

September 6, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 6, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person, or by phone, for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Drew Hage, Gale Bondhus, Ron Kuecker, JinYeene Neumann, Kyle Pillatzki, Carol Paplow, Rosemary Schaffer, Jon Schneider, Gary Olson, Bruce Nagorske, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Appel, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Gravley, unanimous vote to approve the minutes of the August 16, 2016 regular meeting.

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Drew Hage, Windom EDA Executive Director, met with the board to discuss a few items. Hage presented information regarding a housing tax abatement program. Hage explained that the intent of the program is to encourage the construction of new owner-occupied and rental residential housing units and to encourage replacement of dilapidated housing structures within Cottonwood County. Consensus of the board is for Hage to contact all cities and school districts in Cottonwood County to verify their intent.

Hage also asked the board if there was interest in splitting a Gold Level Sponsorship for the Southwest Minnesota Career Fair that will held in Windom in October. Motion by Gravley, second by Appel, unanimous vote to allow the county to purchase a Gold Sponsorship along with Windom EDA, at a cost of \$175 for each entity, for the Southwest Minnesota Career Fair to be held on October 26, 2016.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items.

Motion by Schmidt, second by Holmen, unanimous roll call vote to adopt resolution 16-09-06 as follows:

Resolution 16-09-06
RESOLUTION TO TRANSFER COUNTY STATE AID HIGHWAY MUNICIPALE FUNDS

WHEREAS; Minnesota Statute 162.08, Subd 4 (3d), provides that accumulated balances in excess of two years municipal account apportionments may be spent on projects located outside of municipalities under 5,000 population when approved solely by resolution of the county board.

NOW, THEREFORE BE IT RESOLVED, that the Commissioner of Transportation transfer **\$240,780.00** (all funds) in excess of two years apportionment into the Regular Construction Account.

DATED: September 6, 2016

S/Kevin Stevens, Board Chair

S/Jan Johnson, Auditor/Treasurer

Motion by Holmen, second by Schmidt, to purchase reservation software from Max Solutions in the amount of \$4,900. Voting Aye – Holmen, Appel, and Schmidt. Voting Nay – Gravley. Motion passed.

Neumann informed the board that she has been approached by Vantek Communications of South Dakota about the possibility of purchasing the radio tower that is on the Jeffers Highway Shop. The only entity using the radio tower currently is the National Weather Service. Consensus of the board is to take no action at this time with Vantek Communications.

Neumann informed the board that Commissioner Holmen and she have been contacted by Roger Roiger regarding a metal culvert on 210th Street near the intersection of 210th Street and Highway 71 in Germantown Township. Neumann stated that this structure is not on the County’s structure replacement list. Neumann also stated that there is a 6x8 state culvert approximately 200 feet away. After review of the information, the board consensus is that this is not a County issue and that the culvert issue should remain with Germantown Township.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a recycling contract for 2017. Pillatzki presented two options from Waste Management for the continuation of the recycling agreement. After discussion was held regarding commercial recycling, consensus of the board is to have Pillatzki and Commissioner Gravley discuss options with Waste Management excluding commercial recycling and bring options back to the board.

Discussion was held regarding the Solid Waste Technician positions that are open and that posting and re-advertising will be done.

Pillatzki gave an update on zero waste at the County Fair.

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Jon Schneider, Manager-Ducks Unlimited, presented information and notification of a pending wildlife habitat restoration project in section 31 of Highwater Township on Hurricane Lake State Wildlife Management Area.

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Holmen, unanimous vote to state that Southern Prairie Community Care (SPCC) is directed to issue current and future Cottonwood County settlement distributions directly to Des Moines Valley Health and Human Services (DVHHS).

Motion by Schmidt, second by Gravley, unanimous vote to approve policies #105 – Employee Assistance Program; #250 – Payroll; #352 – Orientation; #365 – Performance Evaluation; and #380 – Probationary Period effective September 6, 2016.

Motion by Holmen, second by Schmidt, unanimous vote to approve revision to Policy #330 “Employment Processing/Selection Process” and to allow for 30-day posting period for review and comments.

Motion by Gravley, second by Appel, unanimous vote to allow Alan Coners’ probationary period to end as of September 15, 2016 as Deputy Assessor.

Motion by Gravley, second by Schmidt, unanimous vote to hire Alexander Leopold as a Fall Seasonal Parks Worker effective September 2, 2016, as he had successfully completed all hiring requirements.

Motion by Schmidt, second by Appel, unanimous vote to accept termination of Bailey Freitag, part-time jailer/dispatcher, effective August 24, 2016 with appropriate payout of benefits.

Motion by Gravley, second by Schmidt, unanimous vote to hire Martin Mollenhauer as GIS Specialist at Range 12, Step C (\$20.06) upon successful completion of all hiring requirements.

Motion by Holmen, second by Schmidt, unanimous vote to accept health insurance renewal and to offer the three current health plans: Plan #832 – VEBA; Plan #860 – VEBA/HSA; Plan MVP – HSA and to eliminate the CMM plan.

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Motion by Gravley, second by Schmidt, unanimous vote to approve September warrants as follows:

County Revenue Fund	\$142,048.04
Long Term Capital Outlay	\$ 1,208.79
County Building Fund	\$ 1,860.45
Ditch Fund	\$ 1,298.75
Agency Fund	\$ 1,032.50
County Revenue Fund	\$ 2,050.52
Road and Bridge Fund	\$169,245.22
Waste Abatement/SCORE	\$ 3,241.50
Landfill Enterprise	<u>\$ 31,353.68</u>
	\$353,339.45

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Jan Johnson, Auditor/Treasurer, presented a Runnings Supply Statement he received from the Ag Society for payment in the amount of \$942.73 and asked for approval to pay. After much discussion, motion by Appel, second by Gravley, unanimous vote to approve payment of Runnings Supply Statement in the amount of \$942.73. Commissioner Appel will contact the Ag Society to clarify how the extra allocated funds are to be spent.

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Commissioner Gravley wanted to remind the board that A.C.E. of Windom is sponsoring Dementia Awareness on September 12 and the movie "Alice" will be playing at the Windom Theatre.

Commissioner Holmen asked that Commissioner Stevens and he receive a per diem for attending the SWCD Annual Tour on August 25, 2016. Motion by Holmen, second by Schmidt, unanimous vote to pay a per diem to Commissioners Holmen and Stevens for attending the SWCD Annual Tour.

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Chairman Stevens called for a recess at 12:00 p.m. and for the board to reconvene at 1:00 p.m. for a work session.

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Chairman Stevens reconvened the meeting at 1:10 p.m. for the purpose of a work session to discuss: Public Safety, 2017 Budget Discussion, and County Buildings/Rental Rates.

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Motion by Gravley, second by Holmen, unanimous vote to schedule a work session for Tuesday, September 13 at 6:30 p.m.

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There being no further business, the meeting was adjourned at 4:00 p.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator