

August 5, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 5, 2014 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Jim Schmidt. Present for all or portions of the meeting were: Commissioners Jim Schmidt, Tom White, Norm Holmen, Kevin Stevens, John Oeltjenbruns; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Kathy Marsh, Glenn Johnson, Kyle Pillatzki, JinYeene Neumann, Jared Morrill, Todd Dibble, Donna Gravley, Linda Fransen, Margaret McDonald, and Sharon Diemer.

Motion by Holmen, second by Stevens, unanimous vote to approve the agenda. Motion by White, second by Oeltjenbruns, unanimous vote to approve the minutes of the July 22, 2014 regular board meeting.

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Glenn Johnson, Director of Information Systems, met with the board to discuss Electronic Content Management (ECM). Johnson reviewed the scanning process and stated that if the county was to proceed the board would need to set guidelines and procedures. General consensus of the board was to have Johnson discuss ECM at the next Department Head meeting to see which departments would be interested.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann informed the board that, with prior approval from the Highway Department Liaison, County Coordinator, and Board Chairman, the Highway Department bid and won the bid on a 1996 Freightliner fully equipped service truck that was on the Public Surplus website. Neumann asked to have formal approval from the board. Motion by White, second by Stevens, unanimous vote to allow the purchase of a 1996 Freightliner on Public Surplus for \$21,100 plus the \$2,100 auction fee and all license and transfer fees for a total of \$24,650.63.

Neumann updated the board on the CSAH 1 tile issue. Discussions have been had with Bill Janzen, Jon Adrian, and their attorney to come up with an agreement. A draft Amended Tile Agreement was reviewed. The board asked that Neumann and Nick Anderson, County Attorney, make some revisions to the Amended Tile Agreement and then bring back for final board approval.

Neumann informed the board that there were some errors in the quotes for the purchase and outfitting of the tandem truck that was recently purchased. When the truck was picked up, it became known that tax was not included on the quote. Also, when the quotes were reviewed for outfitting the truck, there were discrepancies not known until calling the company to approve the order. Neumann asked the board to include the corrections in a motion. Motion by Holmen, second by White, unanimous vote to approve paying \$6,012.50 for tax and licensure on the International truck purchased from Fox Brothers (original motion December 17, 2013) and to purchase dump box, lights and snow equipment from TBEI for \$64,192.00 and the Falls plow from Towmaster for \$5,795 (original motion May 6, 2014).

Linda Fransen, Director of Historical Society, and Margaret McDonald, Board Treasurer, met with the board to present the appropriation request for 2015 for the Historical Society. They are once again requesting an appropriation in the amount of \$68,000.

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Todd Dibble, Veteran Service Officer, met with the board to discuss a few items. Dibble presented the proposed 2015 budget for the Veterans Service Office.

Dibble also presented a grant for board approval. Motion by Oeltjenbruns, second by White, unanimous vote to accept the Minnesota Department of Veteran Affairs Grant for \$7,500.

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Kathy Kretsch, County Recorder, met with the board to discuss a few items. Kretsch presented the 2015 proposed budget for the Records Office.

Kretsch also presented two quotes for a new large format scanner; CDW for \$8,532.20 and CES Imaging for \$5,710.00. Motion by Holmen, second by Stevens, unanimous vote to accept quote for a large format scanner from CES Imaging for \$5,710.00.

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Jared Morrill, Planning and Zoning Technician, updated the board regarding the zoning map. Morrill stated that to be compatible with Beacon the map would have to be a layer added to the existing maps which will change the SRDC contract he presented at a previous meeting. Morrill will continue working on this project.

Morrill also stated that the 2001 pickup that he is currently using is in poor condition. Morrill stated the SWCD office would be interested in sharing the expense of a new vehicle. The consensus of the board is to do more research as to what type of vehicle would be the best fit and that one office, either the county or the SWCD office, should own the vehicle and the other office would lease from the owner.

Kelly Thongvivong, County Coordinator, noted that the Highway Department and the Parks Department also need a vehicle that could be shared.

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Motion by White, second by Oeltjenbruns, unanimous vote to recess as the County Board and to convene as the Ditch Authority

Motion by White, second by Holmen, unanimous vote to set the hearing date of Tuesday, August 26, 2014, at 11:00 a.m. for the Joe's Family Farms, LLC, Philip and Jackie Sonstegard and Jackie's Farms, LLC petition for an outlet into Cottonwood County Ditch #2.

Motion by White, second by Stevens, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items. Thongvivong presented on behalf of Kim Hall, Emergency Management Director, a grant for \$18,800. Motion by Holmen, second by Stevens, unanimous vote to accept the 2014 Emergency Management Performance Grant in the amount of \$18,800.00.

Motion by White, second by Oeltjenbruns, unanimous vote to accept Gordy Olson's retirement resignation effective July 24, 2014 with appropriate payout of benefits.

Motion by Holmen, second by Stevens, unanimous vote to add to Policy No. 002 "Scope of Policy" the following: "Federal and State laws will supersede any and all Cottonwood County policies" and post for 30 days.

Discussion was held regarding Policy No. 470 "Request for Department Purchase" and changing the equipment purchase amount from \$500 to \$1,000 and adding a paragraph stating upon consensus of the Department Head, Liaison, Coordinator, and Board Chair, unanticipated needed purchases, where time is of the essence, can be made up to \$5,000. Revisions to Policy No. 470 should be drafted and brought back for board approval.

Thongvivong updated the board on her meeting and walk-thru of the N71 Office building with the Department of Human Services (DHS) concerning the possibility of leasing office space. The consensus of the board is to cease all further negotiations.

Thongvivong updated the board on the health screenings that the Wellness Committee will be offering this fall. The Wellness Committee has a grant of \$3,330 to be used for health screenings. The Wellness Committee would like to offer the health screenings for free to all full-time employees and would like the board to consider paying the difference over the \$3,330 grant money if needed. Motion by Holmen, second by White, unanimous vote to pay the excess of the health screening expenses for employees over the \$3,330 grant money that the Wellness Committee will be receiving from the SW/WC Service Coop for screenings.

Thongvivong updated the board regarding the Building and Grounds Worker position that will be open this fall. There have been three internal applicants, the position is currently advertised, and Thongvivong has done a walk-thru with Marsden Cleaning Services. Thongvivong also stated that Holt's Cleaning Service declined interest.

Thongvivong also asked the board for their thoughts on the letter that Dan Larson, Minnesota Rural Counties Caucus, drafted for sending to surrounding counties regarding MRCC. Motion by White, second by Holmen, unanimous vote to accept the MRCC letter drafted by Dan Larson for mailing to surrounding counties. Thongvivong will follow up with Larson as to how he wants to handle mailing.

Thongvivong gave an update as to how RtVision is being handled at the Highway Department and asked Jan Johnson, Auditor/Treasurer, for an update on how it is being handled for the revenue employees. Johnson stated they are at the point of contacting Xerox as to how the interfacing will work with Paymate. Once the interfacing with Paymate is understood completely, he will recommend a trial period of filling out both paper timecards and e-timecards.

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Commissioner Stevens informed the board that SHIP meetings that were scheduled every month, have been rescheduled to every other month. Stevens also informed the board that both Commissioner Holmen and he attended a SWCD Watershed Tour. Motion by Oeltjenbruns, second by White, unanimous vote to pay a

per diem to Commissioners Holmen and Stevens for attending the SWCD Watershed Tour.

Commissioner White led discussion regarding building options for DVHHS.
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There being no further business, the meeting was adjourned at 11:50 a.m.

Jan Johnson, Auditor/Treasurer

James Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator