

August 2, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 2, 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, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Glenn Johnson, Paul Johnson, Todd Dibble, Tom Wickie, Linda Fransen, Jason Purrington, Jason Rupp, Kristi Sell, Randy Markl, Brenda Skrove, Michelle Baumhoefner, Ronda Allis, Forrest Hasty, Tou Vu, Chase Fester, JinYeene Neumann, Kyle Pillatzki, and Rahn Larson.

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 Gravley, second by Appel, unanimous vote to approve the minutes of the July 19, 2016 regular meeting.

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Glenn Johnson, Director of Information Systems, met with the board to discuss a few items. Johnson led discussion regarding laptops for the Commissioners. Both Johnson and the County Attorney agree that the Commissioners should be using county equipment for county business. Johnson presented four state quotes from SHI for different size laptops. Quotes are as follows for five laptops: Lenovo N22 – 11.6” screen - \$1,325.00; Lenovo Thinkpad – 13” screen - \$2,785.00; Microsoft Surface (64 GB) – 10.8” screen - \$3,240.00; and Microsoft Surface (128 GB) – 10.8” screen - \$3,700.00. Consensus of the board is to have Johnson order one Lenovo Thinkpad with a 13” screen and bring to the next meeting.

Commissioner Appel led discussion regarding the GIS position. Appel stated that the SWCD office has stated that they could hire a GIS employee using grant funds and county matching funds. Discussion was had as to whether the employee should be a county employee or a SWCD employee. Consensus of the board is that more research is needed.

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Paul Johnson, Emergency Management Director, presented an Emergency Management Performance Grant for approval. Motion by Schmidt, second by Holmen, unanimous vote to approve the Emergency Management Performance Grant for Fiscal Year 2016 in the amount of \$19,541.00.

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Todd Dibble, Veteran Service Officer, presented a grant for board approval. Motion by Appel, second by Schmidt, unanimous vote to accept the Minnesota Department of Veteran Affairs Grant for \$7,500.

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Linda Fransen, Director of Historical Society, and Tom Wickie, Historical Society President, met with the board to give a year-end report for the Cottonwood County Historical Society and presented their budget request for 2017.

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Michelle Baumhoefner, A.C.E. Executive Director and Brenda Skrove, Cottonwood County A.C.E. Coordinator, met with the board. Baumhoefner gave a brief summary of the A.C.E. program for 2015. Skrove updated the board on the A.C.E. program in Cottonwood County and that the program had 235 active volunteers and performed 30,437 hours of volunteer service.

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

County Revenue Fund	\$ 41,888.56
Long Term Capital Outlay	\$ 448.96
Ditch Fund	\$ 2,887.64
Taxes & Penalties Fund	\$ 975.00
County Revenue Fund	\$ 2,316.00
Road and Bridge Fund	\$169,352.26
Waste Abatement/SCORE	\$ 36,917.67
Landfill Enterprise	<u>\$ 32,853.11</u>
	\$287,639.20

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Jan Johnson, Auditor/Treasurer, informed the board that he received notice from MCIT that a dividend will be paid out in November in the amount of \$68,248.00.

Johnson also stated that the Elkhorn Inn in Westbrook will be put on the tax forfeiture public sale.

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Ronda Allis, Principal Planner, MnDOT District 7, presented information on the MnDOT 10-Year Plan. Allis reviewed two maps: the 2017-2020 Statewide Transportation Improvement Program (STIP) and the 2021-2026 Capital Highway Investment Plan (CHIP).

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JinYeene Neumann, County Engineer/Public Works Director, requested permission to make the final payment for Project 017-599-069. Motion by Gravley, second by Appel, unanimous vote to make final payment of \$5,774.00 to R&G Construction for Project 017-599-069 in Storden Township.

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Randy Markl, DNR Wildlife Manager, met with the board to get approval for a 302 acre land acquisition in Section 29 of Great Bend Township. Commissioner Gravley questioned Markl as to how this would affect the existing tile in the property. Markl stated that the existing tile could be maintained or replaced but not improved and DNR would ask for notice when something is to be done. Motion by Schmidt, second by Appel, unanimous roll call vote to approve the resolution approving the DNR purchase of 302 acres in Section 29, Great Bend Township.

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Commissioner Gravley informed the board that she has had conversation with Roger Ambrose, Parks Technician, and Jed Rhubee, Highway Maintenance Superintendent, regarding hiring another seasonal parks employee. Gravley stated that one of the seasonal employees resigned in June and the other two employees will be leaving the end of August, beginning of September. Motion by Gravley, second by Schmidt, unanimous vote to advertise for a seasonal parks employee to

work from approximately the end of August through mid-November.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that she has been contacted by Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, regarding hiring help to man the Zero Waste booth at the County Fair. After much discussion, Commissioner Schmidt said that he would meet with Pillatzki to discuss different options.

Motion by Holmen, second by Schmidt, unanimous vote to designate the current settlement distribution of \$1,101.16 from Southern Prairie Community Care and all future settlement distributions from Southern Prairie Community Care to be paid to Des Moines Valley Health and Human Services (DVHHS) where they will be held in a designated fund subject to DVHHS Board action.

Motion by Gravley, second by Appel, unanimous vote to accept Joey Vought's letter of resignation effective August 5, 2016 with appropriate payout of benefits.

Motion by Holmen, second by Gravley, unanimous vote to allow Human Resources to post the position of Heavy Equipment Operator internally and advertise if necessary.

Motion by Schmidt, second by Appel, unanimous vote to accept Diane Harder's retirement resignation as Chief Deputy Auditor/Treasurer effective September 22, 2016 with appropriate payout of benefits.

Thongvivong informed the board that the Auditor/Treasurer would like to request that Brenda Anderson, Deputy Auditor/Treasurer, be promoted to Chief Deputy Auditor/Treasurer effective August 2, 2016 due to the upcoming retirement of the current Chief Deputy Auditor/Treasurer on September 22, 2016. After much discussion, the consensus of the board is to discuss the promotion again at the August 16 Board meeting and have the Auditor/Treasurer review the Chief Deputy Auditor/Treasurer job description.

Thongvivong informed the board that she had received a bid from Johnson Controls in the amount of \$17,525 for repairs of the HVAC system at the N71 Building. Thongvivong has since heard from Johnson Controls stating that they want to scratch the \$17,525 bid and submit a new bid not to exceed \$2,500. Consensus of the board is to have Schwalbachs look to see what can be done with the HVAC system.

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Commissioner Stevens stated he would like to hold a work session after the regular meeting on August 16 to discuss budgets, buildings, and public safety, and asked if this date would work for all Commissioners. The consensus of the board is to hold a work session after the regular board meeting on August 16.

Stevens also gave an update on the Law Library.

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Each Commissioner gave a short summary of the 2017 Department budget requests for their assigned departments. Commissioner Appel will meet with the Highway Department on August 5 and the budget will be presented at the August 16 work session.

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There being no further business, the meeting was adjourned at 12:47 p.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator