.

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Much discussion was held regarding the Plum Creek Library System Outreach Services Contract and the proposed changes to the bookmobile portion of the contract. The board will plan to request that Mark Ranum attend a meeting next spring to further discuss the changes. Motion by White, second by Schmidt to sign the Plum Creek Library System Outreach Services Contract for 2013 and to request that Mark Ranum be present in April or May to discuss the PCLS so that the board can make a more informed decision for 2014. Voting as follows: Aye – White, Schmidt, Kuecker. Nay – Oeltjenbruns. Motion carried.

Emergency Management Director Kim Hall met with the board to ask that they officially name an Assistant Emergency Management Director that will assume responsibilities while the Director is on medical leave. This position will primarily be an "on-call" position if something was to take place within the county and assistance is needed to obtain more resources and/or coordination at the county level. After further discussion, there was a motion by Oeltjenbruns, second by Kuecker to state that the duties of the Assistant Emergency Management Director will lie within the Sheriff's Office during the absence of the Emergency Management Director and any duties to be performed will be assigned by the Sheriff. Voting as follows: Aye – Oeltjenbruns, Kuecker, Schmidt. Nay – White and Holmen. Motion carried.

Motion by White, second by Schmidt, unanimous vote to authorize use of the county credit card for attendance at the Governor's Conference February 12-14, 2013 at the Earle Brown Heritage Center in Brooklyn Park.

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Brief discussion was held regarding 4-H appointment. This will be handled at the beginning of 2013 when all other appointments are made.

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Motion by Kuecker, second by White, unanimous vote to approve payments to DELL in the amount of \$180.39 and \$708.03 for the purchase of a new monitor and computer for the Commissioner's Office.

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Motion by Kuecker, second by Schmidt, unanimous vote to approve final payment in the amount of \$8,287.54 to Minion Excavating for the work completed on the frost layer of Cell 7.

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Commissioner Oeltjenbruns gave an update regarding recent meetings (Energy Board and Solid Waste Commission) that he attended.

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Commissioner White gave an update regarding an RSVP meeting he recently attended.

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Much discussion was held regarding the joint work session that will be held on Thursday, November 29th with the Jackson and Cottonwood County Boards to discuss the temporary Joint Powers Agreement for the proposed health and human services merger.

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Discussion was held regarding how the county intends to proceed with the pointing/re-pointing of job descriptions in the future. Currently, the county is using both Ann Antonsen, Springsted, Inc. as well as Wayne Brede to review job descriptions that are sent in for possible pointing/repainting and it was questioned if this is the same procedure that should be continued to be followed. The last billing received from Springsted, Inc. for the pointing of three positions was sizable compared to past billings. Further follow-up on the billing will be done to see if there may have been a mistake.

Chairman Holmen reminded the board members that the Area II/RRCRA Annual Meeting would be held on December 8th at Jackpot Junction for anyone interested in attending.

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Auditor/Treasurer Johnson gave an update regarding further information that he found out in regards to the current e-mail system and the possibility of going back to the state system should the need arise.

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Motion by Schmidt, second by Kuecker, unanimous vote to pay bill to Sterzinger Crushing, Inc. in the amount of \$367,671.38 for 167,000 tons of Class 5 gravel pending clarification from the Minnesota Department of Revenue regarding the sales tax. This bill will be paid for out of the SCORE Fund.

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Information regarding the extra \$35,000 that the county set aside to be distributed towards 2013 salaries per the union contract for 2012-2013 was presented. It was agreed that this money would be distributed to both union and non-union employees. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to support the commitment of approximately \$35,000 towards union/non-union employees for 2013 salaries as a fulfillment of the 2-year contract. This is in addition to the 3/4 step (2.25%) increase agreed upon in the union contract for 2013.

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Brief discussion was held regarding union negotiations for next year. The board seemed to think it would be a good idea to begin the process sometime around April this next year. The reason for this is that the county might have a better idea of what wage increases may be when budgets are put together in August.

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Further discussion was held regarding the recent notice received from Watonwan County regarding their desire to discontinue e-mail services for Cottonwood County beyond December 31, 2012. Chairman Holmen will have further discussions with Watonwan County regarding this situation.

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There being no further business, the meeting adjourned at 4:20 p.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvong, Executive Assistant