

September 24, 2013  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 24, 2013 at 1:00 p.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; JinYeene Neumann, Kyle Pillatzki, Kathy Kretsch, Todd Dibble, Jason Purrington, Rory Lindvall, Dennis Johnson and Rahn Larson.

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 September 10, 2013 meeting.

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County Engineer JinYeene Neumann met with the board to discuss a few items. Neumann reported that bids for the Safe Route to School project were opened yesterday as follows: Erickson - \$303,982.51, Civil Ag - \$242,066.23, Ti-Zach - \$197,104.50. Because the bids were higher than the engineer's estimate, further direction is being sought by the District State Aid Engineer. Motion by Holmen, second by White, unanimous vote to award the low bid to Ti-Zach for the Safe Route to School project in the amount of \$197,104.50 contingent upon approval from the District State Aid Engineer. The county will not be responsible for any costs related to this project.

Neumann presented three quotes for the purchase of a new Polaris Ranger 900 as follows: Jackson Sports LLC - \$18,489, Motor Sports of Willmar - \$19,304.72 and Schuelke Powersports - \$17,815.99. Motion by Holmen, second by White, unanimous vote to accept the quote in the amount of \$18,489 from Jackson Sports LLC due to the procurement cost.

Neumann presented salary information for the Office Manager/Account position and asked that the board allow for an increase for Cheryl Knudson and Cherie Winters due to salary changes that have recently been allowed for other positions throughout the county. Neumann gave her recommendations and also suggested the possible formation of a Compensation Committee, which could be utilized to deal with some of the salary requests that have and will continue to be requested. The board suggested taking Neumann's requests under advisement and to take no action with any adjustments at this time. The board assured Neumann that retro pay could be an option so that all employees are treated fairly. Motion by Holmen, second by Stevens, unanimous vote to form a Compensation Committee with the makeup and number of members of this committee yet to be determined.

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Landfill Supervisor Kyle Pillatzki reported to the board that the loan that the landfill had with the county for the purchase of the compactor expires October 1st and loan papers through United Prairie Bank will need to be signed.

County Recorder Kathy Kretsch met with the board to present salary information for the Deputy County Recorder position and asked that the board allow for an increase for Nancy Macgregor and Susan Horkey due to salary changes that have recently been allowed for other positions throughout the county. Kretsch gave her recommendations. The board will take Kretsch's requests under advisement and no action with any adjustments will be done at this time.

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Veterans Officer Todd Dibble met with the board to seek approval of acceptance of a grant. Motion by Schmidt, second by White, unanimous vote to accept County Veterans Service Office Operational Enhancement Grant in the amount of \$7,500. This grant will be effective August 31, 2013 - May 30, 2014.

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Sheriff Jason Purrington met with the board to discuss a few items. Purrington presented two quotes for the purchase of a new garage door and opener at the Law Enforcement Center as follows: Midwest Garage Doors Inc. - \$2,274 and American Garage Door Co. - \$3,277.23. Motion by White, second by Schmidt, unanimous vote to accept low quote in the amount of \$2,274 from Midwest Garage Doors Inc. to replace garage door and opener at the Law Enforcement Center.

Motion by Holmen, second by Stevens, unanimous vote to accept resignation from Craig Kneeland (part-time jailer/dispatcher) effective September 29, 2013 with appropriate payout of benefits.

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Brief discussion was held regarding the 1815 1st Avenue (Towlerton) property. On August 6, 2013, the board agreed to put the proposed purchase of the property location at 1815 1<sup>st</sup> Avenue on hold for 45 days. The proposed purchase was to be revisited in 45 days if the property was still on the market at that time. Although the property is still on the market, the board agreed that any further discussion regarding this property will be discussed after the first of the year.

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Landfill Supervisor Kyle Pillatzki was present to discuss the draft copy of the Landfill Supervisor job description. Motion by Holmen, second by Schmidt, unanimous vote to approve Landfill Supervisor job description as presented. Pillatzki and Kelly Thongvivong will work to come up with a salary range for this position.

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Much discussion was held regarding the draft copy of the County Coordinator job description that was sent out for the board's review. Motion by Holmen, second by Schmidt to approve the County Coordinator job description as amended by the board and to send in for pointing. Motion by White, second by Stevens to amend the previous motion and to propose that the board consider a 3-step (County Coordinator, Administrative Coordinator and Executive Coordinator) system instead of solely a County Coordinator position so that more levels of responsibilities could be added in the future. Voting on the amended motion was as follows: Aye - White and Stevens. Nay - Holmen, Schmidt and Oeltjenbruns. Motion failed. Voting on

the original motion was as follows: Aye - Holmen, Schmidt, Stevens, White and Oeltjenbruns. Motion carried.

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Discussion was held regarding the Planning & Zoning Administrator/Parks Director job description and the direction the county is hoping to go with the replacement of this position. The board would like to move the septic system duties from SWCD back to the Environmental/Planning & Zoning Office. Interim Planning & Zoning Administrator Gordy Olson was asked to put together some information regarding potential cost savings by moving the septic responsibilities back in-house as opposed to SWCD doing the work under contract. A draft job description will be sent out for review by the board.

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Motion by White, second by Holmen, unanimous vote to designate James H. Ochs d.b.a. Integrity Employee Benefits, LLC as Cottonwood County's Agent of Record for the county's vision and dental benefits.

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Motion by White to set the starting salary for the newly created full-time Human Resources Technician position at \$14.44/hour. Motion died for lack of a second. Motion by Holmen, second by Stevens to set the starting salary for the Human Resources Technician position at \$14.97/hour. Voting as follows: Aye - Holmen and Stevens. Nay - White and Oeltjenbruns. Commissioner Schmidt was absent for the vote. Motion failed. Motion by Stevens, second by Holmen to set the starting salary for the Human Resources Technician position at \$14.75/hour. Voting as follows: Aye - Stevens, Holmen and Oeltjenbruns. Nay - White. Commissioner Schmidt was absent for the vote.

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Motion by White, second by Stevens, unanimous vote approve Kelly Thongvong as the Plan Administrator for VALIC on behalf of Cottonwood County.

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Motion by Holmen, second by Stevens, unanimous vote to approve acceptance of 2013 Emergency Management Performance Grant (EMPG) in the amount of \$18,075.

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Chairman Oeltjenbruns gave a brief update regarding an Energy Board meeting he recently attended.

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There being no further business, the meeting was adjourned at 4:55 p.m.

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Jan Johnson, Auditor/Treasurer

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John Oeltjenbruns, Board Chairman

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Kelly Thongvong, Executive Assistant