

August 16, 2016  
 Cottonwood County Board of Commissioners  
 Regular Meeting  
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 16, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person, or by phone, for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Jim Trojanowski, Jay Trusty, Glenn Johnson, JinYeene Neumann, Paul Johnson, Jared Morrill, Gale Bondhus, Kathy Kretsch, Mike Chapley, Amy Riihl, Dawn Aamot, and Carol Lehman.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Appel, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Gravley, second by Holmen, unanimous vote to approve the minutes of the August 2, 2016 regular meeting.

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Jim Trojanowski, Plum Creek Library Director, met with the board to request a 2017 appropriation of \$59,173. Trojanowski stated that because the Outreach Program will be ending December 2016, the monies that would have gone to this program will be distributed between the three libraries (Windom, Westbrook, and Mountain Lake) in 2017. Trojanowski also stated that costs will be incurred, approximately \$16,653.22, for paying out the employees of the Outreach Program, Cottonwood County's share would be \$1,850.36. The \$1,320 that was received from Cottonwood County in 2016 for the purchase of a van will be credited towards the \$1,850.36 leaving a balance of \$530.36; this expense will be divided between the three libraries.

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Chairman Stevens, on behalf of all the Commissioners, would like to commend Lori Buchheim, Assistant County Attorney, for her excellent work in the County Attorney's Office.

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

County Revenue Fund	\$ 48,834.65
Long Term Capital Outlay	\$101,345.51
County Building Fund	\$ 26,370.50
Ditch Fund	\$ 2,113.96
Taxes & Penalties Fund	\$ 710.00
County Revenue Fund	\$ 2,340.12
Road and Bridge Fund	\$ 77,746.01
Waste Abatement/SCORE	\$ 5,027.05
Landfill Enterprise	<u>\$ 10,068.57</u>
	<u>\$274,556.37</u>

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Jay Trusty, SRDC Executive Director, met with the board to give an update on the Southwest Regional Development Commission's Strategic Planning Process and direction for the future.

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Glenn Johnson, Director of Information Systems, presented state quotes from SHI for the following: the purchase of Microsoft Azure Cloud backup, 3-year commitment, in the amount of \$3,639.00; and the purchase of Microsoft Windows Server licenses and software in the amount of \$21,090.00. Johnson stated that these purchases were budgeted for in 2016. Motion by Gravley, second by Appel, unanimous vote to purchase the Microsoft Azure Cloud backup in the amount of \$3,639.00 and the purchase of Microsoft Windows Server licenses and software in the amount of \$21,090.00 from SHI.

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

Commissioner Holmen informed the board that crop reimbursement rates need to be revised for crop destruction when destroyed for tile repair or improvement. Motion by Holmen, second by Appel, unanimous vote to set the crop reimbursement rate per acre for crop destruction for county tile repair or improvement at \$700/acre for corn and \$400/ acre for soybeans effective August 1, 2016.

Jan Johnson, Auditor/Treasurer, stated that he has received three petitions from the Commissioner of Transportation, State of Minnesota, for the right to make minor alterations or changes on County Ditch #15, County Ditch #27, and Joint Ditch #2, for the purpose of constructing State Highway 60. Johnson stated that a date for a public hearing needs to be set. Motion by Holmen, second by Gravley, unanimous vote to set a public hearing date for September 20, 2016 at 11:00 a.m. in the Commissioners Board Room for considering the relocation of County tile for the purpose of constructing State Highway 60.

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

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann informed the board that Mike Chapley of Max Solutions (present via phone) would be presenting a webinar to demonstrate a camping reservations software. Chapley conducted the webinar and answered questions.

Neumann informed the board that the Park Department would like to raise camping fees for 2017 and 2018 and charge for use of the shelter house. Motion by Appel, second by Schmidt, unanimous vote to increase camping fees for daily sites in 2017 to \$25 per night; set 2017 rates for use of the shelter house at \$25 for campers and \$50 for non-campers; and to raise seasonal camping fees in 2018 by \$100.

Neumann informed the board that bids were opened on August 15<sup>th</sup> for the bridge replacement, Project 017-598-100, in Ann Township. Bids were as follows: Veenstra & Son, LLC - \$148,198.80; Midwest Contracting, LLC - \$159,822.00; Mathiowetz Construction Co - \$167,581.00; and R&G Construction - \$174,206.50. Motion by Holmen, second by Appel, unanimous vote to award contract for Project 017-598-100 to Veenstra & Son, LLC in the amount of \$148,198.80.

Neumann informed the board that Cottonwood County needs to enter into an agreement with MnDOT for the tile work that will be done along TH60. Motion by Gravley, second by Appel, unanimous roll call vote to adopt resolution as follows:

**Resolution 16-08-16  
ENTERING INTO AN AGREEMENT WITH MnDOT**

IT IS RESOLVED, that Cottonwood County enter into MnDOT Agreement No. \_\_\_\_\_ with the State of Minnesota, Department of Transportation for the following purpose:

To provide for payment by the Minnesota Department of Transportation to Cottonwood County for the Department of Transportation's share of the costs of the drainage tile construction and other associated construction to be performed upon, along and adjacent to Trunk Highway 60 from Station 288+00 to Station 394+90, within the corporate limits of the City of Windom under State Project No. 1703-78/1703-69.

IT IS FURTHER RESOLVED, that the Public Works Director/County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

DATED: August 16, 2016

S/Kevin Stevens, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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Paul Johnson, Emergency Management Director, met with the board to discuss a few items. Johnson stated that he would like to purchase three AED's as not all the Deputies have AED's in their vehicles. Johnson presented a quote from Heartsmart.com for three AED's in the amount of \$3,012.00 and stated that he would like to purchase from Heartsmart.com as the other AED's in the county were purchased from them. Motion by Holmen, second by Schmidt, unanimous vote to approve the purchase of three AED's from Heartsmart.com in the amount of \$3,012.00. Johnson stated that the Safety program's long term capital outlay will pay for the purchase.

Johnson presented a draft of the Emergency Procedures Manual for approval. Johnson stated that the Safety Committee and Department Heads have all reviewed the manual and given their comments. Motion by Schmidt, second by Gravley, unanimous vote to approve the Cottonwood County Employee Emergency Procedures Manual as presented.

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Jared Morrill, Planning and Zoning Technician, presented a Conditional Use Permit request from the Neuhof Hutterian Brethran to expand the organized farm colony in Mountain Lake Township. Motion by Holmen, second by Appel, unanimous vote to approve the Conditional Use Permit request from the Neuhof Hutterian Brethran to expand the organized farm colony in Mountain Lake Township with the following conditions: (1) all federal/state/local permits, rules and fees be accounted for; (2) a refuse container be onsite during construction; and (3) the site shall have a maximum limit of 12,750 GPD as per designed waste water flow.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong asked to be granted permission to post internally for positions that we know are going to be replaced without having to wait for board approval.

After much discussion, the board would like Thongvivong to amend Personnel Policy #330 – Employment Processing/Selection Process and bring back to the board.

Motion by Gravley, second by Schmidt, unanimous vote to accept the transfer of Austin Crowell to the Heavy Equipment Operator position with the following conditions: (1) contingent on Crowell getting his Class A CDL within 30 days; and (2) contingent on Department Head approval. Crowell will continue to work at the landfill until he obtains his Class A CDL license.

Thongvivong informed the board that three applications were received for the Solid Waste Technician position that was advertised and that all three applicants were interviewed. Motion by Schmidt, second by Gravley, unanimous vote to hire Josh Gruhlke as Solid Waste Technician after successful completion of all hiring requirements.

Thongvivong stated that ads have been placed for the seasonal parks employee but due to the timing of board meetings and the need for the employee, Thongvivong would like permission to interview and hire the position pending successful completion of all hiring requirements. Motion by Gravley, second by Appel, unanimous vote to allow the Human Resources Department to hire the best candidate for the seasonal parks position pending successful completion of all hiring requirements. The candidate’s name will be brought forward at the September 6 board meeting.

Thongvivong brought back to the board the request for the promotion of an employee to the Chief Deputy Auditor/Treasurer position. After much discussion, motion by Holmen, second by Schmidt, to promote Brenda Anderson to Chief Deputy Auditor/Treasurer and move to Range 15, Step A on the 2016 wage scale effective October 1, 2016 and to receive a 2% COLA on 1/1/2017 but not a step increase on 1/1/2017. Voting Aye – Holmen. Voting Nay – Schmidt, Appel, and Gravley. Motion failed. Motion by Appel, second by Stevens, to promote Brenda Anderson to Chief Deputy Auditor/Treasurer and move to Range 15, Step A on the 2016 wage scale effective October 1, 2016, receive a 2% COLA on 1/1/2017 and move to Step B on 1/1/2017 upon satisfactory performance review. Voting Aye – Holmen, Appel, Stevens. Voting Nay – Schmidt, Gravley. Motion passed.

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Chairman Stevens called for a recess at 12:00 p.m. and for the board to reconvene at 1:00 p.m. for a work session.

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Chairman Stevens reconvened the meeting at 1:00 p.m. for the purpose of a work session to discuss: 2017 Department Budget Requests, County Buildings, Public Safety, and Health Insurance.

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Discussion was held regarding 2017 Department Budgets. JinYeene Neumann, County Engineer/Public Works Director, was present to review the Parks and Highway budget requests.

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Discussion was held regarding County buildings, building rents paid and received, and what options the County has.

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Consensus of the board is to hold another work session on September 6 following the regular board meeting. Items to be discussed are 2017 Budgets, Public Safety, County Buildings, and Health Insurance.

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

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Jan Johnson, Auditor/Treasurer

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Kevin Stevens, Board Chairman

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Kelly Thongvivong, County Coordinator