

December 31, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 31, 2013 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman John Oeltjenbruns. Present for all or portions of the meeting were: Commissioners John Oeltjenbruns, Jim Schmidt, Kevin Stevens, Tom White, Norm Holmen; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Kathy Marsh, Kim Hall, Drew Hage, Cheryl Peters, JinYeene Neumann, Rahn Larson and Jerry Hayes.

Motion by White, second by Holmen, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the December 17, 2013 meeting.

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Emergency Management Director Kim Hall met with the board to present information that was received as a result of a "simulated" OSHA inspection that was completed on November 27th for each of the offices within the county other than the four county highway departments out shops, which will be completed at a later time. Hall will give an update to the board sometime in March as to how deficiencies noted are being corrected.

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Drew Hage, SRDC Development Planner, met with the board to present a proposed Technical Assistance Contract between the Southwest Regional Development Commission and Cottonwood County for the update of the Cottonwood County Comprehensive Plan. The cost would be not to exceed \$9,800. After further discussion, the board decided to wait on approving this contract until further information could be obtained regarding the potential costs that might be associated with the development of a Capital Improvement Plan.

Hage also presented information on the GESP (Guaranteed Energy Savings Program), which is a program sponsored by the Minnesota Department of Commerce. This is a low interest loan program for implementation of energy efficient and renewable energy measures in public facilities to provide energy savings in Minnesota.

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Discussion was held regarding the revision of the SSTS letter that the board would like to send out. The board will take action at the next meeting.

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Court Administrator Cheryl Peters met with the board to discuss the Legal Services Contract for court appointed legal services. Peters received one bid from Doug Storey Law Office. Motion by White, second by Stevens, unanimous vote to accept the Doug Storey Law Office bid at a rate of \$90 per hour.

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Discussion was held regarding the possibility of joining the Minnesota Rural Counties Caucus group. Motion by White, second by Holmen, unanimous vote to join the Minnesota Rural Counties Caucus group and to pay the membership dues in the amount of \$1,200 for 2014.

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

Motion by Schmidt, second by White, unanimous vote to accept the 2014 ditch levies as established by each commissioner district.

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

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Motion by Schmidt, second by Holmen, unanimous vote to change the county work year hours from 2,088 hours to 2,080 hours effective January 1, 2014.

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County Engineer JinYeene Neumann and Highway Superintendent Jerry Hayes met with the board to ask for permission to bid on a used asphalt router that is currently for sale on an online auction. Motion by Schmidt, second by White, unanimous vote to authorize spending up to \$6,000 for the purchase of the asphalt router. The board also noted that a quote for a used router should be obtained to have on file.

Motion by White, second by Holmen, unanimous vote to transfer \$125,000 that was received from the wind turbine taxes to the Highway Department Maintenance fund for 2013. These funds will be used towards lease payments for a dozer and two John Deere motor graders.

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Motion by Schmidt, second by White, unanimous vote for Chairman Oeltjenbruns to sign the State Auditors Letter of Understanding as presented.

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Motion by Holmen, second by Stevens, unanimous vote to accept fund balance designation and to remove transit from the listing.

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Commissioner Holmen presented information he received regarding Ditch Viewer Introductory Training that will be held on January 14-17 or April 8-11 at Ridgewater College at the Willmar Campus.

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Brief discussion was held in regards to the possibility of increasing the cell phone per diem for three employees of the Sheriff's Department. The board decided to look further into the extent of cell phone use within the county. No action was taken at this time.

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Commissioner Schmidt asked for clarification on a Seed Capital loan that was approved at a previous meeting. County Attorney Nick Anderson will draw up the papers for the loan with a payment due beginning February 1st.

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Motion by White, second by Holmen to set the 2014 commissioner salary at \$20,000 with the chairman to receive an additional \$1,000, per diems at \$75 per day and the technology supplement to remain at \$60 per month. Voting as follows: Aye – Stevens, Holmen, White. Nay – Schmidt. Motion carried.

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Motion by Holmen, second by White, unanimous vote to close the meeting at 11:30 a.m. to discuss non-elected Department Head performance evaluations. Those

present for the closed session were: Commissioners Oeltjenbruns, Schmidt, Stevens, White and Holmen; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, and Kathy Marsh.

Motion by Schmidt, second by White, unanimous vote to open the meeting at 12:00 p.m. The following individuals were evaluated by the board for their consideration of a 2014 pay raise: Gale Bondhus – satisfactory performance; JinYeene Neumann – satisfactory performance; Glenn Johnson – satisfactory performance; Todd Dibble – satisfactory performance; Kelly Thongvivong – satisfactory performance; Kim Hall – satisfactory performance.

The board began the salary setting process by setting 2014 salaries for elected officials as follows:

Motion by Stevens, second by Schmidt, unanimous vote to set Nick Anderson’s salary at \$82,538.

Motion by Schmidt, second by Holmen, unanimous vote to set Jan Johnson’s salary at \$92,000.

Motion by Holmen, second by Schmidt, unanimous vote to set Kathy Kretsch’s salary at \$61,100.

Motion by Stevens, second by White, unanimous vote to set Jason Purrington’s salary at \$80,200.

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Motion by Holmen, second by White, to set non-elected department heads, supervisors, and other regular employees’ 2014 salaries as presented by the County Coordinator. Voting as follows: Aye - Holmen, White, Stevens. Nay - Schmidt. Motion carried. 2014 salaries were set as follows:

Kim Hall - \$47,300; JinYeene Neumann - \$101,500; Glenn Johnson - \$60,900, Todd Dibble - \$53,500; Gale Bondhus - \$72,795; Lori Buchheim - \$62,000 and change status to exempt from overtime; Jerry Hayes - \$62,400 and change status to exempt from overtime; Rory Lindvall - \$64,480 and change status to exempt from overtime; Kyle Pillatzki - \$64,480 and change status to exempt from overtime; Jim Jorgensen - \$70,500 and change status to exempt from overtime; Diane Harder - \$59,481.69 and change status to exempt from overtime; Brian Cooley - \$43,431.24; Alan Coners - \$44,244.72; and Sadie Hackbarth - \$30,276.

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Discussion was had regarding the job description for the Planning & Zoning Administrator/County Parks Director/Septic Program Administrator. Motion by Holmen, second by Schmidt, unanimous vote to send in job description as presented for pointing and the job description will include being responsible for septic systems.

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There being no further business, the meeting adjourned at 2:10 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, County Coordinator