

July 28, 2009
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 28, 2009 at 1:00 p.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Gary Sorenson. Present for all or portions of the meeting were: Commissioners Gary Sorenson, Tom White, Ron Kuecker, Norm Holmen, John Oeltjenbruns; Administrative Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Doug Storey, Mark Marcy, Ron Gregg and Mike Hanson. Motion by Kuecker, second by White, unanimous vote to approve additions to the agenda. Motion by Oeltjenbruns, second by Holmen, unanimous vote to approve the minutes of the July 14, 2009 meeting.

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Emergency Management Director Mark Marcy presented a mid-year budget report for Emergency Management.

Motion by Holmen, second by Oeltjenbruns, unanimous vote to accept Emergency Management amended budget for 2009 as follows and to adjust Misc. State Grant line item 01-281-5320 from \$13,577 to \$33,577:

Salary - \$51,757.14	NCPERS Life Insurance - \$192.00
PERA - \$3,493.61	MN Life Insurance - \$100.80
Medicare - \$750.48	VEBA Premium - \$4,980.00
FICA - \$3,208.95	VEBA Funding - \$1,284.00
Comp Abs - \$1,035.15	Cell Phone - \$240.00

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County Engineer Ron Gregg met with the board to discuss several items. Gregg presented property lease agreement #95141 between Cottonwood County and MnDOT for the placement of the Jeffers Tower on County property. The location is east of County State Aid Highway #4 adjacent to the salt shed. Gregg also presented property lease agreement #11725 between Cottonwood County and MnDOT for the placement of the Mt. Lake Tower on County Property. The location is east of the Mt. Lake truck shed. Motion by White, second by Holmen, unanimous vote to approve lease agreement #95141 and #11725.

Gregg reported that the Cottonwood County Highway Department was approved for a \$10,000 matching OSHA grant and would like approval to proceed with the grant to purchase safety equipment for the Highway Department. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to accept \$10,000 matching OSHA grant to improve safety at the Highway Department.

Gregg reported on a personnel issue in the Highway Department. After much discussion, there was a motion by Oeltjenbruns, second by Holmen, unanimous vote to not grant Kevin Donahue permanent status as a Heavy Equipment Operator from his probationary status but to instead return him to his former position as a Solid Waste Worker effective July 29, 2009, subject to all necessary notifications.

Gregg presented the contract for signature for the two Safety Projects on CSAH 5 & 13 for bituminous shoulder widening that was previously approved.

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Commissioner Oeltjenbruns gave an update regarding a Solid Waste Commission meeting he recently attended. He reported that the Southwest Regional Solid Waste Commission will be applying for a grant for two GreenCorps positions: School Waste Prevention Specialist and Living Green Outreach Specialist. The Southwest Regional Solid Waste Commission has identified \$5,000 to be used toward approved travel expenses.

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Environmental Officer Mike Hanson met with the board to discuss a few different items. Hanson presented a mid-year budget report for the following departments: Food, Beverage & Lodging; County Parks; Environmental Planning & Zoning; Water Planning Project.

Hanson presented an update for the 3 County ISTS Pilot Program and reported that the balance of remaining funds needs to be returned by August 1, 2009. Motion by Holmen, second by White, unanimous vote to allow Auditor/Treasurer to issue check to MPCA for \$14,500 by August 1, 2009.

Hanson informed the board that a variance hearing would be held on July 29th at 3pm for Paul & Diane Harder in Mt. Lake.

A letter regarding a nuisance complaint was received from Millie and Susan Horkey. Hanson reported that MPCA recently inspected the site. Hanson will meet with Doug Storey to discuss this situation further.

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Administrative Assistant/Transit Coordinator Kelly Thongvivong presented mid-year budget reports for the Commissioners and the Transit System.

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Auditor/Treasurer Jan Johnson presented mid-year budget reports for the Auditor/Treasurer, General Administration and Elections.

Three quotes for demolition of tax-forfeiture properties were received as follows: Therkelsen Construction - \$10,055; Maas Construction - \$9,205; Mike's Mini Excavating - \$9,257.30. Motion by Holmen, second by Kuecker, unanimous vote to accept low quote in the amount of \$9,205 from Maas Construction for the demolition and cleanup of two structures in Westbrook.

Johnson presented information in regards to the unallotment amounts for 2009 totaling \$87,094.

A letter in regards to the Recovery Zone Bond Allocation to Cottonwood County was received.

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Commissioner Kuecker gave a brief update regarding GIS. It was reported that some subscriptions for advanced services of the Account Management Component to Cottonwood County's existing Beacon Site have been received but this component has not yet been added. Kuecker asked that a budget report for GIS be presented to the board in the near future.

Discussion was held regarding the development of a cell phone policy. Chairman Sorenson will work on developing a proposed policy to present at the next board meeting.

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Discussion was held regarding the county's current disciplinary policy. Commissioner Kuecker suggested adding some examples for causes of disciplinary action. Kuecker will work on developing a proposed list to add to the current policy.

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Discussion was held regarding the proposed lease agreement for SW/West Central Service Coop and Southwestern Mental Health Center. The board recommended that Doug Storey add language to the contract that would allow for annual review of rental rates. The final copy of the lease agreement will be presented at the next board meeting.

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Chairman Sorenson reported that he gave permission for the use of the county credit card for computer upgrades (Office 2007 Professional) to three computers in the Recorder's Office as well as memory upgrades to four computers (3 in the Recorder's Office and 1 in the Commissioner's Office). The total cost was estimated at \$888.44 plus tax & shipping. Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve the purchase on the county credit card.

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Brief discussion was held regarding information obtained at a State Auditors training that Chairman Sorenson recently attended in regards to the location of signature stamps for the County Board. The board agreed that the signature stamps currently kept in the Auditor/Treasurer's Office should be relocated to a secure place in the Commissioner's Room. The board suggested that Family Services be contacted to recommend that they relocate the signature stamps at Family Services as well.

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Commissioner Oeltjenbruns gave an update regarding an Energy Board meeting that he attended recently. He reported that Bob Fox and Jay Trusty were meeting today to get an extension for counties to be able to own their own wind towers. He also reported that the Rural Energy Board declined applying for the GreenCorp position.

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Commissioner Kuecker gave an update regarding the signage for the new Community Health Services offices that will be located at the 9th Street Office building.

Kuecker gave an update regarding the 2009 Farm & City Tour that he attended on July 15th and handed out information to the board.

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Commissioner White reported that Kate Roberts was hired as the new RSVP Coordinator.

Chairman Sorenson reported that he received a letter from the City of Comfrey in regards to their Wellhead Protection Plan. The City of Comfrey has completed the planning process and received notice from the Minnesota Department of Health that the submitted plan has been approved and the City must begin implementation of its plan within 60 days.

Sorenson reported that he received a letter from the State of Minnesota Department of Veterans Affairs. The letter was forwarded to Todd Dibble as well.

A letter was received from Southwest Crisis Center – Windom Office is regards to an appropriation request. Motion by Kuecker, second by White, unanimous vote to approve appropriation in the amount of \$500 to Southwest Crisis Center for 2009 and to budget the same amount for 2010.

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There being no further business, the meeting was adjourned at 3:33 p.m.

Jan Johnson, Auditor/Treasurer

Gary Sorenson, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant