

November 17, 2015  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 17, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Marsh, Sherri Smith, Carey Klingenberg, Jared Morrill, Rahn Larson, JinYeene Neumann, Glenn Johnson, Jason Purrington, Jim Jorgensen, Gale Bondhus, Jed Rhubee, Todd Dibble, Susan Amundson, Guy Dammann, Curt Gode, Tom Lindstrom, Gary Einertson, Larry Anderson, Roger Knudson, Jim Christenson, Rocky Kolar, Loy Woelber, Dean Nelson, Jim Polk, and Dennis Erickson.

Motion by Schmidt, second by Appel, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Gravley, unanimous vote to approve the minutes of the November 3, 2015 meeting.

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Sherri Smith and Carey Klingenberg, MN Cornerstone Drug Court, presented information to the board regarding a process and outcome evaluation that was completed for the MN Cornerstone Drug Court that was implemented in June 2012 through financial assistance of a Bureau of Justice Assistance Federal Grant covering Cottonwood, Murray, Nobles, Pipestone and Rock Counties. Smith also gave an update on the current status for the Cottonwood County Drug Court. Nick Anderson, Cottonwood County Attorney, presented information on the number of controlled substance cases in the county and how candidates are chosen to apply for the drug court process.

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Jared Morrill, Planning and Zoning Technician, met with the board to discuss a few items. Morrill presented a Conditional Use Permit request from Scott Veenker for a Mining, Extraction and Stockpiling Site in Great Bend Township. Morrill stated that Veenker had applied for a CUP last July and was approved and now would like to add another CUP proposal to an adjacent site. Motion by Stevens, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Scott Veenker for a Mining, Extraction and Stockpiling Site in Great Bend Township with the following conditions: (1) shall be in compliance with the Cottonwood County Zoning Ordinances #28 and #36 (Mining, Extraction and Excavation); (2) erosion control measures shall be in place during construction and operation; and (3) secure all necessary Federal/State/County permits and fees.

Motion by Appel, second by Stevens, unanimous vote to approve amendments to Ordinance #28, Section 18 and the addition of definitions for Conditional Use and Interim Use.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Motion by Appel, second by Schmidt, unanimous vote to allow the Parks Department to advertise for mowing contracts for county parks.

Neumann also asked the board for approval to advertise for an Engineering Aide due to the retirement of one of the county's Assistant Engineers. Motion by Schmidt, second by Stevens, unanimous vote to post and advertise for an Engineering Aide for the Highway Department.

Neumann also informed the board that she was in the process of getting quotes for the horse barn roof. Neumann is getting both partial roof and full roof quotes.

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Norm Holmen, County Commissioner, presented information for the Engineer/Public Works Director salary. Motion by Schmidt, second by Stevens, unanimous vote to set the Engineer/Public Works Director salary at Range 25, Step I and place accrual of vacation at the rate of a 15 year employee effective January 1, 2016.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Stevens, unanimous vote to approve the hire of Angela Sykora as part-time (16 hours/week) Deputy Recorder on Range 9, Step A (\$15.79) effective December 1, 2015, contingent upon successful completion of all hiring requirements.

Motion by Schmidt, second by Appel, unanimous vote to accept Rory Lindvall's letter of resignation effective December 31, 2015 with appropriate payout of benefits.

Motion by Schmidt, second by Gravley, unanimous vote to approve the GIS Analyst job description as presented.

Motion by Schmidt, second by Appel, unanimous vote to place the GIS Analyst position on Range 12 of the matrix.

Motion by Schmidt, second by Stevens, unanimous vote to post internally and advertise for the GIS Analyst position.

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Motion by Appel, second by Gravley, unanimous vote to approve November warrants as follows:

County Revenue Fund	\$ 47,104.26
Long Term Capital Outlay	\$ 811.80
County Building Fund	\$ 434.60
Ditch Fund	\$ 174.55
County Revenue Fund	\$ 773.80
Road & Bridge Fund	\$ 48,999.00
Waste Abatement/SCORE	\$ 19.93
Landfill Enterprise Fund	<u>\$ 1,921.80</u>
	\$100,239.74

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Kelly Thongvivong, County Coordinator, informed the board that the County Sheriff had presented information during his budget presentation regarding a Jailer/Dispatcher Supervisor position and that the job description and placement on matrix was approved at the last meeting. Motion by Schmidt, second by Gravley, unanimous vote to approve internal posting and advertising, if necessary, for a

Jailer/Dispatcher Supervisor.

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Kevin Stevens, Commissioner, gave an update on the Transportation Round Table meeting that he and Commissioner Schmidt attended on November 9 in Worthington.

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The board entered into a work session at 10:35 a.m. Jed Rhubee, Highway Maintenance Superintendent, and JinYeene Neumann, County Engineer, presented a snow plow route map and four options pertaining to the Westbrook Highway Shop. Rhubee reviewed each option with the board and then took questions from the board and the public.

The board reviewed information presented regarding movement of employee's on the matrix for years of service. Commissioner Holmen updated the board on discussion that was had at a recent Department Head meeting. After much discussion, the board asked the Auditor/Treasurer to crunch numbers to see where the 2016 budget is at and asked the County Coordinator to update her spreadsheet to add a "Years of Service" column and highlight those employees who have transferred positions within the county. Commissioner Holmen stated that time should be put on the next board agenda for more discussion.

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A closed session was not needed due to lack of new information to report.

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There being no further business, the meeting was adjourned at 12:10 p.m.

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Jan Johnson, Auditor/Treasurer

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Norman Holmen, Board Chairman

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Kelly Thongvong, County Coordinator