

May 14, 2013  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 14, 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 Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Crystal Reith, Jenny Quade, Jason Purrington, Dennis Johnson, JinYeene Neumann, Brad Odegaard, Laura Sandmeyer, Kim Hall, Gordy Olson, Mike Haugen, Rahn Larson, Aaron Backman, Kyle Pillatzki, Rory Lindvall, Tom Ferguson, Ed Eigenberg, Jayesun Sherman and Scott Rocker.

Motion by Schmidt, second by White, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the May 7, 2013 meeting.

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Crystal Reith, 4-H Program Coordinator, met with the board to give an update regarding recent and upcoming 4-H activities.

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Jenny Quade, Probation Officer, met with the board to present quotes for painting of the new Probation Office, which will be located in the lower level of the Law Enforcement Center as follows: Dave Borsgard - \$2,400 and Lorri Cole - \$1,700.38. Motion by Holmen, second by White, unanimous vote to accept the low quote from Lorri Cole for an amount not to exceed \$1,700.38 for labor and materials.

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Motion by White, second by Schmidt, unanimous vote to adopt Mission Statement for Cottonwood County to read as follows: "Cottonwood County's Mission is the delivery of effective, courteous, and responsive services. Citizens and employees are treated with fairness, dignity, and respect. Civic and employee pride are accomplished through constant pursuit of excellence with a workforce that values the diversity of Cottonwood County."

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Sheriff Jason Purrington met with the board to present a retirement resignation received from James "Herm" Meier effective June 30, 2013. Motion by White, second by Schmidt, unanimous vote to accept the retirement resignation effective June 30, 2013 with appropriate payout of benefits and to allow Purrington to advertise internally and externally if necessary.

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Emergency Management Director Kim Hall gave a quick update regarding the applicants that have applied for FEMA funding in Cottonwood County as a result of the April snow/ice storm.

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Motion by Holmen, second by White, unanimous vote to approve revisions to the definition of a full-time employee and a part-time employee in Policy Number 003

“Hours of Work”, which states that a normal workweek for full-time employees shall be forty hours of work and to allow the employees currently receiving insurance benefits working at least 30 hours/week to remain at their current status.

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Chairman Oeltjenbruns reported that he would be replacing Commissioner White on the SRDC Board for the remainder of the year due to scheduling conflicts.

Oeltjenbruns gave an update regarding the Minnesota River Board and their desire to reduce staff and to become a taxing authority. The board is opposed to the direction that the Minnesota River Board is taking at this time.

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Dennis Johnson, Wenck Associates and Mike Haugen, City of Windom, met with the board to discuss the septic system at the N. 71 Office Building and whether or not the county would like to install a new septic system or try to hook up with City of Windom sewer. Commissioner White reported that he has been in contact with Tony Nichols and Nichols has agreed to honor the quote that he submitted last year for the replacement of a new septic system. After much discussion, the board agreed to honor the quote in the amount of \$16,350 that was originally received from Tony Nichols on May 22, 2012 as well as an increase of \$200 to the original quote to cover any additional cost for the tank for a total of \$16,550.

Further discussion was held regarding the lighting on County Road 15 and N. Hwy 71 by the new Industrial Park. It was reported that MnDOT will donate two light poles that will be 40 feet high to the county at that intersection. The county will pay for the base of the poles as well as any upgrade to the lighting if they choose to upgrade to LED lighting. The approximate cost will be \$2,600 for both poles.

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Assistant County Engineer Rory Lindvall met with the board to ask that Jeff Yonker (Highway Technician/Signman) be moved to permanent full-time status as he has successfully completed the 6-month probationary period. Lindvall requested that he be moved from Step 5 to Step 8 of the 2013 matrix. The board asked that this be discussed more at the next board meeting so they have time to give the request further thought since a 3-step increase is not common practice just after finishing the probationary period.

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County Engineer JinYeene Neumann met with the board to discuss a few items. Neumann reported that 95% of the state aid funding for micro surfacing has been received so there is currently a balance of \$635,000 in the highway account.

Neumann reported that two quotes were received for the removal of trees in the county due to the snow/ice storm in April as follows: Kolander Tree Service - \$140/cubic yard and Ryan Tree Service - \$115/cubic yard. Motion by Holmen, second by White, unanimous vote to accept the low quote in the amount of \$115/cubic yard from Ryan Tree Service. The cost that the county incurs will be submitted to FEMA for partial reimbursement. The most that the county would be responsible for would be 10% of the cost.

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Landfill Supervisor Kyle Pillatzki met with the board to clarify information that he presented last week regarding the cost for internet connection at the landfill as

the cost was greater than what was expected. Motion by White, second by Schmidt, unanimous vote to allow Pillatzki to purchase internet connection at the landfill for an amount not to exceed \$1,000. Pillatzki was asked to confer with Glenn Johnson, IT, as well regarding this matter.

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Brad Odegaard and Laura Sandmeyer, Sentence to Serve, met with the board to give an update and to present the 2013-2015 contract. Discussion was held regarding the work that is currently being done by STS. The commissioners expressed to Odegaard and Sandmeyer the board's desire to start making the Cottonwood County landfill more of a priority and possibly having this as the first stop of each day or at least several days throughout the week. Further discussion was also held regarding the possibility of designating someone in Cottonwood County to be a contact person for Sandmeyer to go to so that she can be informed about which projects need to be worked on.

Motion by Holmen, second by Schmidt, unanimous vote to approve Sentence to Serve 2-year contract in the amount of \$116,311.50, which is a 1% increase from the current contract. This contract will begin July 1, 2013 and end June 30, 2015.

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

County Revenue Fund	\$122,122.42
Long Term Capital Outlay	\$ 204.72
County Building Fund	3,645.00
Ditch Fund	\$ 933.08
Agency Fund	\$ 909.06
Taxes & Penalties Fund	\$ 5,805.00
Road & Bridge	\$118,052.86
Waste Abatement/SCORE	\$ 2,686.38
Landfill Enterprise	<u>\$ 31,490.38</u>
	\$285,848.90

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Brief discussion was held regarding three county employees that currently do not have a direct county supervisor. It was discussed as to whether someone with more involvement should be appointed to relay information to these individuals when they need to know something that is going on within the county. There seems to be some concerns with information not being communicated at times. No further action was taken at this time.

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There being no further business, the meeting was adjourned at 11:32 a.m.

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Jan Johnson, Auditor/Treasurer

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John Oeltjenbruns, Board Chairman

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Kelly Thongvivong, Executive Assistant