

August 12, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 12, 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, JinYeene Neumann, Holli Arp, Jacqueline Zevenbergen, Mason Anderson, and Ron Kuecker.

Motion by White, second by Oeltjenbruns, unanimous vote to approve the agenda as amended. Motion by Oeltjenbruns, second by Stevens, unanimous vote to approve the minutes of the August 5, 2014 regular board meeting.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann presented a resolution to allow the county to use the county website to disseminate solicitations of bids, requests for information and requests for proposals. Motion by Holmen, second by White, unanimous roll call vote to adopt resolution as follows:

Resolution 14-08-12
Resolution to Use Alternative Method to Disseminate Bids and Requests

WHEREAS, Minnesota Statute 311A.03 Subd. 3(b) allows a county to use it website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals.

NOW THEREFORE, the Cottonwood County Board of Commissioners hereby resolves:

BE IT RESOLVED, that from this day forward, the County of Cottonwood may use the Cottonwood County website, www.co.cottonwood.mn.us, as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

IT IS FURTHER RESOLVED that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minnesota Statute 331A.03 Subd. 3.

DATED August 12, 2014

S/James Schmidt, Board Chair

S/Jan Johnson, Auditor/Treasurer

Neumann also presented the revised Amended Tile Agreement for the tile issue on CSAH 1. Neumann noted that Jon Adrian and Bill Janzen have already signed the agreement. Motion by Holmen, second by Oeltjenbruns, unanimous vote to accept the Amended Tile Agreement between Jonathon Adrian, William Janzen and Cottonwood County as presented and allow Chairman Schmidt to sign.

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Holli Arp, Extension Regional Director, met with the board to present the 2015 proposed budget for the Extension Office.

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Jacqueline Zevenbergen, Parks and Trail Director, met with the board to present information on the three parks that the county is interested in selling – Dynamite Park, Highwater Park and Sara Park. Discussion was held as to whether the parks should be sold by accepting sealed bids or if a public auction should be held. It was also agreed that a public hearing should be held regarding the sale of the parks. The board also suggested that Zevenbergen write a letter to the City of Windom and attend a Windom City Council meeting in regards to Dynamite Park. Motion by Holmen, second by White, unanimous vote for Jacqueline Zevenbergen, Parks and Trail Director, to approach the City of Windom as to the city acquiring Dynamite Park with the stipulation that it must stay a city park or it reverts back to the county.

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson presented the 2015 proposed budgets for the following departments: Court Administration, Law Library, Auditors/Treasurer, County 125 Plan, General Administration, Elections, Coroner, Cottonwood County Library, and Soil and Water Conservation.

Johnson also presented teardown quotes for the tax forfeiture property in Bingham Lake. Quotes were as follows: Minion Excavating, Inc., Bingham Lake, \$24,735.00 and Lohrenz, Inc., Mt. Lake, \$22,500.00. Quotes include demolition, backfill, hauling demo to landfill, and clean up. Motion by White, second by Holmen, unanimous vote to accept quote of \$22,500.00 from Lohrenz, Inc, Mt. Lake, for tearing down the tax forfeiture property in Bingham Lake.

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items. Motion by Oeltjenbruns, second by Stevens, unanimous vote to grant Pam Hogan, Extension Office Manager, permanent full-time status after successful completion of her 6-month probationary period effective August 18, 2014.

Thongvivong presented quotes for tree removal and trimming on the courthouse grounds. Quotes were as follows: Kolander Tree Service, \$3,325.00 and Ryan’s Tree Service, \$1,450.00. Motion by White, second by Holmen, unanimous vote to accept quote of \$1,450.00 for tree removal and trimming on the courthouse grounds from Ryan’s Tree Service.

Thongvivong informed the board that PERA learned that paperwork done in 2004 regarding Social Security coverage for employees who did not have prior membership in the PERA Coordinated Plan as correctional personnel was not complete. PERA asks that the board take a position on the preferred voting procedure for conducting the referendum. Motion by White, second by Stevens, unanimous vote to use majority vote as the preferred method for conducting the retirement system referendum involving PERA and Social Security.

Motion by Oeltjenbruns, second by Stevens, unanimous vote to approve recommended revisions to Policy 470 “Request for Department Purchases” as presented and to post for 30 day comment period.

Motion by White, second by Schmidt, unanimous vote to adopt revisions effective January 1, 2015 to Policy 480 "Smoke-Free Workplace" as presented to the board. Policy 480 "Tobacco-Free Grounds" will go into effect on January 1, 2015. The existing Policy 480 "Smoke-Free Workplace" will remain as is until that time.

Thongvivong updated the board as to the Assistant Solid Waste Administrator position. Roger Ambrose started in this position on Monday, August 11, 2014, with the agreement that he could return to the HEO position within 6 months if he finds the position not to his liking.

Thongvivong informed the board that she has received information from the SW/WC Service Coop regarding health insurance premiums for 2015 and that Cottonwood County will have a premium increase of 10 percent.

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Motion by Oeltjenbruns, second by Holmen, unanimous vote to approve August warrants as follows:

County Revenue Fund	\$178,283.08
Long Term Capital Outlay	\$ 19,953.18
County Building Fund	\$ 229.50
Ditch Fund	\$ 2,511.16
Agency Fund	\$ 68.94
Taxes & Penalties Fund	\$ 3,295.00
Road & Bridge	\$273,048.99
Waste Abatement/SCORE	\$ 9,440.19
Landfill Enterprise	<u>\$ 60,422.48</u>
	\$547,252.52

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Kelly Thongvivong, County Coordinator, updated the board on a few items. Thongvivong informed the board that Sheriff Purrington has started the process regarding the lease with the Windom Police Department for space at the Law Enforcement Center. The current lease will expire on December 31, 2014.

Thongvivong also distributed a quote from Marsden Building Maintenance, LLC, for cleaning services at the Law Enforcement Center and the North 71 County Office Building. Marsden would be an option for replacing the retiring Building and Grounds Worker this fall.

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Commissioner White led discussion regarding Electronic Content Management. White stated that because the Recorder's Office is in the process of scanning documents, the board should discuss moving forward with Glenn Johnson's (Director of Information Systems) recommendation to have the board set protocol and policies regarding the scanning of documents in the county.

Commissioner Stevens informed the board that he was approached by a person in the county who was upset that he had to go Jackson County regarding passports. Stevens stated that passports have been discussed at prior meetings and that board needs to move forward on this topic as the general consensus of the board is to offer passports in the county.

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There being no further business, the meeting was adjourned at 11:10 a.m.

Jan Johnson, Auditor/Treasurer

James Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator