

July 22, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 22, 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, Kyle Pillatzki, Jared Morrill, Jenny Quade, Doug Deragisch, Dan Larson, Jacqueline Zevenbergen, Tom Appel, and Rahn Larson.

Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve the agenda as amended. Motion by White, second by Stevens, unanimous vote to approve the minutes of the July 8, 2014 regular board meeting as amended. Motion by Oeltjenbruns, second by White, unanimous vote to approve the minutes of the July 11, 2014 special board meeting.

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Kyle Pillatzki, Assistant County Engineer, presented the board with the low bids received for each of the three box culvert projects. SAP 017-599-095 – Midwest Contracting - \$254,180, SAP 017-011-016 – R&G Construction - \$133,028, and SAP 017-599-096 – R&G Construction - \$149,028. Motion by White, second by Oeltjenbruns, unanimous vote to accept the bid for SAP 017-599-095 from Midwest Contracting in the amount of \$254,180 and reject bids for SAP 017-011-016 and SAP 017-599-096 as the bids were significantly over the engineer's estimates. The Highway Department will plan to have SAP 017-011-016 and SAP 017-599-096 re-bid later this fall or early in 2015.

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Jared Morrill, Planning & Zoning Technician, presented a Technical Assistance Contract from the Southwest Regional Development Commission (SRDC) for the development of an electronic Cottonwood County zoning map. Discussion was held regarding the compatibility of this map with the Highway Department's tile mapping and Schneider/Beacon. Morrill should have more discussion with SRDC regarding their software and then return to the board with his findings.

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Jenny Quade, Probation Officer, met with the board to present the 2015 proposed budget for the Probation Office.

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Doug Deragisch, South West/West Central Service Coop, presented information to the board that reviewed the history, purpose, and administration of the SW/WC Service Coop Health Insurance Pool that Cottonwood County has been a member of since 2008.

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Dan Larson, Minnesota Rural Counties Caucus (MRCC) Administrator, met with the board to thank Cottonwood County for becoming a member in 2013. Larson informed the board as to how the group was initially formed and that to date there

are 29 counties in the MRCC organization. Commissioner Schmidt asked Larson to draft a letter that the Cottonwood County Board could send to other Southwest Minnesota counties endorsing the MRCC organization.

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson opened quotes for the tax forfeiture properties that need to be tore down, one in Jeffers and one in Storden. The first quote was from Therkelsen Construction, Jeffers, for \$8,090 and the second quote was from Lohrenz Excavating, Mt. Lake, for \$7,950 (Jeffer's property - \$3,450 and Storden property - \$4,500). Motion by White, second by Oeltjenbruns, unanimous vote to accept the quote from Lohrenz Excavating, Mt. Lake, of \$7,950 for the tearing down of two tax forfeiture properties.

Motion by Oeltjenbruns, second by White, unanimous vote to pay unpaid 2014 appropriations as follows: Cottonwood County Ag Society - \$18,000, Westbrook Senior Citizen Club - \$2,000, Storden Senior Citizen Club - \$2,000, Mt. Lake Senior Citizen Club - \$2,000, Jeffers Senior Citizen Club - \$2,000, Windom Senior Citizen Center II - \$2,000, Westbrook Heritage House - \$1,500, Mt. Lake Heritage House - \$1,500, SW Crisis Center - \$500, SW Crisis Center Ecology Bus - \$1,000, Small Business Dev. Center - \$2,000.

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items. Motion by White, second by Stevens, unanimous vote to accept James Vellema's (Building and Grounds Worker) retirement resignation with appropriate payout of benefits effective October 10, 2014.

Thongvivong stated that due to the retirement above, she would like to research custodial companies and also knows of a possible internal transfer. The consensus of the board is for Thongvivong to get more information and quotes from custodial companies and also post and advertise for the Building and Grounds Worker position. Motion by Holmen, second by Oeltjenbruns, unanimous vote to post and advertise for the Building and Grounds Worker position at the Law Enforcement Center.

Motion by White, second by Stevens, unanimous vote to allow the internal transfer of Roger Ambrose from Heavy Equipment Operator to Assistant Solid Waste Administrator effective August 11, 2014. Roger will begin on Step 1 (\$18.5598/hour) of the 2014 Landfill Supervisor pay matrix and will receive 1 step after 6 months and an additional step after completing all of the required certifications. He will serve a 6-month probationary period. Ambrose also wanted the stipulation that he could return to the Heavy Equipment Operator position at his current pay (\$16.7966) anytime during the probationary period.

Thongvivong informed the board that legislation was passed extending the Phased Retirement Option (PRO) until June 30, 2019. Thongvivong also stated that since this policy has been extended that the hours also need to be changed to reflect the 1,040 hours worked instead of 1,044 hours. Motion by Holmen, second by Stevens, unanimous vote to approve the changes to the Phased Retirement Option (PRO) policy and to post for 30 days.

Motion by Holmen, second by Stevens, unanimous vote to allow the Auditor/Treasurer's Office and the Highway Department to begin paying bills

twice/month beginning August 1, 2014.

Thongvivong presented one quote from Indoff, Inc. for two desks/workstations for the Highway Department/Parks Department. Thongvivong informed the board that to get a second quote and due to the time between meetings, presenting this at a future meeting would leave two employees without desks for several weeks. Motion by White, second by Stevens, unanimous vote to accept quote for two desks/workstations for the Highway Department/Parks Department from Indoff, Inc. for \$2,157 plus tax. Thongvivong requested the board give the County Coordinator the authority to approve county purchases up to \$5,000 upon agreement of the Coordinator, Department Head and the Board Chair, as to not have delays when items are needed and can't be presented at a board meeting in a timely fashion. The board advised Thongvivong to research if the dollar amount of \$5,000 is permissible according to our personnel policy.

Thongvivong informed the board that the county is responsible for paying a Patient Centered Outcome Fee (PCORI) each year. Motion by Oeltjenbruns, second by White, unanimous vote to approve sending IRS Form 720 along with a check in the amount of \$500 to the United States Treasury prior to July 31, 2014.

Thongvivong informed the board that there are new federal requirements regarding financial services and that the work that Gary Weirs, Associate with David Drown Associates, Inc., is doing for the county falls under the covered services. Motion by White, second by Oeltjenbruns, unanimous vote to allow Jan Johnson to sign as Clerk of the Board acknowledging receipt of the disclosure provided by David Drown Associates, Inc., and to acknowledge that the governing board has been given the opportunity to raise questions and discuss the foregoing matters with the advisor.

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Discussion was held regarding numerous topics consisting of: offering passports in the county again, the possibility of swapping office space with DVHHS, the Parks/Veteran's Administrative position, and electronic data management.

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Commissioner Holmen informed the board of the AMC Policy meeting that will be held in Alexandria on September 3 and 4. Holmen stated that he would be going and that room reservations should be made soon for those that would attend.

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Kelly Thongvivong, County Coordinator, informed the board of a \$27,000 Aquatic Invasive Species Grant that the county received on July 21, 2014.

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There being no further business, the meeting was adjourned at 12:10 p.m.

Jan Johnson, Auditor/Treasurer

James Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator