

July 26, 2005
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 26, 2005 at 1:00 p.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Chuck Severson, Ron Kuecker, Norm Holmen, John Oeltjenbruns, Gary Sorenson; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Roger Albertson, Craig Myers, Bob Pankratz, Mary McLaughlin, Priscilla Jacobson, Ron Gregg, Mark Marcy, Gale Bondhus and Mike Hanson. Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve the additions of the agenda. Motion by Oeltjenbruns, second by Kuecker, unanimous vote to approve the minutes of the July 12, 2005 meeting.

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State Auditor Roger Albertson met with the board regarding the 2004 audit report. Albertson reported that as of December 31, 2004, the county's total net assets were \$43,584,697. Albertson also reported that Cottonwood County's audit has improved greatly.

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Motion by Oeltjenbruns, second by Holmen to appoint Gary Sorenson to serve as a representative on the Southwest Minnesota EMS Corporation board as the term had recently expired. Voting aye: Oeltjenbruns, Holmen, Severson and Sorenson. Voting nay: Kuecker. Motion carried.

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Mary McLaughlin and Priscilla Jacobson met with the board representing the RSVP Program to give an update on some of the opportunities that they have been involved with throughout the past months. It was reported that they have acquired two new stations this past year. They also submitted a request for an increase to the appropriation that the county gives RSVP from \$1.10/capita for 2005 to \$1.15/capita for 2006.

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County Engineer Ron Gregg met with the board to discuss a few different items. Motion by Sorenson, second by Holmen, unanimous roll call vote to adopt resolution as follows:

Resolution 05-07-26
SAP 17-610-32

WHEREAS, The County of Cottonwood has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for the Construction of County Bridge No. 89536 over an unnamed stream and;

WHEREAS, The amount of the grant has been determined to be \$37,650.00 by reason of the lowest responsible bid.

NOW, THEREFORE, BE IT RESOLVED; That the County of Cottonwood does hereby affirm that any cost of the bridge in excess of the grant will be appropriated from the funds available to the County of Cottonwood, and that any grant monies appropriated for the bridge, but not required, based on the final estimate, shall be returned to the Minnesota State Transportation Fund.

S/Jan Johnson, Auditor/Treasurer

Project updates were given in regards to CSAH 3, CSAH 7, 2005 overlay projects and Storden Township Bridge project.

Estimates to perform seal coating on both the parking lots at the Courthouse and Family Services were presented by the County Highway Department and were as follows: Courthouse parking lot - \$2,000 and Family Service Agency parking lot - \$2,500. Motion by Holmen, second by Kuecker, unanimous vote to contract with the County Highway Department for the seal coating of the Courthouse parking lot. Since there were some further questions in regards to the Family Services parking lot, it was suggested that the County Engineer look at the parking lot again before making a final decision.

Gregg reported on a few miscellaneous informational items that he would be discussing with the board sometime in the near future.

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Emergency Management Director Mark Marcy met with the board to discuss several miscellaneous items. He reported that he had received notification that the \$925 tuition for the Hazardous Materials Awareness Course that he would be attending in August has been completely paid for through grants.

Marcy reported that the equipment grant that he applied for in February has been awarded and the county would be receiving approximately \$10,800. He also reported that the administrator of the grant, South Central EMS, would be providing each county with a portable light tower as part of this grant.

Two quotes were presented for the purchase of a gas detector for use in meth labs. Quotes were as follows: Delta Technical Products - \$2,310 (does not include S&H), Thermo Electron Corp. - \$2,310 (does include S&H). Motion by Sorenson, second by Kuecker, unanimous vote to accept low quote from Thermo Electron Corp in the amount of \$2,310.

Two quotes were presented for graphics for EMS trailer. Quotes were as follows: Snick's Signs - \$353.36, Grafix Shoppe - \$639.00. Motion by Kuecker, second by Sorenson, unanimous vote to accept low quote for signage for Emergency Management Mobile Command trailer from Snick's Signs in the amount of \$353.36.

Three quotes were presented for the purchase of 2 mobile radios and were as follows: Alpha Wireless - \$7,009.84, Com-Tec - \$7,518.90, Lucan Community TV, Inc. - \$3,696.46. Two quotes were presented for the purchase of a portable radio and were as follows: Lucan Community TV, Inc. - \$722.07, Alpha Wireless - \$1,365.33. Motion by Kuecker, second by Oeltjenbruns, unanimous

vote to accept low quotes from Lucan Community TV, Inc. for the purchase of three radios in the amount of \$4,418.53.

Discussion was held in regards to the Letter of Understanding between Cottonwood County and LELS Local #144 that is presently attached to the current LELS contract in regards to the Emergency Management position. Motion by Sorenson, second by Kuecker, unanimous vote to remove the Letter of Understanding from the LELS union contract upon receiving a letter from LELS Business Agent Jack Chambers.

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County Engineer Ron Gregg reported that he had looked at the Family Service Agency parking lot again and that he would recommend seal coating the front and back parking areas. Motion by Oeltjenbruns, second by Sorenson, unanimous vote to contract with the County Highway Department for the seal coating of the Family Service Agency parking lot.

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Auditor/Treasurer Jan Johnson presented 2006 proposed budgets for the following departments: Court Administrator, Auditor/Treasurer, Elections, and Courthouse Grounds & Buildings. He reported that there was a proposed overall decrease of \$7,844 between the departments.

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County Assessor Gale Bondhus met with the board to discuss a few items. Motion by Sorenson, second by Kuecker, unanimous vote to accept resignation from Donna Torkelson (Appraiser) effective July 31, 2005 and to approve appropriate payout of benefits.

Motion by Sorenson, second by Kuecker, unanimous vote to allow internal transfer within the Assessor's Office by moving Lisa Will to the Appraiser position effective August 1, 2005. She will move from Step 1 of the Office Manager position to Step 1 of the Appraiser position as of August 1 and will serve a 6-month probationary period.

Motion by Oeltjenbruns, second by Sorenson, unanimous vote to post internally for the position of Assessor Office Manager.

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Remaining 2005 appropriations were presented as follows: Senior Citizen Centers - \$12,000 (\$2,000 each); Travel Southwest - \$1,000; Ag Society - \$18,000; Heritage Houses - \$800 (\$400 each); Ecology Bus - \$1,000. Motion by Sorenson, second by Kuecker, unanimous vote to pay 2005 remaining appropriations.

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Environmental Officer Mike Hanson met with the board to hand out an internal draft of the County Comprehensive Plan. He asked that the board look through the document to see if changes need to be made, as this will be discussed in greater length at the next board meeting.

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Motion by Kuecker, second by Sorenson, unanimous vote to allow SWCD to use courthouse lawn on Friday, August 12th for Chamber Lunch if necessary.

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Commissioner Oeltjenbruns informed the board that the Solid Waste dues for 2006 would be increased from \$400 to \$500 because of a recommendation by MCIT that a Joint Powers Board should have its own insurance coverage.

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Motion by Oeltjenbruns, second by Sorenson to approve gambling permit for Mt. Lake Golf Course for the sale of pull tabs pending information being received on timeframe of permit as well as who receives the proceeds from the sale of the pull tabs. Voting aye: Oeltjenbruns, Sorenson, Severson. Voting nay: Kuecker. Commissioner Holmen was absent.

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Auditor/Treasurer Johnson handed out some miscellaneous informational items for the board's review. He also updated the board on some information that was received in regards to new grace period rules for cafeteria plans that employers have the option of adopting but are not required to do so. The modified rule allows for an extension of 2 1/2 months from the end of the plan year.

Information in regards to levy information was handed out for the board's review. It was noted that the 2005 certified levy was \$5,436,239.

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There being no further business, the meeting was adjourned.

Jan Johnson, Auditor/Treasurer

Chuck Severson, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant