

October 22, 2013  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 22, 2013 at 1:00 p.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 Thongvong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; JinYeene Neumann, Kyle Pillatzki, Kim Hall, Kathy Kretsch, Gerald Engstrom and Brad Olson.

Motion by White, second by Schmidt, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the October 8, 2013 meeting.

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County Engineer JinYeene Neumann met with the board to present several items. Neumann informed the board that Kyle Pillatzki's 6-month probationary period for the Assistant County Engineer position would be ending October 30th. Motion by White, second by Schmidt, unanimous vote to allow Pillatzki to move from Step 10 to Step 11 on the Assistant County Engineer pay scale after successful completion of the 6-month probationary period effective November 1st.

Neumann presented two quotes for the update of the Cottonwood County highway map as follows: Business Impact Group - \$1,500 and Carter Graphic Services - \$700. Motion by Holmen, second by Stevens, unanimous vote to allow Neumann to accept the quote from Carter Graphic Services in the amount of \$700 to update the county map to a PDF file so that it can be added to the county website.

Neumann gave a brief update regarding the highway budget and how much she is projecting to have remaining at the end of the year.

Brief update was given regarding the Safe Routes to School program. Neumann reported that Shannon LaCanne would be at the next meeting to present further information to the board.

Information was presented regarding salaries for the Office Manager/Accountant position as compared to peer counties. Kelly Thongvong, HR, and Neumann concurred on the recommendation that was presented to the board. Motion by White, second by Schmidt, unanimous vote to adjust salaries for Cheryl Knudson to \$27.7513/hour (Step 15) and Cherie Winters to \$18.8973/hour (Step 2) as presented and to allow the new pay increase to be retro to July 23, 2013.

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Landfill Supervisor Kyle Pillatzki met with the board to discuss several items. Pillatzki reported to the board that there would be a shortage of waste abatement funds in the month of November because the fund will not receive taxes until December. The fund will be approximately \$4,000 short. A loan from the Revenue Fund will be temporarily granted.

Pillatzki reported that the last payment for the landfill property lease agreement is due November 2013 and the lease will end in February 2014. Motion by White, second by Holmen, unanimous vote allow permission to advertise for sealed bids for land lease.

Much discussion was held regarding the new landfill supervisor position that the board had set a job description and pay scale for previously. Motion by Holmen, second by Schmidt, unanimous vote to post internally and advertise for the new Landfill Supervisor position.

Pillatzki reported that the landfill has seen an overwhelming amount of demo in the past three months due to this year's adverse weather, which has not given the employees a chance to get the clay hauled that needed to be for demo. Pillatzki asked permission to hire Minion Excavating to haul clay to the demo site and to have them close up the cell according to the permit. The board agreed to allow Pillatzki to do so.

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Emergency Management/Safety Officer Kim Hall met with the board to present information regarding Safe Assure and the required OSHA safety training that this company could help to provide to the county. Motion by White, second by Holmen, unanimous vote to approve annual contract with Safe Assure in the amount of \$7,210 for OSHA safety training that is needed for all employees.

Motion by White, second by Stevens, unanimous vote to amend the 2013 safety budget in the amount of \$7,210.

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Commissioner White gave an update regarding a meeting he recently attended to discuss the Remick Foundation. The Remick Foundation is looking for ways to disburse more funding and is looking for ideas and suggestions.

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County Recorder Kathy Kretsch was present for the discussion regarding the salaries for the Deputy Recorder positions as compared to peer counties. Kelly Thongvivong, HR, presented her recommendation to the board. Motion by Schmidt, second by Stevens, unanimous vote to adjust salaries for Nancy Macgregor and Susan Horkey to \$17.3858/hour (Step 6) as presented and to allow the new pay increase to be retro to July 23, 2013.

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Commissioner Holmen presented information regarding the Area II Joint Powers Agreement and asked for the board's consideration of approving Addendum No. 12 for a 2-year extension to the agreement, which would extend through December 31, 2015. Motion by Holmen, second by Stevens, unanimous vote to approve Joint Powers Agreement Addendum and to allow the Area II representative to sign.

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Motion by Schmidt, second by White, unanimous vote to approve PRISM Implementation Grant Application in the amount of \$4,750.

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

Motion by Holmen, second by White, unanimous vote to approve final payment to Gustafson Drainage, LLC in the amount of \$152,281.04.

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

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Brief discussion was held regarding an upcoming Active Living Meeting that will be held on October 28th at the Law Enforcement Center. Kelly Thongvong, County Coordinator, and Commissioners Oeltjenbruns and Stevens plan to be in attendance.

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Brief discussion was held regarding the MN NCPERS benefit that all employees currently have. This will need to be discussed yet as part of union negotiations if the county were to stop offering this benefit to the employees.

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Motion by Holmen, second by Stevens, unanimous vote to approve going to bi-weekly payroll countywide beginning January 1, 2014.

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Motion by Schmidt, second by White, unanimous vote to approve submission of PCORI Tax - ACA Form 720 in the amount of \$260.50. This amount will be reimbursed by the SW/WC Service Cooperative after it has been paid to the IRS.

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Discussion was held regarding the County Coordinator position that has been discussed for quite some time as well as possible action. Motion by Holmen, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

**Resolution 13-10-22**

**WHEREAS**, according to Minnesota Statute 375.48 and notwithstanding sections 375A.01 and 375A.12, a county board may employ a county coordinator upon terms it considers advisable. It may assign whatever title to the county coordinator that it decides is appropriate. It may appropriate funds and provide suitable office space for the office. The county board shall set the salary of the county coordinator. The coordinator shall be chosen solely on the basis of training, experience and administrative qualifications and need not be a resident of the county at the time of appointment. The county coordinator serves at the pleasure of the board and employment may be terminated by the board without notice. The board may provide for a termination allowance.

**WHEREAS**, the county board may appoint as county coordinator any county officer or employee except a county commissioner during the term for which the commissioner was elected. If a county officer or employee is appointed county coordinator, the board may provide that the duties of county coordinator are in addition to the duties as an officer or employee.

**NOW, THEREFORE BE IT RESOLVED**, that the Cottonwood County Board of Commissioners approve the internal promotion and appointment of Kelly Thongvong as County Coordinator for Cottonwood County effective immediately and to set the wage for this position at \$74,000 for the remainder of 2013 and all of 2014.

S/John Oeltjenbruns, Board Chairman

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Motion by Schmidt, second by White, unanimous vote to close the meeting at 3:40 p.m. to discuss strategy for labor negotiations. Present for the meeting were: Commissioners Oeltjenbruns, Schmidt, Stevens, White and Holmen; County

Coordinator Kelly Thongvivong; County Attorney Nick Anderson and Auditor/Treasurer Jan Johnson. Motion by Holmen, second by Schmidt, unanimous vote to open the meeting at 4:18 p.m.

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Motion by Holmen, second by Stevens, unanimous vote to approve retro pay back to July 23rd for Kristen Porath (Sheriff/Emergency Management Administrative Assistant) as her previous increase was effective September 10, 2013.

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

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Jan Johnson, Auditor/Treasurer

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John Oeltjenbruns, Board Chairman

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Kelly Thongvivong, County Coordinator