

December 6, 2017
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Wednesday, December 6, 2017 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Donna Gravley, Kevin Stevens, Norm Holmen, Jim Schmidt; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Darren Galgano, and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the November 21, 2017, regular meeting.

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Nick Anderson, County Attorney, presented the Child Support Program Interagency Cooperative Agreement (IV-D Contract) and asked the board to allow both the County Sheriff and himself to sign the agreement. Motion by Schmidt, second by Holmen, unanimous vote to allow the County Attorney and the County Sheriff to sign the IV-D Contract.

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Jan Johnson, Auditor/Treasurer, informed the board that he would like to apply for a partial grant to assist with the purchase of new voting equipment on behalf of the townships and cities of Cottonwood County. Motion by Gravley, second by Stevens, unanimous roll call vote to adopt resolution 17-12-06 as follows:

Resolution 17-12-06

Resolution Approving Cottonwood County's Application for Funding from the Voting Equipment Grant.

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including accessible voting equipment; and

WHEREAS, Minnesota last updated much of its voting equipment between 2002 and 2006 meaning that the equipment is rapidly approaching the end of its 10 to 15 year lifespan; and

WHEREAS, it's essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable, and

WHEREAS, Minnesota's 90th Legislature authorized \$7 million for the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before December 15, 2017; now, therefore,

BE IT RESOLVED, Cottonwood County approves its application for funding from the Voting Equipment Grant; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the Voting Equipment Grant will be used to purchase assistive voting technology, an electronic roster system, and electronic voting system, any individual component of an electronic voting system, or any other equipment or technology approved by the Secretary of State.

DATED: December 6, 2017

S/Thomas D. Appel, Chairman

S/Jan Johnson, Auditor/Treasurer

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Norm Holmen, Commissioner, led discussion regarding expanding the hours the county offers passport services. Currently, passport services are offered on Wednesdays and Thursdays from 8:00 a.m. to 1:30 p.m. After much discussion, motion by Holmen, second by Stevens, to offer passport services Monday – Friday, 8:00 a.m. to 4:30 p.m. through the Auditor/Treasurer’s Office effective January 1, 2018. Motion by Holmen, second by Stevens, to amend motion by striking 4:30 p.m. and inserting 4:00 p.m. Voting on amendment: Aye – Holmen, Gravley, Appel, Stevens. Nay – Schmidt. Amendment passed. Voting on amended motion: Aye Holmen, Gravley, Appel, Stevens. Nay – Schmidt. Amended motion passed.

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Donna Gravley, Commissioner, led discussion regarding ancillary benefits offered through Integrity to county employees. Darren Galgano, AFLAC Representative, was given time to speak and give a brief summary of AFLAC’s past relationship with the county and what AFLAC offers. Motion by Gravley, second by Holmen, unanimous vote to only offer ancillary benefits that Integrity Employee Benefits, LLC manages and administers, to discontinue the practice of allowing AFLAC, Minnesota Benefits Association (MBA), NCPERS, or any other insurance providers, to solicit Cottonwood County employees on county property, and further disallow any new payroll deductions for AFLAC, MBA, NCPERS, or any other insurance provider, except that payroll deductions that are in place as of December 6, 2017, shall be allowed to continue as currently in effect.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Schmidt, second by Holmen, unanimous vote to accept the resignation of Jared Morrill, Planning and Zoning Technician, effective January 1, 2018 with appropriate payout of benefits.

Motion by Gravley, second by Schmidt, unanimous vote to post internally and advertise simultaneously for the position of full-time Planning and Zoning Technician.

Motion by Holmen, second by Stevens, unanimous vote to allow the Human Resources Department to advertise for part-time Jailer/Dispatchers.

Thongvivong informed the board that she has been contacted by the Minnesota DNR office - Windom inquiring about temporary office space for 15 people while remodeling is done to the DNR office from April through September 2018. Consensus of the board is for Thongvivong to coordinate with the DNR and SWWC for office space at the N71 Office Building.

Thongvivong informed the board that she has contacted Fairmont Glass regarding handicap buttons for the front doors of the Law Enforcement Center. The estimated price for installing two handicap buttons is approximately \$4,500.

Motion by Holmen, second by Stevens, unanimous vote to accept the union contract between Cottonwood County and the LELS Deputies Union #144 for 2018-2019 contingent upon union approval.

Motion by Gravley, second by Schmidt, unanimous vote that an employed married couple, both working for Cottonwood County, will have the option to enroll in two separate single health insurance plans or together enroll in a family health insurance plan; and if enrollment in family coverage is selected, they will receive a monthly VEBA/HSA contribution for a single plan as well as a monthly VEBA/HSA contribution for a family plan. 2018 monthly contribution amounts are as follows: \$135 – single and \$265.76 – family.

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Motion by Stevens, second by Schmidt, unanimous vote to approve December warrants as follows:

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| County Revenue Fund | \$ 86,475.09 |
| Long Term Capital Outlay | \$ 3,388.70 |
| County Building Fund | \$ 1,015.40 |
| Road and Bridge Fund | \$140,567.64 |
| Landfill Enterprise | <u>\$ 7,625.62</u> |
| | \$239,072.45 |

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Chairman Appel informed the board that he would like to appoint two Commissioners to a Highway 60 Committee to deal with issues that are arising with the Highway 60 project. Chairman Appel appointed himself and Norm Holmen to the Highway 60 Committee.

All Commissioners commented on the AMC meeting that was attended on December 4 and 5 in St. Cloud.

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There being no further business, the meeting was adjourned at 10:21 a.m.

Jan Johnson, Auditor/Treasurer

Thomas D. Appel, Board Chairman

Kelly Thongvivong, County Coordinator