

April 7, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 7, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person or via phone 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, Watonwan Commissioners Keith Brekken and Kathleen Svalland, Glenn Johnson, Kathleen Kretsch, Jason Purrington, Jared Morrill, JinYeene Neumann, Jacqueline Knips, Rahn Larson, David Bucklin, Jordan Burmeister, Brad Odegard, and Laura Sandmeyer.

Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Appel, unanimous vote to approve the minutes of the March 17, 2015 meeting.

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Motion by Jim Schmidt, second by Tom Appel, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

Motion by Kathleen Svalland, second by Tom Appel, unanimous vote to approve the minutes of the March 17, 2015 Joint Judicial Ditch #1 Public Hearing as amended.

Motion by Keith Brekken, second by Norm Holmen, unanimous vote to accept the petition for the redetermination of benefits for Cottonwood-Watonwan Judicial Ditch #1.

Motion by Norm Holmen, second by Keith Brekken, unanimous vote to appoint Jim Weidemann, Bill Moldestad, and Duane Bendixon as ditch viewers to determine the new benefits.

Motion by Jim Schmidt, second by Tom Appel, unanimous vote to adjourn as Ditch Authority and reconvene as the County Board.

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Glenn Johnson, Director of Information Systems, met with the board regarding the air conditioning for the computer room in the Law Enforcement Center. Johnson stated he only had one quote as other vendors that were contacted declined to submit a quote. The quote from Schwalbach Hardware, Inc. for a Fujitsu Wall Mounted Ductless Mini Split cooling system is \$3,350.00 and the quote from Ron's Electric for wiring is \$739.00. Johnson asked that the board approve a total expenditure of \$4,500 to cover any incidentals that may occur. Motion by Gravley, second by Stevens, unanimous vote to purchase the Fujitsu Mini Split cooling system from Schwalbach Hardware, Inc. and allow Ron's Electric, Inc. to do the wiring with expenses not to exceed \$4,500 for this project.

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Motion by Gravley, second by Schmidt, unanimous vote to allow Nancy Macgregor, Deputy Recorder, to attend the Fidler Symposium in Davenport, Iowa, on May 11 and 12, 2015.

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Jason Purrington, Sheriff, met with the board to discuss a few items.

Motion by Schmidt, second by Appel, unanimous vote to approve the contract with Geo Comm for the GIS Data Maintenance and Software Support Services in the amount of \$7,045 and allow the Sheriff to sign the contract on behalf of Cottonwood County.

Purrington informed the board that every year dispatchers are recognized for the work they do 24/7, 365 days a year. Motion by Stevens, second by Gravley, unanimous vote to recognize the Proclamation and declare the week of April 12-18, 2015, as National Public Safety Telecommunicators Week and allow Chairman Holmen to sign Proclamation.

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David Bucklin, SWCD District Technician, informed the board that Odell Wind Farm needs two Wetland Conservation Act (WCA) Decisions on wetland activity in four counties. Bucklin stated that Cottonwood County will coordinate the WCA review and the decision will be for the four counties involved: Cottonwood, Watonwan, Jackson and Martin.

Motion by Gravley, second by Schmidt, unanimous vote to approve the Wetland Conservation Act Notice of Decision for wetland type confirmation and delineation concurrence applied for by Odell Wind Farms, LLC, with the condition that the findings apply to the Odell Wind Farm project only.

Motion by Schmidt, second by Stevens, unanimous vote to approve the Wetland Conservation Act Notice of Decision for no loss and exemption applied for by Odell Wind Farm, LLC, with the following conditions: (1) A surety bond is required to assure the restoration of any temporary impacts to wetlands; (2) also required are either a before and after survey or photos of each of the impact areas. These surveys or photos will be provided to the WCA Local Government Unit contact person when complete.

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Jared Morrill, Planning & Zoning Technician, met with the board to get approval for two Conditional Use Permits. Morrill informed the board that a public hearing was held on March 30, 2015. Morrill presented a Conditional Use Permit request from Wanzek Construction for an Operations and Maintenance Building and Parking Lot for the wind farm project in Mountain Lake Township. Motion by Appel, second by Stevens, unanimous vote to approve the Conditional Use Permit for Wanzek Construction for an Operations and Maintenance Building and Parking Lot in Mountain Lake Township with the following conditions: (1) to be compliant with Cottonwood County Zoning Ordinance #28; (2) erosion control measures shall be in place until construction completion; (3) dumpster or refuse container shall be on site during construction; (4) secure all necessary federal/state/county permits and fees; and (5) application for a sign needs to be approved before a detached sign can be constructed.

Morrill presented a Conditional Use Permit request from Wanzek Construction for a temporary Concrete Batch Plant for the wind farm project in Mountain Lake Township. Motion by Schmidt, second by Gravley, unanimous vote to approve the Conditional Use Permit for Wanzek Construction for a temporary Concrete Batch Plant in Mountain Lake Township with the following conditions: (1) to be compliant

with Cottonwood County Zoning Ordinance #28; (2) erosion control measures shall be in place during construction and operation; (3) dumpster or refuse container shall be on site during construction; (4) porta-potty shall be on site during operation; (5) this conditional use permit expires on December 31, 2016; (6) adhere to county/township development agreement and secure all necessary federal/state/county permits and fees; and (7) no wells shall be drilled on site.

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Brad Odegard and Laura Sandmeyer, Sentence to Serve, met with the board to give an update and to present the 2016-2017 contract. Discussion was held regarding the work that is currently being done by STS. The commissioners expressed to Odegard and Sandmeyer the board's desire to have the sentence to serve workers out in the community more, possibly half of each day and at the landfill the other half of the day. Motion by Gravley, second by Stevens, unanimous vote to approve the Sentencing to Service 2-year contract in the amount of \$120,531.00, which is a 3% increase from the current contract and allow the County Coordinator and Chairman to sign. This contract will begin July 1, 2015 and end June 30, 2017.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann informed the board that the Mastic Cooker that the Highway Department was considering purchasing from Brock White had extensive issues after inspection. Neumann also stated that a second Brock White Mastic Cooker that was being considered had been sold. A 2014 Midstates Marathon Mastic Cooker has been found for \$35,995, which is \$6,000 more than one from Brock White, but is 1 year newer, 50 gallons larger, has a heated chute, dual beacons, and flashing arrow board.

Motion by Schmidt, second by Appel, unanimous vote to rescind the motion made on March 3, 2015 that reads as follows: "Motion by Schmidt, second by Appel, unanimous vote to allow the Highway Department to purchase a used Mastic Cooker at a price not to exceed \$30,000." Motion by Schmidt, second by Stevens, unanimous vote to approve quote from Midstates for \$35,995 for a 2014 Marathon Mastic Cooker.

Neumann asked the board to move Hannah Krenz, part-time accounting assistant, to full-time as she feels the workload warrants a full-time position and she would like to move Parks payroll and accounts payable to the Highway Department. Motion by Gravley, second by Stevens, unanimous vote to promote Hannah Krenz from part-time accounting assistant to full-time accounting assistant effective April 13, 2015.

Neumann informed the board that she would like to hire an Assistant Highway Maintenance Superintendent as a result of succession planning for the future retirement of the Highway Maintenance Superintendent. Motion by Appel, second by Stevens, unanimous vote to accept the Assistant Highway Maintenance Superintendent job description as presented with one correction on page two and set the pay scale at a range 17.

Motion by Gravley, second by Schmidt, unanimous vote to approve posting the Assistant Highway Maintenance Superintendent position internally for 7 days and then advertise.

Neumann led discussion regarding the February Highway Budget. Neumann informed the board that the Highway Department Annual Report has been completed and also presented a map of the 5 year plan for road and bridge construction projects.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong stated that due to the creation of the Parks Technician/Heavy Equipment Operator position a Memorandum of Agreement was needed as this position will be a union position. Motion by Gravley, second by Schmidt, unanimous vote to approve the Memorandum of Agreement between AFSCME Local 579 – Minnesota Council 65 and Cottonwood County dated April 7, 2015.

Thongvivong informed the board that interviews for the Parks Maintenance Technician/ Heavy Equipment Operator position were held on Monday, March 30 and Friday, April 3. Thongvivong, with support from JinYeene Neumann and Jacqueline Knips, recommends the internal transfer of Roger Ambrose to this position. Motion by Gravley, second by Stevens, to hire Roger Ambrose to the position of Parks Maintenance Technician/Heavy Equipment Operator effective April 13, 2015, at an hourly rate of \$19.22. Voting Aye – Gravley, Appel, Stevens, and Holmen; Nay – Schmidt.

Motion by Schmidt, second by Stevens, unanimous vote to approve posting internally for 7 days and advertising for the Assistant Solid Waste Administrator position.

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Commissioner Schmidt led discussion regarding septic systems compliance issues and timelines according to state statutes. Schmidt stated that he was contacted by Kim Miller, a county resident, in regards to his septic system. After much discussion, the board decided to table the issue and Commissioner Schmidt will do further research and bring to a future meeting.

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Motion by Schmidt, second by Stevens, unanimous vote to allow Commissioners to be paid a per diem if they attend the Odell Wind Farm Construction Schedule and Procedures meeting on April 14, 2015.

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Motion by Schmidt, second by Gravley, unanimous vote to approve April warrants as follows:

County Revenue Fund	\$ 85,578.75
Long Term Capital Outlay	\$ 5,601.54
County Building Fund	\$ 1,232.80
Agency Fund	\$ 15.30
Road and Bridge Fund	\$ 23,503.44
Waste Abatement/SCORE	\$ 2,456.00
Landfill Enterprise	<u>\$ 6,171.33</u>
	\$124,559.16

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Commissioner Gravley informed the board that ACE has requested signage for the BARC building where their office is located. After discussion, Gravley will get quotes for signage and bring back to the board for approval.

Commissioner Schmidt informed the board that the Tri-County Day Treatment Governing Board met on March 24, 2015 and approved a resolution dissolving the RRR Learning Center and Terminating Joint Powers Agreement. Schmidt stated that the fund balance would be distributed back to the Joint Powers Participants and that Cottonwood County would be receiving \$16,644.53. Schmidt stated that half of these funds would be designated to the Highway Department for a new phone system and the other half would be designated to the remainder of the county offices that are in need of a new phone system.

Commissioner Appel updated the board on a MN Rural Energy Board meeting he attended on March 23. Appel stated that the 40/30 legislation (40% renewable energy by 2030) was discussed at this meeting.

Commissioner Stevens updated the board on a MRCC ITV meeting that was held on April 3. Stevens stated that the gas tax increase was discussed at this meeting and he would like a consensus of the boards' thoughts. The consensus of the board is that they would agree to a gas tax as long as we would get a fair share of the tax back.

Commissioner Holmen asked Jan Johnson, Auditor/Treasurer, for an update on RtVision electronic timecards and Passports. Johnson stated that they have had a successful first trial run with the Sheriff's department with the electronic timecards and would like to run a second before bringing all of the Revenue departments back on for a final trial run. If all goes well after the final run, the system could go live and paper timecards would be discontinued. Johnson stated that the Highway Department is also having problems. Consensus of the board is to have the Department Liaison's for the Highway and Sheriff Department's check with these departments to get their opinions on how things are progressing.

Johnson stated that regarding passports, he had submitted paperwork to the state in February and that he just received an email today stating that he can enroll two of his employees in the 8-hour training. A target date of May 1 was discussed.

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There being no further business, the meeting was adjourned at 11:54 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator