

July 5, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 5, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; Kathy Marsh, Kyle Pillatzki, Jed Rhubee, Gretchen Warner, Glenn Johnson, and Tom Hunstad. Absent was Commissioner Tom Appel.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the June 21, 2016 regular meeting. Motion by Gravley, second by Holmen, unanimous vote to approve the minutes of the June 21, 2016 Board of Appeal and Equalization meeting.

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Glenn Johnson, Director of Information Systems, met with board to get approval of the GIS Specialist job description, wage range, and permission to advertise. After much discussion, motion by Holmen, second by Schmidt, unanimous vote to approve the GIS Specialist job description as presented, place on Range 12 of the wage matrix, and post internally and advertise the position.

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Tom Hunstad, Johnson Controls, Inc., met with the board to present a Planned Service Agreement which allows for the inspection and calibration of the HVAC and control systems at the Law Enforcement Center, N71 Office Building, and the Courthouse. Hunstad stated that he has given recommendations for temperature control in the past and received little follow through. Consensus of the Board is to place a hold on the Planned Service Agreement and review it during the 2017 budget process. Motion by Holmen, second by Gravley, unanimous vote to request a proposal for repairs of the HVAC system needed at the N71 Office Building from Johnson Controls, Inc.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, and Jed Rhubee, Highway Maintenance Superintendent, met with the board to discuss a few items. Pillatzki informed the Board that bids were accepted on July 1, 2016, for the bridge replacement in Germantown Township, Project SAP 017-599-098. Bids received were as follows: Veenstra & Son, LLC - \$136,131.83; Midwest Contracting, LLC - \$141,757.00; Mathiowetz Construction Co. - \$153,081.60; and R&G Construction - \$155,580.00. Motion by Holmen, second by Schmidt, unanimous vote to accept low bid from Veenstra & Son, LLC in the amount of \$136,131.83 for Project SAP 017-599-098 in Germantown Township.

Rhubee stated that a quote was received from MR Paving and Excavating for bituminous paving in and around the salt shed in Jeffers. Rhubee noted that Bargaen was also contacted and did not want to submit a quote. Rhubee stated that the existing pavement holds water and drains back into the salt shed. Motion by Gravley, second by Schmidt, unanimous vote to approve hiring MR Paving and

Excavating for grading and paving in and around the salt shed in Jeffers in the amount of \$42,575.00. The Board also requested that the County Engineer/Public Works Director appear at the next Board meeting to further discuss the budget.

Commissioner Holmen requested an update from Pillatzki regarding recycling and Waste Management. Pillatzki stated that he has had conversations with Waste Management and hopes to bring an amended contract to Board at the September 6 meeting.

Discussion was held regarding the transfer request of Lonng Engler, Solid Waste Technician, to Heavy Equipment Operator. Kelly Thongvivong, County Coordinator, informed the Board that the internal posting closes at 4:30 p.m. today, July 5. Motion by Gravley, second by Schmidt, unanimous vote to accept the transfer of Lonng Engler to the Heavy Equipment Operator position with the following conditions: (1) contingent on no other transfer requests being received by 4:30 p.m. deadline; (2) contingent on Engler getting his Class A CDL within 30 days; and (3) contingent on Department Head approval. Engler will continue to work at the landfill until he obtains his Class A CDL license.

Motion by Schmidt, second by Holmen, unanimous vote to post and advertise for a Public Works Employee.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Holmen, unanimous vote to hire Hector Macias, Connie Byers, Bailey Freitag, and Miranda Harrison as part-time Jailer/Dispatchers contingent upon successful completion of all hiring requirements. Thongvivong stated that all four pending employees will start in July.

Thongvivong presented two personnel policies that she would like to amend: Policies #365 – Performance Evaluation and #380 – Probationary Period, and three personnel policies she would like to add: Policies # 105 – Employee Assistance Program, #250 – Payroll, and #352 – Orientation. After discussion, Auditor/Treasurer Johnson had some revisions he would like made to Policy #250 – Payroll. Consensus of the Board is to bring all five policies back to the board at the next meeting.

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

County Revenue Fund	\$ 58,521.23
County Building Fund	\$ 2,725.15
Ditch Fund	\$ 1,985.50
Go Drng Refund 2011 Bond Fund	\$ 4,658.75
County Revenue Fund	\$ 7,574.24
Road and Bridge Fund	\$ 70,464.22
Waste Abatement/SCORE	\$ 1,295.00
Landfill Enterprise	<u>\$ 4,236.15</u>
	\$151,460.24

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Kevin Stevens, Commissioner, informed the board that at a recent Historical Society meeting he was approached by Linda Fransen regarding Legacy Grant

monies that could be applied for, for Mountain Park, Dutch Charlie Park, and Pat's Grove.

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There being no further business, the meeting was adjourned at 10:32 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator