

May 19, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 19, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Marsh, Glenn Johnson, Kim Hall, Becky Alexander, JinYeene Neumann, Rory Lindvall, Brian Cooley, Ron Kuecker, Joe McGuire, Dennis Frederickson, Catherine Fouchi, Donald Reffer, Brandon Oachs, Kathy Kretsch, and Rahn Larson.

Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Appel, second by Schmidt, unanimous vote to approve the minutes of the May 5, 2015 meeting.

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Glenn Johnson, Director of Information Systems, met with the board to discuss a few items. Johnson presented two new phone system options, Hosted PBX and On Premise PBX. Johnson gave an overview, pros and cons to each system, and recommended the On Premise PBX. Motion by Stevens, second by Gravley, unanimous vote to approve obtaining a finalized cost for the On Premise PBX phone system and bring the information to a future meeting.

Johnson informed the board that he and other county offices have electronic equipment that should be disposed of. Johnson asked the board how this would be funded as he doesn't have a budget for this. The Auditor/Treasurer stated that this has been paid for from each department's budget in the past, but could also come out of the Information Systems, Other Professional & Technical line item. The board agreed that Johnson should budget for this in the future.

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Kim Hall, Emergency Management Director, met with the board to request a credit card for the Emergency Management office. Hall stated that when attending conferences, hotels are asking for the actual card that will be charged. Discussion was held regarding the possibility of other offices requesting a credit card. Motion by Schmidt, second by Appel, unanimous vote to allow Jan Johnson, Auditor/Treasurer, to get three more credit cards with a \$1,000 limit on each. The cards will be held by the County Coordinator and employees will check out a card when needed.

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Becky Alexander, SWCD Program Technician, met with the board to get approval for two Conditional Use Permits. Alexander presented a Conditional Use Permit request from Southern Minnesota Construction to construct and operate a portable Hot Mix Asphalt plant on its Sioux Rock Quarry in Delton Township. Motion by Schmidt, second by Stevens, unanimous vote to approve the Conditional Use Permit request from Southern Minnesota Construction to erect and operate a portable Hot Mix Asphalt plant on its Sioux Rock Quarry in Delton Township with the following conditions: (1) during construction have a dumpster onsite; (2) maintain erosion controls during operation; (3) acquire any state/federal permits needed;

and (4) comply with Cottonwood County Ordinances #28 and #36.

Alexander presented a Conditional Use Permit request from Wendell Klassen to construct a solar capturing system in Mountain Lake Township. Motion by Appel, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Wendell Klassen to construct a solar capturing system in Mountain Lake Township with the following conditions: (1) have a dumpster onsite during construction, if needed; (2) establish erosion controls during construction; (3) acquire any state/federal permits needed; (4) comply with Cottonwood County Ordinance #28; and (5) comply with Ordinance #28, Section 25 (WECS), Subdivision 12, #1-4.

Motion by Appel, second by Gravley, unanimous vote (Commissioner Schmidt absent for vote) to accept MPCA Feedlot Performance Credit in the amount of \$3,874.00.

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JinYeene Neumann, County Engineer, and Rory Lindvall, Assistant County Engineer, met with the board to discuss a few items. Neumann presented a state bid for a 2016 International 7600 SFA 6x4 Tandem Truck and a state bid for snow attachments and accessories from TBEI. Neumann stated that Unit #48 will be a trade in at \$40,000. Motion by Schmidt, second by Stevens, unanimous vote to approve purchase of 2016 International 7600 SFA 6x4 Tandem Truck from Astleford International Truck in the amount of \$81,252.12 (\$121,252.12 less 40,000 trade-in) and to approve purchase of snow attachments and accessories from TBEI in the amount of \$67,348.00 for a total expense of \$148,600.00 which includes sales tax and license.

Motion by Gravley, second by Stevens, unanimous vote to enter into License Agreement with the Minnesota Department of Transportation allowing the ATR/WIM to exist in the County Right-of Way on CSAH 5.

Discussion was held regarding the possible acquisition of property in Jeffers for the Highway Department. Chairman Holmen appointed Commissioner Schmidt and himself to assist the County Engineer in obtaining more information and negotiating a potential purchase price for the property in Jeffers.

Discussion was held regarding the possible re-listing for sale of Sara Park. No action was taken at this time.

Neumann informed the board that after further discussion with Odell Wind Farm regarding CSAH 17, between 550th and 560th, Odell Wind Farm has agreed to pay for the roadway life they are using by hauling heavy loads on the roadway. A figure of \$140,000 was calculated which will pay for the initial stabilization of the roadway. This will leave the county with an unpaved road surface which will have to be paved at a later date.

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Dennis Frederickson, Regional Director of the DNR Southern Region, and Catherine Fouchi, DNR Regional Planner, presented information on the DNR's priorities and the Strategic Land Asset Management program. Frederickson and Fouchi also answered questions that the board had.

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Don Reffer, B&W Control Specialists, informed the board that he has been doing brush control in Cottonwood County since 1999. The program has evolved into a maintenance program to keep trees and brush under control in all county drainage ditches every three years.

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

Motion by Schmidt, second by Stevens, unanimous vote to approve the B&W Control Specialist quote for an amount not to exceed \$46,000 for 2015 ditch maintenance in the listed drainage ditches in Cottonwood County as follows:

Con. J.D. #2	\$5500.00 (treat all sprayable trees – big trees no spray)
Co. D. #37	\$1500.00
J.D. #1 W & C	\$3500.00 (trees in pasture section 1 N.S. ?) Cleaning??
Co. D. #21	\$2000.00
Co. D. #39	\$2500.00
J.D. #10	\$2000.00
Co. D. #15	\$2500.00
Co. D. #43	\$3500.00 (ditchbank only by planted trees and hedges)
J.D. #8	\$3500.00
J.D. #9	\$4500.00
J.D. #11	(no need)
Co. D. #38	\$3500.00
Co. D. #42	\$2500.00
J.D. #3 M & C	\$4500.00
Co. D. #2	\$2500.00
J.D. #28	\$ 750.00
J.D. #6	\$ 750.00
J.D. #25	\$1000.00
Co. D. #30	\$1500.00

Commissioner Appel led discussion regarding a bridge on County Ditch #37.

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

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Commissioner Schmidt led discussion regarding the stipend that Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, currently receives. Schmidt stated that Pillatzki’s salary should be increased equivalent to a \$500/month stipend and cease the current stipend due to employee changes that have happened at the Landfill and the Highway Department. Consensus of the board is to continue with the March 3rd motion of looking at the stipend again in September and that a range should be recommended by the Compensation Committee for the Assistant County Engineer/Solid Waste Administrator job description.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Schmidt, second by Stevens, unanimous vote to move Joey Vought, Heavy Equipment Operator, to permanent full-time status after successful completion of his 6-month probationary period effective May 24, 2015.

Thongvivong informed the board that Lindsay Wimmer, GESP Project Manager, has contacted her with a few questions that need to be completed on the

GESP Site-Specific Request for Proposal (SSRFP) and also asked for board approval of the SSRFP. The board directed Thongvivong to contact Wimmer with an okay to proceed.

Thongvivong presented quotes for sidewalk repair on the Courthouse grounds. Thongvivong was instructed to contact one of the businesses for a revised quote so that the quotes are for the same square footage and concrete mix and proceed with the lowest quote.

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Motion by Appel, second by Schmidt, unanimous vote to approve May warrants as follows:

County Revenue Fund	\$ 36,419.72
County Building Fund	\$ 452.88
Ditch Fund	\$ 6,242.88
Taxes & Penalties Fund	\$ 36.40
County Revenue Fund	\$ 4,712.64
Road and Bridge Fund	\$ 34,661.30
Waste Abatement/SCORE	\$ 34.72
Landfill Enterprise	\$ 7,818.00
	<u>\$ 90,378.54</u>

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Kelly Thongvivong, County Coordinator, presented an addendum to the mowing contract with Lang Jensen. Thongvivong stated the addendum is to swap the mowing of Dynamite Park with the mowing of DVHHS – Human Services. Motion by Gravelly, second by Schmidt, unanimous vote to approve Addendum to Lang Jensen Mowing Contract swapping the mowing of Dynamite Park to DVHHS – Human Services.

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Commissioner Holmen led discussion regarding the Region 8 meeting that will be held on Thursday, May 28 in Marshall and who would be attending. The five commissioners and the County Coordinator plan on attending.

Commissioner Appel gave an update on the Rural Energy Board meeting he attended.

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There being no further business, the meeting was adjourned at 12:40 p.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator