

August 12, 2008  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 12, 2008 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, Gary Sorenson, Tom White, Ron Kuecker, Norm Holmen; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey; Kathy Kretsch, Jason Purrington, Mark Marcy, Ron Gregg, Jenny Quade, Kay Clark, Sally Larson, Leland Thiesen, Marlene Smith and Mary Jensen. Motion by Sorenson, second by White, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Kuecker, unanimous vote to approve the minutes of the August 5, 2008 meeting.

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County Recorder Kathy Kretsch met with the board to discuss several items. Kretsch presented the 2009 proposed budget for the Recorder's Office and reported that her office is currently in compliance with recording requirements and 100% of all documents are recorded and returned within 11 business days.

Kretsch gave an update regarding the marriage index process and reported that her staff is currently entering documents from 1871 to 1925.

Update was given regarding a Property Fraud Alert Program that her office will soon be implementing. There will be no charge for this service but the County will have to pay a fee of \$35/month to offer the service.

Kretsch reported that all documents in her office are currently on microfilm and due to signs of deterioration with the images she would like to convert them to digitized images. She presented three estimates for the board to review before the next meeting, as she will be asking for their approval to allow her to convert all the microfilm documents to a digitized system.

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County Attorney Doug Storey presented 2009 proposed budget for the County Attorney's Office. Motion by White, second by Holmen, unanimous vote to set the County Attorney's Contingency Fund for 2009 at \$10,500. The contingency fund is used to pay for court-ordered costs.

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Auditor/Treasurer Jan Johnson presented 2009 proposed budgets for Court Administration, Law Library, Auditor/Treasurer, County 125 Plan, General Administration, Elections, Building & Grounds, North Hwy. 71 Building, Coroner, Community Health and County Library.

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Sheriff Jason Purrington presented 2009 proposed budget for the Sheriff's Department and the County Jail.

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Motion by Kuecker, second by Holmen, unanimous roll call vote to adopt resolution as follows:

**RESOLUTION 08-08-12A  
TO USE ALTERNATIVE METHODS FOR  
DISSEMINATION OF BIDS AND REQUESTS**

**WHEREAS**, Minnesota Statute M.S. § 331A.02, Subd. 3, allows a county to use its web- site or recognized industry trade journals to disseminate solicitations of bids, requests for information and requests for proposals;

**NOW, THEREFORE**, the Cottonwood County Board of Commissioners hereby resolves:

**BE IT RESOLVED**, that from this day forward the County of Cottonwood and all of its various departments or offices may use the Cottonwood County website or recognized industry trade journals as an alternative means of dissemination of solicitations of bids, requests for information and requests for proposals, provided, however, that if a decision is made to use recognized industry trade journals, the Cottonwood County website shall also be used.

**BE IT FURTHER RESOLVED**, that for the first six (6) months after this designation of an alternative means of dissemination, the county and all of its departments and offices shall continue to publish solicitations of bids, request for information and requests for proposals, in the official newspaper of the county in addition to the alternative method and that the publication in the official newspaper must indicate where to find the designated alternative method.

**BE IT FURTHER RESOLVED**, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under M.S. § 331A.

S/John Oeltjenbruns, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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Emergency Management Director Mark Marcy presented 2009 proposed budget for Emergency Management.

Motion by Sorenson, second by Holmen, unanimous vote to accept 2008 Emergency Management Preparedness Grant (EMPG) in the amount of \$13,577.

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Sheriff Jason Purrington updated the board in regards to a call he received regarding the dispatch of emergency vehicles to an accident in the Darfur area.

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Leland Thiesen, Sally Larson and Kay Clark met with the board representing the Cottonwood County Fair Board. They stated that they are concerned with the deterioration of some of the buildings at the fairgrounds and they would like the county board to consider appropriating additional funding each year so that they can begin designating funds for Capital Improvements such as building maintenance. The board asked that the Fair Board check with some of the other peer counties to see how they handle funding requests.

County Engineer Ron Gregg met with the board to discuss a few items. Gregg presented a quote off the state contract in the amount of \$1,476.96 + tax for the purchase of new computer and monitors for the Highway Department. New Star Sales was asked to supply a quote but they declined. Motion by Kuecker, second by Sorenson, unanimous vote to accept state quote in the amount of \$1,476.96 + tax for a DELL PC and monitors for the Highway Department.

Motion by Sorenson, second by Kuecker, unanimous roll call vote to adopt resolution as follows:

**Resolution 08-08-12  
For Agreement to State Transportation Fund (Bridge Bonds)  
Grant Terms and Conditions**

WHEREAS, Cottonwood County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. L6612, L6613, 2773; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$141,655.10 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Cottonwood County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required.

S/John Oeltjenbruns, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Gregg was asked to compile information regarding fuel and electricity usage that is needed for the Energy Task Force.

