

October 1, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 1, 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; Kim Hall, JinYeene Neumann, Brian Fischer, Rahn Larson, Gale Bondhus, Kathy Kretsch, Glenn Johnson and Kyle Pillatzki.

Motion by Schmidt, second by White, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the September 24, 2013 meeting.

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Chairman Oeltjenbruns gave an update regarding the Minnesota River Board meeting he recently attended. He mentioned that the River Board is struggling with their funding levels. As a result, there is a possibility that MRB may want to become a taxing authority in the future so that they can tax counties in the watershed district. It was suggested that year-end statements be obtained from MRB to see what this organization has actually accomplished.

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Emergency Management Director Kim Hall met with the board to present the Emergency Operations Plan Update and to ask for their approval. Motion by Holmen, second by Schmidt, unanimous vote to approve the Emergency Operation Plan as presented.

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

**Resolution 13-10-01
Approving Emergency Operations Plan
for Cottonwood County**

WHEREAS, the Cottonwood County Board via the Cottonwood County Emergency Management Director has responsibility for the Emergency Operations Plan for Cottonwood County;

WHEREAS, the Minnesota Department of Public Safety and Homeland Security sets Local Emergency Management Program Standards for Minnesota Counties;

BE IT RESOLVED, that the Cottonwood County Emergency Management Director be instructed to provide advisory and other services to the cities and townships of Cottonwood County;

BE IT FURTHER RESOLVED, by the Cottonwood County Board of Commissioners that the Cottonwood County Emergency Operations Plan for 2013 be hereby adopted.

Dated: October 1, 2013

S/John Oeltjenbruns, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Brief discussion was held regarding the starting salary for the Landfill Supervisor position. Kelly Thongvivong, HR, recommended that the starting salary be set at \$18.00/hour based on other actions that have taken place in the last couple of months by the board based on points and starting wages. Motion by Holmen, second by Schmidt, unanimous vote to set the starting salary for the Landfill Supervisor position at \$17.95/hour.

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County Engineer JinYeene Neumann met with the board to discuss a few items. Neumann asked the board for their thoughts regarding whether or not the county should purchase more county maps. The last time updated county maps were printed was in 2003. The board agreed that they would rather check into the cost of updating the base file from 2003 to make all the necessary updates and then to have the map available on the county website. Neumann will check into the costs involved with such an update.

Neumann reminded the board that the County Highway Road Tour would be held on October 29th if anyone has suggestions for places or projects to visit.

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Much discussion was held regarding the possible formation of a Compensation Committee for Cottonwood County. Chairman Oeltjenbruns gave his thoughts as to who might be involved on the committee. He suggested Commissioner Schmidt, Kelly Thongvivong, JinYeene Neumann, Kim Hall and himself to serve on the committee. Kelly Thongvivong, HR, presented a listing of questions to the board that she has come up with as a result of looking through Martin County's policy that they currently have in place. There are many things to consider before moving forward. The board suggested that this be discussed further at the Department Head meeting next week to get further input as to how to best proceed.

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Discussion was held regarding possible rental space for documents that are currently housed at the Law Enforcement Center. Glenn Johnson, Director of Information Systems, reported that he did some further research regarding the possibility of housing the documents at the Highway Department in the upper level and it will not be an option at this time due to the weight of the documents. It was noted that there could be a possibility of using the basement of the County Attorney's Office to store the documents for one year rent free.

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Brian Fischer, Houston Engineering, met with the board to present further information regarding a Comprehensive Web-based Drainage Management Portal that could be used to manage public drainage systems. It was noted that this system could be integrated into Pictometry. The cost of such a system could be assessed to the ditch system. It was suggested that the county hear a similar presentation from Schneider Corporation since they are already involved in our GIS process.

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Motion by White, second by Schmidt, unanimous vote to approve the Planning & Zoning Administrator/County Parks Director/Septic Program Administrator job description as recommended by Gordy Olson and to send to Ann Antonsen, Springsted, and Wayne Brede for pointing and salary range.

There being no further business, the meeting was adjourned at 12:15 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant