

January 8, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 8, 2013 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners John Oeltjenbruns, Jim Schmidt, Kevin Stevens, Tom White, Norm Holmen; Executive Assistant Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Jim Jorgensen, Kristen Porath, Kim Hall, Rory Lindvall, Lynel Stevens, Brittany Espenson, Dustin Stevens and Rahn Larson.

Auditor/Treasurer Jan Johnson called the meeting to order and distributed the oaths of office to Norm Holmen and Kevin Stevens.

Johnson then asked for nominations for Board Chairman. Motion by White, second by Schmidt, unanimous vote to elect Commissioner Oeltjenbruns and to ask that all nominations cease and to cast a unanimous ballot for Oeltjenbruns as Board Chairman for 2013. Presiding over the remainder of the meeting was Chairman John Oeltjenbruns.

Oeltjenbruns then asked for nominations for Board Vice-Chairman. Motion by White, second by Holmen, unanimous vote to elect Commissioner Schmidt and to ask that all nominations cease and to cast a unanimous ballot for Schmidt as Vice-Chairman for 2013.

Motion by Holmen, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Holmen, second by White, unanimous vote to approve the minutes of the December 18, 2012 meeting. Motion by White, second by Schmidt, unanimous vote to approve the minutes of the December 27, 2012 emergency meeting.

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Motion by Schmidt, second by White, unanimous vote to set 2013 meeting dates for the 1st, 2nd & 4th Tuesday of each month as presented with the exception of December, which will be scheduled for the 2nd & 3rd Tuesday.

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Chairman Oeltjenbruns presented the commissioner assignments for 2013 as follows:

Commissioner Department Assignments – 2013

Commissioner Jim Schmidt

Family Service Agency
Planning & Zoning/Parks
MN Extension Services

Commissioner Kevin Stevens

County Recorder
County Attorney
County Assessor

Commissioner Tom White
 County Auditor/Treasurer
 Court Administration/Probation
 Veteran's Service Office

Commissioner Norm Holmen
 Sheriff's Department
 Emergency Management

Commissioner John Oeltjenbruns
 Board Executive Assistant/HR
 Highway Department
 Solid Waste Department

Commissioner Committee Assignments – 2013

AMC Voting Delegates	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner John Oeltjenbruns Commissioner Jim Schmidt Commissioner Tom White County Engineer Family Service Agency Director Craig Myers County Assessor Gale Bondhus
Area II River Basin Projects	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Board of Adjustment	1 st District – Phyllis Bakken 2 nd District – Lowell Tjentland 3 rd District – Craig Thompson 4 th District – Mike LaMaack 5 th District – Jonathan Penner
Cottonwood County DAC	Commissioner John Oeltjenbruns
Cottonwood County Dept. Head Meetings	Commissioner John Oeltjenbruns - Chair Commissioner Jim Schmidt – Vice-Chair
Cottonwood County Ditch Authority	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner John Oeltjenbruns Commissioner Jim Schmidt Commissioner Tom White
Cottonwood County Historical Society	Commissioner Kevin Stevens
Cottonwood County Law Library	Commissioner Kevin Stevens
Cottonwood County Personnel Board of Appeals	Jim Jorgenson (Westbrook) Dennis Nelson (Windom) Jerry Haberman (Mt. Lake)

Des Moines River West Fork Project	Commissioner Kevin Stevens
Family Services Collaborative Board	Commissioner Jim Schmidt, alt. Commissioner John Oeltjenbruns Commissioner Tom White, alt.
Greater Blue Earth River Basin Alliance	Commissioner John Oeltjenbruns Commissioner Norm Holmen, alt.
Heron Lake Watershed District	Commissioner Kevin Stevens
Intergovernmental Relations Board	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner John Oeltjenbruns Commissioner Jim Schmidt Commissioner Tom White
Juvenile Screening	Commissioner Jim Schmidt – FSA Chair Commissioner Tom White – FSA Vice-Chair
Labor-Management Committee	Commissioner John Oeltjenbruns - Chair Commissioner Jim Schmidt - Vice-Chair
Land Use Advisory Committee	Commissioner John Oeltjenbruns
Local Emergency Preparedness and Planning Committee	Commissioner Kevin Stevens
Mental Health Local Advisory Council	Becky Wiens Ree Tschetter David Johnson
MN Counties Computer Cooperative Delegate	Auditor/Treasurer Jan Johnson County Assessor Gale Bondhus, alternate
MN Extension Agency Board of Directors (3-year terms – 2-term limit)	Commissioner John Oeltjenbruns - Chair Commissioner Jim Schmidt – Vice-Chair Auditor/Treasurer Jan Johnson 1 st District – 2 nd District – Kim Armstrong (12/13 – 1 st term) 3 rd District – Monica Muller (12/14 – 2 nd term) 4 th District – Kendall Piotter (12/13 – 1 st term) 5 th District –
Minnesota River Board (Mr. B)	Commissioner John Oeltjenbruns Commissioner Kevin Stevens, alt.
Planning Commission (3-year terms – no term limit)	Commissioner Norm Holmen 1 st District – 2 nd District – Lowell Tjentland (12/14) 3 rd District – Leland Thiesen (12/14) 4 th District – Tom Fast (12/14) 5 th District – Phil Harder (12/14)

Plum Creek Library Board	Commissioner Jim Schmidt
Private Industry Council Chief Elected Officials Board Members	Commissioner John Oeltjenbruns
Red Rock Learning Center	Commissioner Jim Schmidt
Red Rock Rural Water	Commissioner Jim Schmidt Commissioner Kevin Stevens, alt.
Redwood-Cottonwood Rivers Control Agency	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Regional Radio Board	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Resources Conservation and Development Steering Committee	Commissioner John Oeltjenbruns Commissioner Kevin Stevens, alt.
Retired Senior Volunteer Program (RSVP)	Commissioner Tom White Commissioner Jim Schmidt, alt.
Rural Minnesota Energy Board	Commissioner John Oeltjenbruns Commissioner Kevin Stevens, alt.
Soil & Water Conservation District	Commissioner John Oeltjenbruns
Southern Prairie Health Purchasing Alliance	Commissioner Norm Holmen
Southwest Minnesota Housing Partnership	(Appointment done by SRDC)
State Community Health Service Advisory Committee (SCHSAC)	Commissioner Rosemary Schultz (Jackson County)
SW Mental Health Center Board of Directors	Commissioner Norm Holmen Commissioner Jim Schmidt Robin Wies
SW Mental Health Consortium	Commissioner Norm Holmen
SW MN EMS Board	Emergency Management Director Kim Hall Commissioner Jim Schmidt, alt.
SW MN Regional Solid Waste Commission	Commissioner John Oeltjenbruns Commissioner Kevin Stevens, alt.
SW Regional Development Commission	Commissioner Tom White
Travel Southwest MN	Commissioner Tom White Randy Markl, DNR (OPEN)
Western Community Action, Inc.	Commissioner Tom White

2013 AMC Policy Committee Appointments

Environmental & Natural Resources	Commissioner John Oeltjenbruns
General Government	Commissioner Tom White
Health & Human Services	Commissioner Norm Holmen
Public Safety	Commissioner Jim Schmidt
Transportation	Commissioner Kevin Stevens
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Administrative Assistant Kristen Porath met with the board to set civil process fees and jail fees. Motion by Holmen, second by Stevens, unanimous vote to set 2013 civil process fees as follows:

- Single service Originating within MN \$50.00
- For multiple services at same address add a \$50.00 incremental increase for each additional service.
- Writ of Execution – Service Fee \$50.00
- Per Person Service \$50.00
- Mileage (3 attempts included) \$10.00 (after 3 attempts)
- Legal Not Found \$50.00
- Return of Process when service is not made \$50.00
- Execution Commission (based on the total amount seized, collected or stipulated by the parties as a result of the Sheriff's Levy) 6% or \$25.00 (whichever is greater)
- Executions Returned – not satisfied \$50.00
- Postings – 3 public places \$50.00
- Vacancy \$50.00

Sales:

- Mortgage Foreclosures \$75.00
- Mortgage Redemptions \$250.00
- Intent to Redeem (each lien) \$100.00
- Document Delivery Fee – following redemption \$20.00
- Mortgage Foreclosure – non-cancellation fee of sale \$50.00

Additional Fees:

- Fingerprinting (by appointment) \$10.00
- Local Records Check – Original signed release authorization \$5.00
- Accident Reports – Insurance Companies \$5.00
- Copy Fee \$0.25/page

Motion by White, second by Schmidt, unanimous vote to set 2013 jail fees as follows:

Huber Fees (Work Release)

- Cottonwood County Inmates \$17 per day (Inmate responsible for all medical)
- Out of County Inmates \$50 per day (Inmate responsible for all medical)

Pay for Stay

- \$20 per day for sentenced inmates only
- All medical added to Pay for Stay bill
- All miscellaneous (Ex. Damage to property) added to bill

Prisoner Board for other agencies

- \$60 per day
- All medical bills for inmate added to Prisoner Board bill

Drug Tests

- Out of County (Ex. For probation or other agencies) \$20
- **We do not do public drug testing**

PBT Testing (we only charge for out of county agencies)

- \$5.00

Fingerprint Fees

- \$10 fee for all public fingerprinting (Ex. Employment, licensing, etc.)

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Chief Deputy Sheriff Jim Jorgensen met with the board regarding a few items. Motion by Schmidt, second by White, unanimous vote to allow for an intra-departmental promotion of Daniel Quade from part-time jailer/dispatcher to full-time jailer/dispatcher effective January 8, 2013.

Jorgensen presented two quotes for the purchase of new guns for the Sheriff's Department as follows: Keepsrs - \$2,169.32 and Streichers - \$6,160.25. Motion by Holmen, second by Schmidt, unanimous vote to accept low quote from Keepsrs in the amount of \$2,169.32 for the purchase of 9 firearms.

Jorgensen gave an update regarding an incident that happened last weekend at the Sheriff's Department. It was reported that an inmate busted a sprinkler head in one of the cells. Jorgensen has been working with the adjusters to get the damage that was caused by this incident assessed.

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Motion by Holmen, second by Stevens, unanimous vote to leave meal rates for 2013 at \$8.75 for breakfast, \$13.75 for lunch and \$17.50 for an evening meal. These amounts include gratuity.

It was reported that the IRS mileage rate for 2013 has been set at \$.565/mile.

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Motion by White, second by Schmidt, unanimous vote to approve credit card bill in the amount of \$1,369.29.

Motion by Schmidt, second by White, unanimous vote to allow for use of the county credit card for Commissioner Stevens' attendance at the County Government 101 Conference in January.

Motion by White, second by Schmidt, unanimous vote to allow Auditor/Treasurer Jan Johnson's use of the county credit card for purchase of replacement battery for County server UPS if needed as the first one purchased was not the correct one.

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Discussion was held regarding the suggested wage of the County Engineer position. The board agreed to establish a range from \$85,000 to \$125,000.

Emergency Management Director Kim Hall met with the board to discuss a few different items. Motion by Holmen, second by Schmidt, unanimous vote to approve Hall's upcoming leave of absence. She is planning on being gone up to 12 weeks.

Motion by Holmen, second by Stevens, unanimous vote to name the County Sheriff as the point of contact during Hall's leave of absence as Emergency Management Director.

Brief discussion was held regarding the SW EMS appointment for 2013. Hall has agreed to be the primary contact for this committee and Commissioner Schmidt will be the alternate contact.

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Discussion was held regarding the interview questions for the County Engineer position.

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Discussion was held regarding the loan at the Highway Department as of the end of 2012. It was reported that the current loan was approximately \$353,110.30. Motion by Holmen, second by Schmidt, unanimous vote to authorize a fund transfer in the amount of \$500,000 to pay off the existing loan and to establish a new fund balance for the Highway Department.

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Motion by Schmidt, second by White, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

Motion by Schmidt, second by Holmen, unanimous vote to change JD #31 hearing date to February 5, 2013 at 9:05 a.m.

Motion by Schmidt, second by Stevens, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board.

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Auditor/Treasurer Jan Johnson discussed several items with the board. Motion by Holmen, second by White, unanimous vote to re-designate official Cottonwood County Depositories as follows: Bank Midwest – Windom; Bank of the West – Windom; United Prairie Bank – Mt. Lake; First Security Bank – Storden; First Empire Securities – Hauppauge, NY; Multi-Bank Securities – Pleasant Ridge, MI; and Wells Fargo Advisors – Minneapolis. *

Motion by White, second by Stevens, unanimous vote to accept the only bid received by the *Citizen* for the Official County Newspaper for 2013.

Motion by Holmen, second by Stevens, unanimous vote to pay Auditor warrants with regular and customary payments for 2013, which might include: payroll and associated payables; utilities; bond payments; contract payments; payments to other government entities; tax settlements; refunds; reissue voids; well sealing; sewer loan contract payments; emergency payments; insurance payments and lease payments.

Update was given regarding status of service agreement with State of Minnesota to provide Cottonwood County e-mail services. Motion by White, second by Schmidt, unanimous vote to allow Auditor/Treasurer Johnson to sign state e-mail agreement when it is received.

Johnson requested consideration of a 2-step increase for Brenda Anderson, Deputy Auditor/Treasurer. Johnson also asked the board to consider a 1-step increase for 2013 and a 1-step increase for 2014 if a 2-step increase is not granted for 2013. The board decided to further discuss any additional requests when salaries are discussed later in the meeting.

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County Attorney Nick Anderson asked that the board approve a contingency fund for the County Attorney's Office. Motion by Schmidt, second by Holmen, unanimous vote to approve contingency fund in the amount of \$7,500 for the County Attorney's Office.

Motion by Holmen, second by Stevens, unanimous vote to allow Anderson to use the county credit card for the purchase of ink cartridges for the County Attorney's Office as needed.

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Discussion was held regarding the approximate \$35,000 pool of money that was set aside for 2013 wages for union/non-union employees. Motion by Holmen, second by Stevens, unanimous vote to accept the pool of money proposal that was presented to the employees in December.

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Motion by White, second by Stevens, unanimous vote to set the 2013 clerk hire wages at \$11.00/hour.

Motion by Schmidt, second by White, unanimous vote to set the 2013 seasonal wages at \$9.15 – 1st year; \$9.40 – 2nd year; and \$9.70 – 3rd year.

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Assistant County Engineer Rory Lindvall met with the board to discuss a few different items. Lindvall asked that the board consider towropes to replace log chains for pulling out stuck snowplows. Two estimates were received but after further discussion the board decided to hold off on the purchase of towropes at this time until the towrope that the county currently has is tried out.

Lindvall presented information regarding the Eagle Lake Dam inspection report that was recently received. Lindvall will contact Sentence to Serve regarding the possibility of removing some of the trees in the area of the dam.

Lindvall gave an update regarding the landfill. It was reported that the water levels on Well #5 are still too high. This is being monitored and MPCA has been communicated with regularly. Lindvall also reported that the demo site has been satisfactorily covered.

Two quotes for the purchase of a large format scanner/copier/plotter for the Highway Department were presented as follows: Advanced Systems, Inc. - \$8,870.61 and Franz Reprographics - \$8,212.28. Motion by White, second by

Stevens, unanimous vote to accept low quote in the amount of \$8,212.28 from Franz Reprographics for the purchase.

Motion by White, second by Schmidt, unanimous vote to allow Gerry Engstrom and possibly the new County Engineer to register for the Annual Meeting in Brainerd on January 22 – 25 for County Engineers.

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Motion to close the meeting at 11:55 a.m. to discuss non-union Department Head performance evaluations as well as other employee performance evaluations that were asked to be considered for additional increases. Those present for the closed session were: Commissioners Oeltjenbruns, Schmidt, Stevens, White and Holmen; Executive Assistant Kelly Thongvivong; County Attorney Nick Anderson and Auditor/Treasurer Jan Johnson.

The board opened the meeting at 1:20 p.m. and took action to set each individual Department Head's salary for 2013. The following individuals were evaluated by the board for their consideration of a 2013 pay raise: Craig Myers – no deficiencies were noted; Gale Bondhus – no deficiencies were noted; Todd Dibble – no deficiencies were noted; Kelly Thongvivong – no deficiencies were noted; Kim Hall – no deficiencies were noted.

Motion by Holmen, second by White, unanimous vote to set Craig Myers' 2013 salary at \$92,360.

Motion by White, second by Holmen, unanimous vote to set Gale Bondhus' 2013 salary at \$71,720.

Motion by Schmidt, second by Stevens, unanimous vote to set Todd Dibble's 2013 salary at \$50,122.57. Todd has now reached the top of the pay scale for his position.

Motion by White, second by Stevens, unanimous vote to set Kelly Thongvivong's 2013 salary at \$57,135.

Motion by Holmen, second by Stevens, unanimous vote to set Kim Hall's 2013 salary at \$42,165.

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At this time, the board took action to set the 2013 salary for each elected official as well as any other employee requests that were being considered.

Motion by Holmen, second by Schmidt, unanimous vote to set Jason Purrington's 2013 salary at \$74,600.

Motion by White, second by Schmidt, unanimous vote to set Kathy Kretsch's 2013 salary at \$53,300.

Motion by Holmen, second by Schmidt, unanimous vote to set Nick Anderson's 2013 salary at \$77,900.

Motion by White, second by Schmidt, unanimous vote to set Jan Johnson's 2013 salary at \$91,500.

Motion by Holmen, second by Stevens, unanimous vote to set Lori Buchheim's (Assistant County Attorney) 2013 salary at \$60,765.

Motion by Holmen, second by White, unanimous vote to give all other non-union employees a $\frac{3}{4}$ step (2.25%) increase for 2013 with the exception of all employees at the top of the pay matrix who will receive a one-time payment of \$525. Several employees will also receive a \$.08, \$.16 or \$.24 increase in addition to the $\frac{3}{4}$ step increase per the additional pool of money that was agreed to by the board.

There being no further business, the meeting was adjourned.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant