

July 2, 2013  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 2, 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, Glenn Johnson, Kyle Pillatzki, JinYeene Neumann, Todd Dibble and Craig Myers.

Motion by Schmidt, second by White, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the June 25, 2013 meeting. Motion by White, second by Holmen, unanimous vote to approve the minutes of the June 19<sup>th</sup> Board of Equalization meeting.

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Sheriff Jason Purrington met with the board to discuss a few different items. Purrington presented two invoices from Ziegler for the repair of the generator at the Law Enforcement Center that needs to be approved for payment. Purrington reported that an invoice in the amount of \$1,827.56 received by Ziegler had previously been paid. The two additional invoices received were in the amounts of \$17,579.87 and \$9,118.58. Motion by Holmen, second by Schmidt, unanimous vote to approve the payment of the invoices to Ziegler and to take this out of the building fund.

Purrington also reported that the cost for a 3-year agreement for the maintenance of the generator through Ziegler would cost \$4,148. Purrington will do some further research regarding whether or not someone local may be an option for the maintenance of the generator.

Purrington presented two quotes for the purchase of an ID card system as follows: IdentiSys - \$4,023.00 and SBS Distribution - \$4,228.88. Purrington reported that he has approximately \$14,000 in the permit to carry fund that could pay for the purchase. Motion by White, second by Stevens, unanimous vote to allow for the purchase in the amount of \$4,023.00 from IdentiSys for an identification system for the Sheriff's Department.

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Auditor/Treasurer Johnson asked for consideration of an increase to the Deputy Auditor/Treasurer pay scale so that it is consistent with that of the Appraiser position. The board agreed to gather more facts so that they can make a better decision regarding this request.

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Commissioner Schmidt gave an update regarding the Westbrook campground and reported that a permit has not yet been issued by Brown-Nicollet CHS as the City of Westbrook was not aware of the requirements for licensure.

Glenn Johnson, Director of Information Systems, met with the board to discuss Policy 605 "Acceptable Use of Electronic Communications and Internet". Johnson also reported that the new county website is up and running as of this morning. Motion by Holmen, second by Schmidt, unanimous vote to approve revisions to Policy 605 as recommended and presented by Johnson and to allow for a 30-day posting period.

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Chairman Oeltjenbruns briefly talked about a food violation in the Mt. Lake area that he was recently notified of. If there are no more complaints received, the situation will be resolved.

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Landfill Supervisor Kyle Pillatzki met with the board to discuss a few items. Pillatzki gave an update regarding possible financing options for the compactor that was purchased at the last board meeting and the interest rate that each of the local banks would charge. After further discussion, Auditor/Treasurer Johnson stated that he would like to do some further checking with the State Auditors before proceeding with which option to choose for the financing of the compactor.

Pillatzki reported that an Electronic Recycling Event would be held on July 19<sup>th</sup> & 20<sup>th</sup> to collect electronics. He also reported that a household hazardous waste collection will be held in the fall when the citywide clean ups occur.

Motion by White, second by Schmidt, unanimous vote to allow Pillatzki permission to obtain quotes for the purchase of four roll off containers for the landfill.

Motion by White, second by Schmidt, unanimous vote to allow Pillatzki to spend up to \$1,500 worth of promotional/advertising materials for use in the booth at the Cottonwood County Fair. This will be spent out of the landfill advertising line item.

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Discussion was held regarding the recent issues with the air conditioning/heating system at the N. 71 County Office building. The temperatures in the building have been very cool and unregulated and there have been several complaints. A letter was received from the Southwestern Mental Health Center in regards to their dissatisfaction with the temperature control as well as other issues that they mentioned. It was reported that the boiler was turned on yesterday so hopefully this will help to alleviate some of the temperature issues. Todd Dibble, Veterans Service Officer, was present for the discussion and he agreed to help monitor the temperatures in each area of the building by purchasing thermometers similar to the ones already being used to monitor the temperatures on the county office side of the building. Chairman Oeltjenbruns will get in contact with Jim Vellema as well to discuss this situation further.

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County Engineer JinYeene Neumann met with the board to discuss a few different items. Neumann presented bid results from the bid opening for four bridge projects as follows: (SAP 017-603-018) R & G Construction - \$389,498, Mathiowetz Construction - \$393,714, Midwest Contracting LLC - \$403,086; (SAP 017-629-003)

R & G Construction - \$219,297, Midwest Contracting LLC - \$223,614, Mathiowetz Construction - \$254,600.50; (SAP 017-598-04) Midwest Contracting LLC - \$110,564, Mathiowetz Construction - \$112,594.50, R & G Construction - \$114,915.00; (SAP 017-599-097) Mathiowetz Construction Co - \$93,013, R & G Construction - \$95,266, Midwest Contracting LLC - \$97,740. Motion by Holmen, second by White, unanimous vote to accept the low bids for SAP 017-603-018 and SAP 017-629-003 from R & G Construction for \$389,498 and \$219,297 respectively, SAP 017-598-04 from Midwest Contracting LLC for \$110,564 and SAP 017-599-097 from Mathiowetz Construction Co for \$93,013.

Neumann reported that the final lift with microsurfacing would be done today. There will be no pavement markings for approximately 14 days but signs will be installed in the meantime.

Brief discussion was held regarding a few constituent issues of concern that the commissioners and Neumann will follow up on regarding a few of the county roads.

Neumann reported that the maintenance employees and the contractors will not be working on Friday and there will be three employees within the office at the Highway Department that will be on vacation. There will be two employees working in the office on Friday but may not be in the office the entire day. They will be instructed to place a sign on the front door if they step out of the office. Glenn Johnson also plans to take down the internet connection at the Highway Department sometime on Friday as well.

Motion by Holmen, second by White, unanimous roll call vote to adopt resolution as follows:

#### **Resolution 13-07-02**

#### **RESOLUTION AUTHORIZING IMPOSITION OF WHEELAGE TAX**

WHEREAS, Cottonwood County's transportation infrastructure forms the backbone of the County's economy and has a direct impact on future economic development; and

WHEREAS, local governments throughout the state are struggling to maintain local transportation systems while state funding has not kept up with the needs on the State Aid System;

WHEREAS, Minn. Stat. 163.051, Section 4, provides, in part, that the Board of Commissioners of each County is authorized to levy a wheelage tax on each motor vehicle which is kept in such County when not in operation which is subject to annual registration and taxation under Chapter 168 at a rate of \$10 per vehicle through 2017 and up to \$20 per vehicle in 2018 and beyond; and

WHEREAS, Minn. Stat. 163.051 further provides that the Board may provide by resolution for collection of the wheelage tax by County officials it may request that the tax be collect by the State Registrar of Motor Vehicles, and the State Registrar of Motor Vehicles shall collect such tax on behalf of the County if requested; and

WHEREAS, Minn. Stat. 163.051, Section 4, Subd. 2, provides, in part, that the wheelage tax levied by any County, if made collectible by the State Registrar of Motor Vehicles, shall be certified by the County Auditor to the Registrar not later than August 1 in the year before the calendar year or years

for which the tax is levied, and the registrar shall collect such tax with the motor vehicle taxes on the affected vehicles for such year or years; and

WHEREAS, Minn. Stat. 163.051, Section 4, Subd. 4, provides, that the Treasurer of each County receiving proceeds from the wheelage tax is to deposit such proceeds in the County Road and Bridge Fund, which moneys shall be used for purposes authorized by law which are Highway purposes within the meaning of the Minnesota Constitution, Article 14; and

WHEREAS, the Cottonwood County Board of Commissioners desires to implement such a wheelage tax and have the State Registrar of Motor Vehicles collect the same; and

WHEREAS, the proceeds of such a wheelage tax would be used to help improve the quality of the County Road System;

NOW, THEREFORE, BE IT RESOLVED, THAT THE Cottonwood County Board of Commissioners authorize and impose a wheelage tax as provided for in Minn. Stat. 163.051 of \$10.00 for the year 2014 and each subsequent year thereafter, subject to levy limits and other factors, on each motor vehicle which is kept in Cottonwood County when not in operation and which is subject to taxation and registration under Chapter 168.

BE IT FURTHER RESOLVED that the County requests that the State Registrar of Motor Vehicles to collect the wheelage tax on behalf of the County.

S/John Oeltjenbruns, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Neumann also reported on some recent information she received regarding Local Option Sales Tax, which could be another possible option for funding that is available to the county Highway Department.

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Much discussion was held regarding the possible purchase of a building to be used for county office space in the future that Commissioner White has recently been investigating. Motion by Stevens, second by Schmidt, unanimous vote to allow Commissioner White to pursue continuing to investigate and research the cost of this potential property purchase and to receive per diems as warranted for his time.

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Discussion was held regarding some information that Commissioner White recently compiled after receiving input from the departments regarding their long and short-term county needs and the costs that might be involved. As a result of this discussion, there was a motion by Holmen, second by White, unanimous vote to task Glenn Johnson with moving ahead with phone system renovation recommendations by doing so in the most efficient way of moving forward. The board agreed that a 60-day period would be appropriate.

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Commissioner Holmen and Kelly Thongvivong, HR, reported that an Exit Interview was recently held with James "Herm" Meier. A follow up will be done with the Department Head for this position.

Chairman Oeltjenbruns questioned why passports were no longer being done in Cottonwood County. Auditor/Treasurer Johnson reported that it is a very time consuming process and he does not have the staff in his office to continue providing this service due to the resignation of the Deputy Auditor/Treasurer that was primarily responsible for the issuance of passports. Johnson believes that at least 8 hours/week or more was spent on the issuance of passports and it takes 4-6 months to become licensed to be able to issue passports on behalf of the county.

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Motion by Schmidt, second by White, unanimous vote to pay \$5,700 to the Plum Creek Library System to equal the 2012 contribution that was given.

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Motion by Holmen, second by Stevens, unanimous vote to allow County Attorney Anderson to purchase a bus ticket to get a witness here from the Minneapolis area. The approximate cost of the ticket is \$80.00.

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Motion by Holmen, second by Schmidt, unanimous vote to allow for the purchase in the amount of \$42.05 on the county credit card for a pair of car door magnets for the County Assessor vehicle.

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Brief discussion was held regarding the transfer of a light bar from the County Coroner's 2005 vehicle to a new 2013 vehicle that he has purchased. This will be discussed with the Sheriff as well so that he has an awareness of it.

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There being no further business, the meeting was adjourned at 1:18 p.m.

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Jan Johnson, Auditor/Treasurer

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John Oeltjenbruns, Board Chairman

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Kelly Thongvivong, Executive Assistant