

September 22, 2009
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 22, 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, Liz Maiers, Jason Purrington, Crystal Reith and Ron Gregg. Motion by Oeltjenbruns, second by White, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve the minutes of the September 8, 2009 meeting. Motion by White, second by Holmen, unanimous vote to approve the minutes of the September 11, 2009 special meeting as amended.

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Liz Maiers, Development Officer, met with the board representing the Southwest Initiative Foundation to give an update on some of the projects that have been happening.

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Discussion was held regarding a recent letter received from Millie Horkey. Commissioner Oeltjenbruns will talk with Mike Hanson about inspection of the site and getting in contact with Millie Horkey regarding the results of the inspection.

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Sheriff Jason Purrington met with the board in regards to the RFP and resolution for the ARMER System. Motion by Holmen, second by White, unanimous roll call vote to adopt resolution as follows:

**Resolution 09-09-22
Resolution Adopting Plan For
Public Safety Communication Within Cottonwood County**

WHEREAS, it is a basic responsibility of the County to provide for the health and welfare of its citizens; and

WHEREAS, the Federal Communications Commission (FCC) has issued regulations which require the replacement of wideband Land Mobile Radio (LMR) systems operating in the Very High Frequency (VHF) and Ultra High Frequency (UHF) spectrum by 2013; and

WHEREAS, public safety agencies throughout the country, including public safety agencies within Cottonwood County, have relied upon wideband LMR systems to provide vital public safety communications for law enforcement, fire, emergency medical services, public works, disaster response and other vital government services; and

WHEREAS, the County has worked with the Southwest Minnesota Regional Radio Board (SWRRB), of which it is a participating member, to complete a comprehensive assessment of public safety communication within the County; and

WHEREAS, the County has been presented with a public safety communication assessment (hereinafter "Assessment") conducted by Federal Engineering, Incorporated, which included an assessment of the alternatives that exist for the County to replace the public safety communication infrastructure within the County.

NOW, THEREFORE, BE IT RESOLVED the Cottonwood County Board of Commissioners hereby accepts the Assessment as an accurate assessment of public safety communication needs within the County and of the alternatives that reasonably exist to replace the public safety communication infrastructure within the County, and be it further;

RESOLVED, that the Cottonwood County Board of Commissioners adopt the Allied Radio Matrix for Emergency Response (ARMER) participation alternative specified in the Assessment as the most appropriate and best option for the County to replace the public safety communication infrastructure within the county, and be it further;

RESOLVED, that the Cottonwood County Sheriff (hereinafter "Sheriff") is instructed to develop a participation plan (hereinafter "Plan") and all necessary tasks for the migration of and participation of all county and local governments and public safety agencies located and operating within the County to the ARMER public safety communication system, and be it further;

RESOLVED, that the Plan developed by the Sheriff shall include and provide for a proposed budget for the integration of public safety agencies to the ARMER public safety communication system, for competitive bids documents and proposals for local enhancements or improvements required for county participation and proposed contracts for equipment and services necessary to complete the integration of public safety agencies to the ARMER public safety communication system, and be it further;

RESOLVED, the Assessment providing the basis of this action shall be submitted to the SWRRB with a recommendation that the Assessment be incorporated into the SWRRB regional public safety communication plan and that the Sheriff is authorized to submit the Assessment and the Plan to the SWRRB, to the Minnesota Departments of Transportation and Public Safety and to the Statewide Radio Board, as may be necessary to gain final approval for the County participation in the ARMER public safety communication system as provided for in the Plan.

S/Gary Sorenson, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Motion by Kuecker, second by Oeltjenbruns, unanimous vote to approve Request for Proposal (RFP) as submitted. This request for proposal is for the provision of professional services to develop Participation Plans, hereinafter the Plan, for the migration of public safety communications to the Allied Radio Matrix Emergency Response (ARMER) network.

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Chairman Sorenson reported that he received a quarterly update from Sentence to Serve.

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Motion by Oeltjenbruns, second by Holmen, unanimous vote to approve Policy Number 412 "Cell Phone Usage Policy" as the 30-day posting period has expired. The only comment that was received was from a supervisor questioning whether there would be a policy for excess use of a personal cell phone on county time. The board feels that this is a job performance issue and should be addressed by the employees' supervisor.

Motion by Kuecker, second by White, unanimous vote to approve revised Policy Number 313 "Disciplinary Action" as the 30-day posting period has expired. No comments were received.

Motion by Kuecker, second by Oeltjenbruns, unanimous vote to accept changes to job application as presented by Kelly Thongvong. These changes were presented at the last Labor-Management Committee meeting as well.

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Motion by Holmen, second by White, unanimous vote to allow Commissioners Sorenson and White to attend US Census Meeting on October 5th at 1:00pm in the Commissioner's Room and to receive per diem.

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Brief discussion was held regarding Regional Trail Corridor Plan Steering Committee. SRDC is requesting the name of two individuals that would be willing to serve on this committee. Commissioner Oeltjenbruns volunteered to serve on the committee. Chairman Sorenson will check with one other individual to see if they are interested in serving on this committee as well.

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4-H Program Coordinator Crystal Reith met with the board to give an update regarding some of the recent activities of the 4-H program.

Brief discussion was held regarding a Water Quality Award. The board asked that Reith check with the Environmental Office or Soil & Water Conservation District to see if they might be interested in sponsoring this award in the future. Commissioner Kuecker agreed to help Reith with this.

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Discussion was held regarding clothing (two sweatshirts) that was recently purchased by the Veterans Office as part of a grant that was received. Motion by Kuecker, second by Holmen to allow Veterans Service Officer to purchase two sweatshirts with funds received for an advertising grant. Voting as follows: Aye - Kuecker, Holmen, Sorenson. Nay - Oeltjenbruns, White. Motion carried.

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County Engineer Ron Gregg met with the board to discuss several items. Gregg reported that bids for the CSAH 9 Construction Project were received as follows: Central Specialties, Inc. - \$298,040.70; Mathiowetz Construction Co. - \$216,545.43 and R & G Construction Co. - \$193,369.42. Motion by White, second by Kuecker, unanimous vote to accept low bid in the amount of \$193,369.42 from R & G Construction Co for the CSAH 9 Project SAP 17-609-10.

Gregg gave an update on the Mt. Lake Bike Trail and reported on how much has been spent on engineering costs to date.

Gregg reported that 37 applications were received for the two full-time heavy equipment operator positions and will be reviewed in the near future.

Much discussion was held regarding a motion that was made at the September 1st board meeting regarding consultant work for the re-permitting of the County Landfill. Gregg requested that this motion be rescinded. The board felt that Gregg needed to pursue seeking quotes for the work to be completed.

Gregg requested final payment for the Windom 4th Avenue bridge replacement project. The original contract amount was \$146,545 and the final amount is \$150,534. Motion by Oeltjenbruns, second by Holmen, unanimous vote to allow for final payment in the amount of \$150,534.00.

Gregg requested approval to look for and purchase a pickup truck for the Solid Waste Department to be used for recycling. Motion by White, second by Oeltjenbruns, unanimous vote to allow Gregg to seek quotes for the purchase of a pickup to be presented at a future meeting.

Gregg reported that Chamber Coffee will be held on October 30th at the Windom Recycling Center.

Gregg reported that Jackson County has started talks with the DNR regarding gravel mining near the Talcot Lake Area and would like to have Cottonwood County involved with the discussions. Commissioners Kuecker and Sorenson have agreed to be involved with these discussions.

Brief discussion was held regarding training video entitled "Dealing with Difficult Citizens" that is available through MCIT that might be beneficial for some of the employees to view.

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Commissioner Holmen reported that he recently attended an RCRC meeting and he signed a 15-month extension to the Joint Powers Agreement instead of the 21-month extension that the board had previously approved. The reason for this is because Brown County would not agree to the 21-month extension but would agree to a 15-month extension.

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Auditor/Treasurer Jan Johnson reported that RSVP is requesting a payment of \$475 for Second Harvest Heartland food distribution in Cottonwood County. Motion by Oeltjenbruns, second by White, unanimous vote to pay \$475 to RSVP for Second Harvest Heartland food distribution. Commissioner White will talk to Kate Roberts and let her know that the county does not plan to continue to pay for the food distribution but would like to see other organizations contribute to the cause so that food distributions can continue in Cottonwood County.

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Brief discussion was held regarding snow removal. Because Scott Veenker has not increased the fees for this year, the county will continue with his services.

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Auditor/Treasurer Jan Johnson presented information regarding the Cottonwood County Minnesota Retiree Health Benefit Plan Actuarial Valuation Report for the board's review as part of a mandate by GASB 45.

Brief discussion was held regarding the county's current VEBA plan contributions and how it relates to retired individuals.

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Suggestion was made to see if Cottonwood-Jackson Community Health Services would be interested in hosting Chamber Coffee in the near future to show their new facility on 9th Street.

Reminder that flu shots will be offered to all county employees on
September 28th from 8am – 5pm at the Law Enforcement Center.

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Information was handed out in regards to the final costs at the Hwy. 71
County Office Building.

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There being no further business, the meeting adjourned at 4:05 p.m.

Jan Johnson, Auditor/Treasurer

Gary Sorenson, Board Chairman

Kelly Thongvivong, Bd. Adm. Assistant