

February 12, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 12, 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, Tom White, Norm Holmen; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Mary Fischer, Gale Bondhus and Holli Arp. Absent was Commissioner Kevin Stevens.

Motion by Holmen, second by White, unanimous vote to approve additions to the agenda. Motion by White, second by Schmidt, unanimous vote to approve the minutes of the February 5, 2013 meeting as amended.

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Mary Fischer, Executive Director of Southern Prairie Community Care, met with the board to give a presentation regarding the first rural accountable care organization that 12 counties in Southwestern Minnesota have developed with their main focus being on coordination of care.

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County Assessor Gale Bondhus met with the board to set the Board of Equalization date for 2013. Motion by Schmidt, second by White, unanimous vote to set the Board of Equalization date for June 19th at 6:00 p.m. with the first appointment at 6:30 p.m. Anyone wishing to appear at the Board of Equalization will be required to have a scheduled appointment before the meeting begins.

Bondhus requested permission to advertise for a licensed appraiser for the Assessor's Office. The board asked that Bondhus work with Commissioner Stevens and Kelly Thongvivong, HR, to come up with a recommendation for a salary range for this position and to discuss it again at the next board meeting.

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Kelly Thongvivong, HR, asked that discussion be held regarding the possible reclassification of Cherie Winters' current position as Clerk Typist II to Office Manager/Accountant due to the fact that she is doing more of the work of the Office Manager/Accountant position at this time. This will be discussed further at the next board meeting.

Thongvivong reported that two of the three county transit buses will be transferred to Western Community Action and one bus will be disposed of at a later time. Motion by White, second by Holmen, unanimous vote to allow Chairman Oeltjenbruns to sign the two vehicle titles that will be transferred and to allow the third bus to be sold on the Govdeals.com website, which the county has used before.

Discussion was held regarding the part-time parks position and whether the board would consider allowing this to change from a 29-hour/week position to more of a temporary full-time position (30-40 hours/week) since it is also a supervisory

type position. Discussion was also held regarding the current parks budget for part-time workers. Motion by White, second by Schmidt, unanimous vote to increase the

parks budget from \$14,000 to \$18,000 and to allow for the advertisement of three positions. One position being a temporary full-time 30-40 hour/week supervisory position with a salary up to \$11.00/hour and the other two positions being seasonal 30-40 hour/week positions at the salary pre-determined for the years of experience. These positions will be employed from approximately May – September.

Motion by Holmen, second by White, unanimous vote to allow four employees at the Highway Department to attend simulator training in Mankato on February 13th at a cost of \$75/person.

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Holli Arp, University of Minnesota Extension, met with the board to ask permission to advertise for summer intern at the Extension Office. This position would begin approximately May 28th and end approximately August 23rd. Motion by Holmen, second by Schmidt, unanimous vote to allow advertising for this position.

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Motion by Holmen, second by Schmidt, unanimous vote to approve February warrants as follows:

County Revenue Fund	\$ 73,552.39
Long Term Capital Outlay	\$ 2,091.69
County Building Fund	\$ 439.13
Ditch Fund	\$ 8,622.41
Road & Bridge	\$ 51,268.34
Landfill Enterprise	<u>\$ 36,145.44</u>
	\$172,119.40

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Discussion was held regarding a job description for an IT position for Cottonwood County. Three job descriptions were sent out for the board’s review and ultimately they decided to go with Greg Walsh’s existing job description for Watonwan County. Motion by White, second by Holmen, unanimous vote to send the job description to Wayne Brede for his review and recommendation for a pay range and then also to Ann Antonsen, Springsted, Inc.

Brief discussion was held regarding existing phone services. Dan Olsen, Windomnet, will be contacted to see if he would be available to attend the next board meeting to discuss the county’s phone needs further.

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Motion by White, second by Schmidt, unanimous vote to approve liquor license (on sale and 3.2) on behalf of the Mt. Lake Golf Development, Inc. as all requirements have been met and to allow Chairman Oeltjenbruns to sign.

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Discussion was held regarding further lighting updates to county offices that have not already been completed. The estimate received from Ron’s Electric was in

the amount of \$28,262 as follows: Auditor/Treasurer's Office - \$2,592, Probation & hallway - \$1,332, Courtroom - \$2,886, Court Administration - \$2,592, Law Enforcement Center - \$18,860. Motion by White, second by Holmen, unanimous vote to accept quote up to \$30,000 from Ron's Electric for update of lighting in remaining county offices.

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Discussion and possible items for work session on February 25th with JinYeene Neumann, new county engineer, was discussed. Further information will be sent to JinYeene and she will be asked to provide sample copies of monthly reports that she uses in her present position in Iowa.

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Motion by White, second by Schmidt, unanimous vote to approve per diems submitted by Commissioner Holmen that were 60 days past due. It was noted that claims over 60 days past due are taxable according to IRS rules.

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Motion by Holmen, second by Schmidt, unanimous vote to allow each municipality within Cottonwood County to offer a one-time city-wide clean up event in 2013 and Cottonwood County will agree to waive 50% of the tipping fee.

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There being no further business, the meeting was adjourned at 12:08 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant