

November 13, 2012
 Cottonwood County Board of Commissioners
 Regular Meeting
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 13, 2012 at 9:00 a.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; Gale Bondhus, Gerry Engstrom, Alan Coners, Andy Olson and Jerry Hayes.

Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Schmidt, second by White, unanimous vote to approve the minutes of the November 6, 2012 meeting as amended.

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County Assessor Gale Bondhus met with the board to present quotes for the purchase of a new county vehicle as follows: Town's Edge Auto (2004 Buick Rendezvous) - \$8,000; Town's Edge Auto (2007 Chevrolet HHR) - \$8,000; Town's Edge Auto (2003 Chevrolet Impala) - \$8,000; Higley Ford (2006 Ford Taurus) - \$8,000. Bondhus recommended the purchase of two vehicles (2004 Buick Rendezvous from Town's Edge Auto and the 2006 Ford Taurus from Higley Ford) so that other employees within the county can utilize the vehicles as well. Motion by White, second by Oeltjenbruns, unanimous vote (Commissioner Schmidt abstained from the vote) to support Bondhus' recommendation to purchase both vehicles at a total cost of \$16,000, which includes sales tax and transfer. The purchase of these vehicles will be paid for out of the Assessor's Department.

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Motion by Oeltjenbruns, second by Schmidt, unanimous vote to approve November warrants as follows:

County Revenue Fund	\$ 87,697.16
Road & Bridge Fund	\$ 133.60
Long Term Capital Outlay	\$ 56,063.75
County Building Fund	\$ 1,838.00
Ditch Fund	\$ 10,921.08
Taxes & Penalties Fund	\$ 90.84
Road & Bridge	\$ 69,482.77
Landfill Enterprise	<u>\$ 36,433.52</u>
	\$262,660.72

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The copy of the Plum Creek Library System Outreach Services Contract was reviewed and discussed by the board. Commissioner Schmidt will do some further research on this matter before further action is taken.

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Interim County Engineer Gerry Engstrom met with the board to discuss a few items. Engstrom presented two quotes for the purchase of measuring device for the landfill as follows: Heron Instruments, Inc. - \$629.00 and Environmental Equipment & Supply - \$406.00. Motion by Oeltjenbruns, second by Schmidt, unanimous vote to accept the low quote in the amount of \$406.00 from Environmental Equipment & Supply.

Engstrom presented the October Variance Expense Report to the board and made a suggestion for additional information to be added to the report that might be helpful to the board in the future.

Engstrom and Highway Superintendent Jerry Hayes requested that the board consider hiring an additional Heavy Equipment Operator for the Westbrook shop, as they have been shorthanded in that particular shop for quite a few years and it would be a benefit to the county to hire an additional employee. Further discussion was held regarding the possibility of advertising for temporary seasonal snow plow drivers or contacting past employees that are now retired to see if they would be interested in seasonal employment. After further discussion, there was a motion by Schmidt, second by Kuecker, unanimous vote to post internally and advertise simultaneously for a Heavy Equipment Operator for the Westbrook shop and to also allow Engstrom to advertise for seasonal employees if necessary.

Engstrom reported that he would be doing some further research with Alpha Wireless in regards to a radio maintenance agreement that would be effective January 1, 2013 to December 31, 2013.

Engstrom gave an update regarding two overlay projects that are scheduled to be completed in the future as well as the possibility of borrowing ahead from 2014 to complete the projects. Engstrom will put together a plan for the board's future consideration.

Engstrom gave an update regarding the gravel mining and reported that it should be completed sometime this week. Engstrom reported that small stockpiling of gravel would be done at each of the county highway shops.

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Andy Olson asked that he be allowed to say a few things in regards to the status of the County Highway Department.

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Discussion was held regarding a notice that was received from Greg Walsh, Watonwan County IT Director, of the intent to terminate the Email Services Agreement effective December 31, 2012. After much discussion regarding some of the options the county may have, the consensus of the board was to invite Greg Walsh and a Watonwan County Commissioner to be present at a future board meeting to discuss this matter further.

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Motion by Kuecker, second by Schmidt, unanimous vote to set holiday hours for county offices as follows: County offices will close at 12:00 p.m. on December 24, 2012 (Christmas Eve) and 3:00 p.m. on December 31, 2012 (New Years Eve).

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Motion by White, second by Oeltjenbruns, unanimous vote to allow Cherie Winters (Clerk Typist II) to be promoted to a full-time (32-40 hours/week) employee effective January 1, 2013.

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Update was given regarding a transit meeting that Kelly Thongvivong and Commissioner White had with Cathleen Amick and Bonnie Nielsen, Western Community Action, and Jan Klassen, MnDOT. Western Community Action would like for the board to consider allowing them to purchase fuel through the Cottonwood County Highway Department after they take over the transit system on January 1, 2013 since the Transit System currently purchases fuel through the Highway Department and the county will continue to have a financial obligation to Western Community Action to provide the local share if the passenger fares do not meet or exceed the 15% grant requirement. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to allow for the buses owned by Western Community Action and housed in Cottonwood County to purchase fuel through the Cottonwood County Highway Department and to be billed by the county. This arrangement will be reviewed annually.

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Motion by White, second by Oeltjenbruns, unanimous vote to authorize payment of bill in the amount of \$647.50 to Springsted, Inc. for the review of three positions as follows: Engineering Technician/Signman, Parks Director and Parks Worker.

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The Big Bend Snowriders Club extended an invitation to the commissioners to attend their Appreciation Meal, which will be held on Saturday, November 17th at the Horse Barn & Hunt Club.

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Motion by White, second by Schmidt, unanimous vote to allow Commissioner Kuecker to attend Minnesota Environmental Congress Citizen Forum on December 10th in Worthington.

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Due to a conflict with two commissioners, there was a motion by White, second by Schmidt, unanimous vote to reschedule the Truth in Taxation Meeting from December 11th to December 18th at 6:00 p.m. State Senator Bill Weber and Representative Rod Hamilton will be invited to attend the December 18th meeting as well.

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Commissioner Schmidt gave a brief update regarding a county tile matter in Amo Township Section 35.

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Discussion was held regarding recent correspondence that Kelly Thongvivong, HR, received from a county employee. The board suggested that a meeting be held between this individual, Thongvivong, the board liaison to this department and this individual's Department Head to discuss the concerns further.

There being no further business, the meeting adjourned at 11:34 a.m.

Jan Johnson, Auditor/Treasurer

Norm Holmen, Board Chairman

Kelly Thongvivong, Executive Assistant