

December 28, 2010  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 28, 2010 at 1:00 p.m. at the Cottonwood County Family Service Agency 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; Representative Rod Hamilton, Senator Doug Magnus, Kim Hall, Nick Anderson, Ron Gregg, Jason Purrington, Rose Carsten, Joan Harmon, Sherry Sevcik, Judy Johnson and Elmer Wieneke.

Motion by Sorenson, second by Holmen, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve the minutes of the December 14, 2010 meeting.

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Senator Doug Magnus and Representative Rod Hamilton met with the board to discuss the upcoming legislative session. They each reported on some of the committees that they will be serving on in 2011. They also discussed some of their concerns as well as some of the concerns of the county. Representative Rod Hamilton stressed the importance of the county staying involved in a big way.

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Emergency Management Director Kim Hall met with the board to present quotes for the purchase of two AED's as follows: Heart Smart Technology - \$2,290.00; American AED, Inc. - \$2,550.00; Allied 100 LLC - \$2,570.00. Motion by Sorenson, second by Holmen, unanimous vote to accept the low quote in the amount of \$2,290.00 from Heart Smart Technology for the purchase of two AED's. This will be paid for with the 2010 Safety Budget. The plan is to put an AED in the N. 71 County Office Building as well as one in the Highway Department.

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Assistant County Attorney Nick Anderson met with the board to discuss several items. Anderson reported that five interviews were held for the position of Assistant County Attorney for 2011. Anderson's recommendation was to hire Lori Buchheim on Step 11 of the 2010 pay matrix. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to hire Lori Buchheim on Step 11 of the 2010 pay matrix effective January 3, 2011 contingent upon completing all aspects of the hiring procedures checklist. She will not be granted an increase for 2011.

Anderson received two quotes for office rental as follows: Mike Foley Agency - \$450/month + utilities (usually averaged \$200/month for heat + cost of electric & water); existing County Attorney's Office - \$700/month with utilities (not including basement). Motion by Holmen, second by Oeltjenbruns, unanimous

vote to allow Cottonwood County to pay \$700/month to Nick Anderson to offset building rental of County Attorney's Office.

Anderson presented three quotes for office furnishings for the County Attorney's Office as follows: Business Interiors by Staples - \$1,689 + cost of overhead file + \$300 for installation; Davis - \$2,027 with installation; Indoff Business Products - \$2,094 with installation. Motion by Sorenson, second by Kuecker, unanimous vote to accept low quote in the amount of \$2,027 from Davis as Business Interiors' quote did not include an overhead file which would have been more than the Davis quote.

Anderson reported that the Westlaw contract is about to expire. The total cost for a 3-year period is \$11,302.92. The cost for Westlaw Next for a 3-year period is \$11,566.20. The additional cost will be \$263.28 for a 3-year period. Anderson proposed cancelling two other subscriptions that he doesn't feel are necessary at this time for a cost savings of \$627 for a 3-year period with an overall savings of \$363.72. Motion by Holmen, second by Sorenson, unanimous vote to allow Anderson to sign 3-year contract with Westlaw Next for \$11,566.20 and to cancel two subscriptions (Federal Key Rules and Federal Rules of Court) at a rate of \$627 for 3 years.

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County Engineer Ron Gregg met with the board to discuss several issues. Gregg gave an update regarding road conditions around Cottonwood County.

Gregg reported that Cottonwood County will be receiving an additional \$363,280 of federal dollars towards the CSAH 13 surfacing project in 2011. These funds were earmarked within the stimulus package.

Gregg updated the board in regards to letters that were sent out to all that applied for the Solid Waste Administrator/Landfill Operator position indicating that the board wishes to re-evaluate the position before moving forward. Gregg indicated that the board still wishes to fill the position of Solid Waste Worker and should contact him if they are interested in this position. One internal applicant has shown interest in the open position. The board asked Gregg to discuss the situation with the internal applicant. Further discussions will be held after the new department assignments are determined after next week's meeting.

Update was given regarding a meeting that was recently attended by Gregg as well as Commissioner Kuecker in regards to a possible shared ownership of a gravel mine in western Cottonwood County with Jackson County. The consensus of the board is to continue to explore these options with Jackson County.

Gregg presented a copy of a letter received from Red Rock Rural Water dated December 7, 2010 regarding comments on pipe installation in reference to a letter dated October 18, 2010.

Brief discussion was held regarding rock inlets. Commissioner Kuecker reported that a \$72,000 grant was received by the Heron Lake Watershed District to be used for rock inlets. Kuecker instructed Gregg to contact Ross Behrends from the HLWD if he needs further information on using them in county ditches.

Discussion was held regarding Talcot Park camping rates for 2011. Motion by Sorenson, second by Oeltjenbruns, unanimous vote to set seasonal camping rates for Talcot Park for 2011 at a rate of \$1,000.00, which includes electricity. All other fees will be discussed at a later time.

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Motion by Kuecker, second by Sorenson, unanimous vote to approve addendum in the amount of \$4,443.35 to Borsgard Construction for replacement of jams around 12 windows in Assessor's Office and former break room.

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An additional quote for upgrading of main LAN switch in the Auditor's Office was received off the state contract as follows: CDW-G - \$8,436.75. This upgrade allows for voice over IP as well. Motion by Holmen, second by Oeltjenbruns, unanimous vote to accept quote in the amount of \$8,436.75 from CDW-G.

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Motion by Kuecker, second by Holmen, unanimous vote to adopt revised Policy 360 – Overtime/Compensatory Time as 30-day posting period has expired. Two comments were received in regards to the proposed policy. Motion by Kuecker, second by Holmen, unanimous vote to adopt Policy 360 with change as discussed as a result of comments received.

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Motion by Sorenson, second by Oeltjenbruns, unanimous vote to approve appropriate payout of benefits to Nick Anderson. This is necessary due to his newly elected position as County Attorney.

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Motion by Kuecker, second by Holmen, unanimous vote to accept resignation from Barb Storey (part-time legal secretary) effective December 31, 2010 with appropriate payout of benefits.

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Motion by Sorenson, second by Kuecker, unanimous vote to set 2011 final budget as presented. (See attachment to meeting minutes).

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Chairman White gave an update regarding the Environmental Office/Planning & Zoning/Parks Department and reported that things seem to be going real well at this time. A job description for a position in the Environmental Office will need to be worked on in the near future.

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Motion by Holmen, second by Oeltjenbruns to approve AMC dues for 2011 as follows: Local Public Health Assn. - \$648; Assn. of Minnesota Counties - \$6,751; Minnesota Assn. of County Social Service Administration - \$755. Voting aye: Sorenson, Holmen and Oeltjenbruns. Nay: Kuecker. Motion carried.

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Motion by Sorenson, second by Holmen, unanimous vote to accept 2011 transit grant in the amount of \$124,000.

Request was received to use the Courthouse square on May 15, 2011 at 2:00 p.m. for approximately ½ hour for blessing of pets. No action was taken.

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Brief discussion was held in regards to the lease agreement between Cottonwood County and Southwestern Mental Health Center. Some research will be done on this matter.

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Auditor/Treasurer Jan Johnson gave an update regarding the new social security tax. He reported that it will be lowered from 6.2% to 4.2%. This will not affect employers match or employee's overall social security benefit.

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Update was given regarding union negotiations. The county has tentative agreements with each of the five unions at this time and has received two of the five contracts for review and signature by the board.

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Motion by Holmen, second by Kuecker to set 2011 commissioner salary at \$18,870, per diems at \$65/day, and tech fee at \$60/month. Voting as follows: Aye – Holmen, Kuecker and White. Nay – Oeltjenbruns. Commissioner Sorenson was not present for the vote. Motion carried.

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Motion by Holmen, second by Kuecker, unanimous vote to give all non-union employees (with the exception of Elected Officials and Department Heads) a 2% increase for 2011. This will be in the form of a COLA to the 2010 pay matrix.

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Motion by Kuecker, second by Oeltjenbruns, unanimous vote to adjourn as the County Board and to convene as the Ditch Authority at 5:29 p.m.

Motion by Oeltjenbruns, second by Holmen, unanimous vote to accept each commissioners 2011 ditch levy amount as submitted.

There being no further business to come before the Ditch Authority, the meeting was adjourned at 5:31 p.m.

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Jan Johnson, Auditor/Treasurer

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Tom White, Board Chairman

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Kelly Thongvivong, Bd. Adm. Assistant