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Tom Hunstad met with the board representing Johnson Controls to discuss the heating and cooling unit at the North 71 County Office Building. Because the unit that is currently in the building is not working properly a quote in the amount of \$45,720 for the replacement of the air control system was presented. The new system is the same operating system that is currently at the Law Enforcement Center and can be computer operated on or off site. Motion by Holmen, second by White to accept quote in the amount of \$45,720 from Johnson Controls for a new heating and cooling air control system. Voting as follows: Aye – Holmen, White and Sorenson. Nay – Kuecker. Motion carried.

Commissioner White reported that he did some further checking on the two quotes that were received last week for doors for the North 71 County Office Building. The quotes were as follows: Quality Glass - \$12,739.69 and Fairmont Glass & Sign - \$11,800. Motion by White, second by Holmen, unanimous vote to

accept low quote in the amount of \$11,800 from Fairmont Glass & Sign for new doors at the North 71 County Office Building.

Discussion was held regarding postal options for the North 71 County Office Building. After much discussion, the board decided to erect a post office box and staff will be allowed to cross the highway to pick up their mail. Suite numbers will be assigned to each of the offices located in the building.

Discussion was held regarding where the RSVP Office will be located when the move is made to the North 71 County Office Building. Commissioner Sorenson will talk to Pat Stewart in regards to the possibility of leaving the RSVP Office in the current building.

Mary Jensen from RSVP talked to the board about the possibility of getting involved with the Second Harvest Heartland Food Outreach Partnership. The total cost would be \$475/semi of food, which would then be distributed in Cottonwood County.

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Motion by Sorenson, second by Holmen, unanimous vote to approve August warrants as follows:

County Revenue Fund	\$162,833.79
Road and Bridge Fund	\$ 30.06
Long-Term Capital Outlay	\$ 13,922.75
County Building Fund	\$ 5,831.05
Ditch Fund	\$ 6,298.82
Agency Fund	\$ 36.19
Taxes and Penalties Fund	\$ 847.00
Road & Bridge	\$176,647.35
Waste Abatement/SCORE	\$ 8,358.74
Landfill Enterprise	<u>\$ 15,051.84</u>
TOTAL	\$389,857.59

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Two quotes for demolition of tax-forfeiture properties was received as follows: Maas Construction Co. - \$9,455 and Therkelsen Construction - \$12,695. Motion by Kuecker, second by White, unanimous vote to accept low quote in the amount of \$9,455 from Maas Construction for the demolition, removal, hauling and backfill of structures located in Westbrook.

Brief discussion was held regarding a potential request from the City of Westbrook to offer tax-forfeiture properties to adjacent landowners by sealed bid before tax-forfeiture sale. No formal request has been received at this time.

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Motion by Kuecker, second by Sorenson, unanimous vote to give the Historical Society an additional \$1,000 to use towards their roofing project.

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Motion by Sorenson, second by Holmen to sign contract with Plum Creek Library System. After further discussion, there was a motion by Kuecker, second

by White to amend prior motion made by Sorenson and seconded by Holmen. Voting on amendment was as follows: Aye – Kuecker, White and Holmen. Nay – Sorenson. Motion by Kuecker, second by White, unanimous vote to recommend that the Plum Creek Library System combine Ann Township and Storden bookmobile stops and to have one stop in Storden due to a 55% decrease in usage and doubling of cost of circulation.

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Commissioner Holmen asked for some input regarding the Brown-Nicollet Clean Water Partnership. The group is considering the option of having counties appropriate funds on an annual basis so that the Director position doesn't have to be funded by grant dollars alone.

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Motion by Kuecker, second by White, unanimous vote to allow commissioners to submit per diem for attendance at the Agro-Ecology Summit meeting at Willow Lake Farm on August 15<sup>th</sup>.

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Brief discussion was held regarding North 71 County Office Building as a call was received from the electricians that are working on the building. Commissioner White will coordinate with the electricians as well as Dan Fossing regarding the work yet to be done.

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Chairman Oeltjenbruns reported on some informational items. Information was received from Southwest Travel and a thank you note was received from the Prairie Ecology Bus for past and continued support of the program.

Tax Increment Financing (TIF) District Reports were received from the City of Windom.

Oeltjenbruns reported that he has a copy of the information that the County Assessor forwarded to the Department of Revenue regarding the property owned by Clifford & Alice Coons.

Brief discussion was held regarding the current lease of the Southwest/West Central Coop, as the lease agreement will soon expire.

It was noted that a preliminary negotiation meeting would be held on Thursday with three of the five unions.

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Motion by Sorenson, second by Kuecker, unanimous vote to close the meeting at 3:40 p.m. to discuss strategy for labor negotiations. The following individuals were present: John Oeltjenbruns, Gary Sorenson, Tom White, Ron Kuecker, Norm Holmen, Kelly Thongvivong and Jan Johnson. Motion by Kuecker, second by Holmen, unanimous vote to open the meeting at 4:15pm.

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There being no further business, the meeting was adjourned at 4:16 p.m.

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Jan Johnson, Auditor/Treasurer

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John Oeltjenbruns, Board Chairman

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Kelly Thongvivong, Bd. Adm. Assistant