

April 23, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 23, 2013 at 1:00 p.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; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Gerry Engstrom, Damon Weinandt , Sherri Smith, Kyle Pillatzki, Rahn Larson and Carey Klingenberg.

Motion by White, second by Holmen, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the April 9, 2013 meeting. Motion by Holmen, second by White, unanimous vote to approve the minutes of the April 12, 2013 emergency meeting. Motion by White, second by Stevens, unanimous vote to approve the minutes of the April 17, 2013 special meeting.

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Gerry Engstrom, Interim County Engineer, met with the board to discuss several items. Engstrom presented two bids for micro surfacing (SAP 017-030-001) as follows: Astech Surface Technologies Corp. - \$669,440.46 and Sta-Bilt Construction Co. - \$887,197.88. Motion by White, second by Schmidt, unanimous vote to accept Engstrom's recommendation to accept the low bid in the amount of \$669,440.46 from Astech Surface Technologies Corp.

Discussion was held regarding older bituminous county road maintenance of levy roads. Motion by Holmen, second by Schmidt, unanimous vote to allow Engstrom to obtain a quote from Astech Surface Technologies Corp. to complete remaining (approximately 7.32 miles) county levy roads with microsurfacing.

Motion by White, second by Schmidt, unanimous vote to accept resignation of Randy Illg (HEO) effective April 26, 2013 with appropriate payout of benefits.

Motion by Holmen, second by Schmidt, unanimous vote to grant authorization to advertise for replacement of the HEO position.

Engstrom presented two bids for 2013 seasonal bituminous seal coating as follows: Flint Hills Resources - \$99,000.00 and Jebro Inc. - \$102,836.80. Motion by Schmidt, second by White, unanimous vote to accept low bid in the amount of \$99,000 from Flint Hills Resources.

Engstrom asked that the board set a letting date for S.P. 017-591-004 Safe Routes to School. Motion by White, second by Holmen, unanimous vote to set letting date for May 28th at 1:15 p.m. during the regular county board meeting.

Motion by Holmen, second by Schmidt, unanimous vote to allow for the hiring of Austin Smedsrud (2nd year) and Brendon Chester (1st year) seasonal hires at the Highway Department. They will begin their employment after successful completion of all hiring requirements.

Brief discussion was held regarding the first aid kits located at the Highway Department, which are currently under contract with a company to keep the first aid kits stocked with supplies such as Tylenol, cold medicines, band aids, etc. The board suggested discontinuing this service and checking with Kim Hall, Emergency Management/Safety Officer, to see if she may be able to assist with the first aid supplies needed. Supplies such as Tylenol and cold medicine will no longer be stocked in the first aid kits.

Discussion was held regarding a recent FEMA meeting that was held in Cottonwood County. Highway Superintendent Jerry Hayes put together a map of where tree branches need to be picked up in the county. Engstrom reported that FEMA will cover overtime and contract work but will not pay for own workforce regular work time. Motion by White, second by Schmidt, unanimous vote to approve obtaining quotes from contractors to pick up tree branches out in the county if it is determined that FEMA will reimburse for this service. The tree branches must be existing downed trees located in the right-of-way as a result of the snow/ice storm on April 9-11.

Engstrom presented his recommendation for the intra-departmental promotion of Kyle Pillatzki to Assistant County Engineer. Engstrom believes that by promoting Pillatzki that there will be an increase in productivity with an alignment of some duties and training within the Highway Department while at the same time eliminating some of the overtime. Engstrom also feels that it would be beneficial for Rory Lindvall, Assistant County Engineer, to be more involved as a mentor to the highway technician this summer. Motion by White, second by Holmen, unanimous vote to accept Engstrom's recommendation to promote Kyle Pillatzki to Assistant County Engineer effective May 1, 2013 and to place him on Step 10 (\$22.75/hour) of the Assistant County Engineer pay matrix. Pillatzki will serve a 6-month probationary period and upon successful completion will be granted a 1-step (3%) increase.

At this time, the county board publicly thanked Gerry Engstrom for serving as the Interim County Engineer and for his help with Cottonwood County over the last several months.

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Nick Anderson, County Attorney, met with the board to ask permission to travel to Chicago, IL to meet with a 10-year old victim and key witnesses in preparation for an upcoming trial. Motion by Holmen, second by White, unanimous vote to approve Anderson's request and to pay for all eligible reimbursable expenses such as airfare, mileage, train fee and meals.

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Damon Weinandt, Windom Chamber of Commerce Director, met with the board to ask permission to use the courthouse grounds for the following dates: Riverfest – June 7-9, Crazy Days – July 26-27, Night to Unite – August 5, Santa visit – November 30 (Courthouse rotunda). Motion by White, second by Schmidt, unanimous vote to approve all the dates requested.

Motion by Schmidt, second by White, unanimous vote to allow for the hire of Colin Tritz (1st year) as a seasonal hire at the Parks Department as all hiring requirements have been met. His starting date was April 16, 2013.

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Sherri Smith, Fifth Judicial District, and Carey Klingenberg, Department of Corrections, met with the board to give an update on the Cottonwood County Drug Court. The Drug Court in Cottonwood County began in July 2012 and currently has six active participants. This program is 18-24 months in length and the participants meet for Drug Court every other week.

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Kyle Pillatzki, Landfill Supervisor, met with the board to discuss several items. Pillatzki reported that he recently contacted Red Rock Rural Water regarding a bill that seemed quite high. RRRW checked the meter and confirmed that there is a leak on the landfill property. They advised Pillatzki that the county should replace the line (approximately 330 feet) from the meter to the scale shed. Pillatzki presented quotes as follows: Amundson Dig - \$4.52/foot, Tony's Backhoe & Grading - \$4.70/foot and Minion Excavating - \$10.87/foot. Motion by Holmen, second by Stevens, unanimous vote to accept the low quote in the amount of \$4.52/foot from Amundson Dig.

Pillatzki reported that he sent off a letter to MPCA regarding the Notice of Violation at the landfill. MPCA said that we are in compliance with the Notice of Violation at this time with the exception of cell 5, which is still not completely fixed but is being worked on and MPCA is fine with this. The well head will be pumped out daily for the next couple weeks. Pillatzki also has a quote from Superior Jetting to come out May 27th to jet cell 5 leachate clean out and to camera the line.

Pillatzki reported that leachate from the landfill is currently being taken to the Cities and not to St. James at this time.

Pillatzki gave an update regarding the Westbrook recycling shed. He reported that the Westbrook High School advanced construction class began the build of the shed on April 8th but is still in progress as it was delayed due to the recent ice storm.

Pillatzki asked that the board write off a charge to Spangler Construction in the amount of \$285.01 as several attempts have been made to contact this individual and a relative said that he had left the country. Motion by Schmidt, second by Stevens, unanimous vote to write off the uncollectable bill to Spangler Construction in the amount of \$285.01.

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Discussion was held regarding the Director of Information Systems position. The position was offered to an individual last week and that individual came back with a counter-proposal of a higher salary than what had been offered. After further discussion, there was a motion by White, second by Schmidt to offer the position to Glenn Johnson for \$60,000/year pending successful completion of all hiring requirements. The salary will remain the same for the remainder of 2013 and the salary for 2014 will be set like all other Department Heads by the board.

Motion by Holmen, second by White, unanimous vote to approve appropriation in the amount of \$9,300 to Redwood-Cottonwood Rivers Control Area (RCRCA) for fiscal year 2014 beginning July 1st. This is a 25% increase from 2013 but no increase had been requested for 12 years.

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Motion by Holmen, second by Stevens, unanimous vote to approve Data Practices Policy effective April 23, 2013 pursuant to Minnesota Statutes, Section 13.05, Subdivision 8, which requires Cottonwood County to have this document. This document will be sent out to all Department Heads for their information. As part of the Data Practices Policy, Kelly Thongvong, HR will be given permission to have all personnel files not under the control of an Elected Official or Human Services to be transferred to her office. Copies of the contents of personnel files under the jurisdiction of an Elected Official may be made as stated in MN Rules 1205.0400 Access to Private Data.

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Commissioner White reported that he received a call regarding a possible donation by the Remick Foundation to the Seed Capital Fund in the amount of \$10,000. Commissioner White agreed to do some further research regarding the Blandin fund vs. the Seed Capital Fund.

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Discussion was held regarding the scheduling of a special meeting at 1:00 p.m. on Tuesday, April 30th. The first portion of the meeting will be discussion regarding the IT position and the remainder of the meeting will be a work session with JinYeene Neumann the new County Engineer.

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Brief discussion was held regarding IT connections for the Probation Office once it moves over to the Law Enforcement Center. Dan Olsen, Windomnet, will be contacted regarding fiber connections and Holly Folkers, State of Minnesota, will be contacted regarding the lease agreement of the Driver's Exam Room.

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Motion by Schmidt, second by White, unanimous vote to close the meeting at 3:34 p.m. to discuss strategy for upcoming labor negotiations. Present for the closed session were: Commissioners Oeltjenbruns, Schmidt, Stevens, White, and Holmen; Kelly Thongvong, Nick Anderson and Jan Johnson.

Motion by Schmidt, second by Stevens, unanimous vote to open the closed session at 4:00 p.m. A letter will be sent to the unions notifying them of the board's desire to begin negotiations for 2014.

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There being no further business, there was a motion by Holmen, second by Schmidt, unanimous vote to adjourn the meeting at 4:00 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvong, Executive Assistant