

December 3, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 3, 2013 at 9:00 a.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; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Crystal Reith, Holli Arp, Cathleen Amick, Glenn Johnson, Pat Stewart, Ryan Smith, JinYeene Neumann, Kyle Pillatzki, Jason Purrington, Alan Coners and Doris Baasie.

Motion by Holmen, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Stevens, second by White, unanimous vote to approve the minutes of the November 26, 2013 meeting as amended.

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Crystal Reith, 4-H Program Coordinator, met with the board to give an update regarding the 4-H program and the activities that have been going on.

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Holli Arp, Extension Regional Director, met with the board to give an update regarding the Community Nutrition Educator position. Arp reported that Cottonwood County would no longer have a Community Nutrition Educator position as the position has been eliminated. Due to the elimination of this position, Arp is questioning the status of the vacant Office Manager position and whether there is a need for a 40-hour/week employee. After further discussion, there was a motion by White, second by Schmidt, unanimous vote to post internally and simultaneously advertise for a 32-hour/week position (80%) as Extension Office Manager. Arp's recommendation would be to leave the budget the same for 2014 as was previously presented. The board agreed that Arp could have some flexibility with increasing hours as needed during certain times of the year for instance before and after the county fair.

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Cathleen Amick, Western Community Action Transportation Director, met with the board to present the 2014 WCA Transportation Agreement for the board's consideration. Amick reported that no additional funding would be requested from Cottonwood County for 2014. The buses will be starting new hours (6:00 a.m. to 6:00 p.m.) beginning January 2014. Motion by Holmen, second by White, unanimous vote to approve 2014 WCA Transportation Agreement as presented.

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Motion by Schmidt, second by Stevens, unanimous vote to give blanket approval of December commissioner warrants since the board would not be meeting on December 10th due to the AMC Conference.

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Motion by White, second by Stevens, unanimous vote to approve request for an extension of Cottonwood County's Solid Waste Management Plan currently due January 2014. The board understands that the scope of work, Phase II, was scheduled

to be completed by January 2014, however, the SWRSW Commission has determined that additional time is needed and have signed a resolution on November 25, 2013, and is asking the MPCA that the Plan's development, adoption and implementation be extended to July 1, 2014. The Commission believes the extension is necessary to properly address the new regional components of this Plan which will lead to more proactive and effective solid waste diversion programs for the twelve county southwest region.

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Brief discussion was held regarding passports and the possibility of offering this service again in Cottonwood County. Further research will continue to be done regarding this matter.

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Glenn Johnson, Director of Information Systems, met with the board to inform them of his intentions to purchase equipment for networking and servers for the computer room at the LEC. Johnson reported that it was likely that grant dollars could be available for some of the purchases through the state of Minnesota. Johnson will begin getting quotes off the state contract to bring to the board in the near future.

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Pat Stewart, Director of Cottonwood-Jackson CHS, met with the board to present the final copy of the Joint Powers Agreement for the Joint Health and Human Services Entity, which will be known as Des Moines Valley Health and Human Services (DVHHS). Motion by Holmen, second by Schmidt, unanimous vote to approve the Joint Powers Agreement as presented.

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Ryan Smith, Business Development Manager for Schneider Corporation, met with the board to give a presentation regarding a Draincalc Product that Schneider offers that could be purchased by the county to be able to access county tile locations and further information related to the tile. This layering system could be used with the Beacon System that is already in existence. Smith will work to obtain a quote for Cottonwood County on how much this product might cost.

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The board recessed for lunch at this time.

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County Engineer JinYeene Neumann met with the board to discuss a few different items. Neumann presented salary information for three supervisory employees (Jerry Hayes, Rory Lindvall and Kyle Pillatzki) in the Highway Department that she would like the board to consider for 2014. Neumann reported that she would also like to see that these three individuals become exempt employees, which means that they will no longer be eligible to receive overtime beginning in January 2014. Because these two positions (Maintenance Superintendent and Assistant County Engineer) are currently underpaid compared to our peer counties and those counties in District 7, Neumann asked that these three employees receive an increase to make their salaries more comparable to those in other counties. This information as well as the recommendation

for a change in exempt/non-exempt status will be taken into consideration when setting 2014 salaries as will the positions of Assistant County Attorney, Chief Deputy Auditor/Treasurer and the Chief Deputy Sheriff.

Motion by White, second by Schmidt, unanimous vote to approve a hardship leave request for Bruce Rhubee as presented.

Neumann informed the board that she plans to present further information at the next board meeting regarding the increased costs of the purchase of a new tandem truck off the state bid if waiting until next year to purchase.

Neumann will put together further information regarding different options for CSAH 8, which could be presented at a future meeting or a special meeting could be called to discuss the matter further.

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Landfill Supervisor Kyle Pillatzki met with the board to discuss the recycling issue at the Windom Fairgrounds location. A letter was also received from the City of Windom regarding their concerns with the blowing of cardboard from that recycling location. Pillatzki has tried to contact Waste Management several times but has not yet heard back from them. Pillatzki plans to get the issue addressed as quickly as possible.

Pillatzki asked that the board consider the appropriation of \$2,100 to the Prairie Ecology Bus Center for their involvement in the Cottonwood County 3R Challenge: Reduce, Reuse, Recycle. The estimated costs would be for covering one grade level at each of the following Cottonwood County school districts: Windom - \$700; Mt Lake - \$465; Red Rock Central - \$465; Westbrook/Walnut Grove - \$470. Motion by Holmen, second by Stevens, unanimous vote to approve the appropriation of \$2,100 to the Prairie Ecology Bus Center as presented.

Brief discussion was held regarding Cell 7 issues at the landfill.

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Discussion was held regarding a request by an individual for Data Practices information from each of the Minnesota Counties. Motion by White, second by Holmen, unanimous vote to approve Data Practices Policy for Members of the Public. County Attorney Nick Anderson will be the contact person for forwarding information to this individual.

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Discussion was held regarding septic issues and guidelines. Two individuals from MCIT will be attending the next board meeting and a closed session will be held to discuss this matter further.

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Commissioner White had a question regarding the extra property tax forms that were received. Auditor/Treasurer Jan Johnson stated that a mistake was made and it only affected commercial property taxes.

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Brief discussion was held regarding the performance evaluations that were recently submitted by the Department Heads and Supervisors. The board will need to figure out how they would like to deal with the employees that received deficiencies

noted on their evaluations. It was also noted that two employees received perfect evaluations and this may need to be addressed at some point as well.

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Much discussion was held regarding the conversations that have been held with Jackson County recently regarding the possibility of merging with them for a joint Planning & Zoning position. The board decided to continue with the joint meeting that is scheduled for later this week.

Further discussion was held regarding the Landfill Supervisor position and whether Kyle Pillatzki will still continue to be involved with the landfill in a management position once a new employee is hired.

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There being no further business, the meeting was adjourned at 4:20 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, County Coordinator