

September 10, 2013  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 10, 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 Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Jason Purrington, Gordy Olson, Kim Hall, Kathy Kretsch, Rahn Larson, Cody Toothacher, Brian Hopwood, Gale Bondhus and JinYeene Neumann.

Motion by Schmidt, second by Holmen, unanimous vote to approve additions to the agenda. Motion by Holmen, second by White, unanimous vote to approve the minutes of the September 3, 2013 meeting.

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Sheriff Jason Purrington met with the board to discuss possible consideration/recommendations of salary increases/adjustments for the employees in the Sheriff's Department. Purrington presented supporting documentation regarding the Sheriff/Emergency Management Administrative Assistant salary range. He requested that the starting wage for this position be moved to \$16.60/hour, which is the same starting wage for the Deputy Auditor/Treasurer position with the same amount of points on the Hay System and higher grade on Wayne Brede's pay study. Motion by Holmen, second by White, unanimous vote to change the Sheriff/EM Administrative Assistant pay scale to reflect a start of \$16.60/hour and to move Kristen Porath to the new Step 7 (\$20.4159) effective September 10, 2013.

Purrington presented supporting documentation regarding the jailer/dispatcher position as well as his recommendations for changes to the current salaries for each individual. Purrington added that he would like to see the jailer/dispatcher position changed to a 5-year system so that all jailer/dispatchers are at the top of the pay scale after 5 years.

Purrington presented supporting documentation regarding the Jail Administrator, Chief Deputy Sheriff and Sheriff wages as compared to other counties.

Purrington presented supporting documentation regarding overtime for the Sheriff deputies for 2012 and explained the nine different categories that overtime/comp time is broken down into. The end result shows that each of the eight deputies receives less than 8 hours/month of overtime/comp time.

Brief discussion was held regarding a meeting that Purrington, Nick Anderson, Norm Holmen and Glenn Johnson had with an individual from BCA regarding encrypted data and firewalls for the Sheriff's Department and County Attorney's Office.

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Interim Planning & Zoning Administrator Gordy Olson met with the board to present a conditional use permit application by PAP Schwartz Farms Inc. to expand

an existing livestock facility beyond 1000 animal units in the SE 1/4 of section 27 of Delton Township. Motion by Holmen, second by Schmidt, unanimous vote to adopt the conditional use permit with conditions as mentioned and upon a recommendation of the Planning Commission.

Motion by Holmen, second by Schmidt, unanimous vote to allow Olson to attend MACPZA 2013 Annual Conference October 2-4th in Brainerd.

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Emergency Management Director Kim Hall met with the board to discuss a few items. Hall gave a brief update regarding the Minnesota Recovers Grant.

Motion by White, second by Schmidt, unanimous vote to adopt National Incident Management System (NIMS) Policy for Cottonwood County as presented.

Motion by Holmen, second by White, unanimous vote to allow use of the county credit card for the hotel reservation for Kim Hall to attend the AMEM Conference at Breezy Point next week.

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Motion by Holmen, second by White, unanimous vote to send Human Resources Technician position in for pointing.

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Draft versions of the Merit Pay Policy and the Merit Pay Nomination Form were handed out for the board's review. The draft copies will be handed out at the Department Head meeting tomorrow as well so that feedback/input can be received.

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County Recorder Kathy Kretsch met with the board to present a state quote for the purchase of four workstations to include computer, monitor, label writer and wireless mouse for the Auditor/Treasurer's Office. State quote was as follows: Shi - \$4,252. Motion by White, second by Schmidt, unanimous vote to follow Kretsch's recommendation for this purchase at a cost of \$4,252 + tax, shipping and the cost of four wireless keyboards if desired. This purchase will be paid for with funds from the Technology Fund.

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Motion by White, second by Schmidt, unanimous vote to approve September warrants as follows:

County Revenue Fund	\$125,193.36
County Building Fund	\$ 2,026.35
Ditch Fund	\$ 4,569.80
Taxes & Penalties Fund	\$ 3,180.53
Road & Bridge	\$ 83,431.65
Landfill Enterprise	<u>\$ 20,976.74</u>
	\$239,378.43

Motion by White, second by Holmen, unanimous vote to set preliminary levy for 2014 at \$8,191,154, which is an increase of 3.039% from the 2013 preliminary levy and as per state levy limit requirements.

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County Engineer JinYeene Neumann reported that she will try to get the annual county highway road tour scheduled for October 29th.

Brief discussion was held regarding flashing signs that MnDOT will be installing on CSAH 1 as part of a safety grant.

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Motion by Schmidt, second by White, unanimous vote to approve allowing Select Account to continue to administer the medical and dependent care flexible spending accounts for Cottonwood County for 2014.

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Motion by White, second by Holmen, unanimous vote to approve Group Vision Care Plan Renewal Agreement with Avesis effective January 1, 2014 through December 31, 2015.

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Update was given regarding a building in Luverne that was recently purchased by Southwestern Mental Health Center for approximately \$165,000. It was also noted that Rock County plans on contributing additional funding towards this project.

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Much discussion was held regarding the two pay studies (Hay System and Wayne Brede) that Cottonwood County is currently utilizing in some aspects and how the county would like to proceed with setting salaries in the future for county employees. A suggestion was made to try to develop a matrix of our own by using peer county salaries and doing away with the Hay System and Wayne Brede pay study. No further action was taken.

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There being no further business, the meeting was adjourned at 12:11 p.m.

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Jan Johnson, Auditor/Treasurer

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John Oeltjenbruns, Board Chairman

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Kelly Thongvong, Executive Assistant