

March 25, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 25, 2014 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Jim Schmidt. Present for all or portions of the meeting were: Commissioners Jim Schmidt, Tom White, Norm Holmen, Kevin Stevens, John Oeltjenbruns; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Kathy Marsh, Dave Bucklin, and Andy Olson.

Motion by Oeltjenbruns, second by White, unanimous vote to approve additions to the agenda. Motion by Holmen, second by White, unanimous vote to approve the minutes of the March 11, 2014 meeting.

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

Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the March 17, 2014 public hearing.

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

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David Bucklin, Soil and Water Conservation District, met with the board to discuss a Minnesota Wetland Conservation Act Notice of Decision for Cory Pohlman from Bingham Lake. The application is for removal of trees and stumps in a wetland area. Motion by Oeltjenbruns, second by Stevens, unanimous vote to approve the Minnesota Wetland Conservation Act Notice of Decision with conditions.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a number of items. Thongvivong presented a job description for the Planning and Zoning Technician position. Motion by White, second by Stevens, unanimous vote to accept Planning and Zoning Technician job description as presented, starting wage be set at \$20 to \$24 per hour dependent on qualifications and to start the advertising process. Discussion was also held on the budgeting of the Planning and Zoning office and the Administrative Assistant position.

Motion by Stevens, second by Holmen, unanimous vote to make the County Coordinator the department head for the Courthouse Building and Grounds Worker, Probation Administrative Assistant, and the Planning and Zoning Technician. The County Coordinator will also be responsible for all building and grounds maintenance issues and address them accordingly.

Thongvivong gave an update on the first meeting that the compensation committee held.

Discussion was held regarding a letter received from the Southwest Regional Development Commission concerning the Regional Trail Plan Update Steering Committee. Chairman Schmidt appointed himself and Commissioner White to this committee.

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Thongvivong presented on behalf of Gordy Olson, Interim Planning and Zoning/Parks Administrator, a request for partial payment. Borsgard Construction has completed the re-roofing of the maintenance shop at Talcot Lake and will complete the re-siding after the snow has melted. Motion by White, second by Stevens, unanimous vote to make a partial payment of \$6,214.16 to Borsgard Construction for re-roofing the maintenance shop at Talcot Lake Park.

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Thongvivong presented two items on behalf of Kyle Pillatzki, Assistant Engineer/Solid Waste Administrator. The Landfill Property Lease Agreement with Michael and Darelyn Harrington was presented for signature. Motion by White, second by Holmen, unanimous vote to allow Chairman Schmidt to sign the Landfill Property Lease Agreement.

An invoice from Metropolitan Council Environmental Services for leachate disposal was presented for payment. Motion by White, second by Stevens, unanimous vote to pay the Metropolitan Council Environmental Services bill of \$12,083.01.

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Discussion was held regarding the Parks and Trail Director and sharing this position with Jackson County. Motion by White, second by Stevens, to pursue a joint Parks and Trail Director with Jackson County. Voting as follows: Aye – White, Holmen and Stevens. Nay – Oeltjenbruns. Motion passed.

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Motion by White, second by Holmen, unanimous vote to pay all budgeted appropriations as auditor’s warrants when invoiced.

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Jan Johnson, Auditor/Treasurer, reported that the water fountain in the lower level of the courthouse needs to be replaced as the compressor is not working. A quote from Schwalbach Hardware was received for \$877.13.

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Kelly Thongvivong, County Coordinator, gave an update on the sewer backup problem that happened at the North 71 Building on Monday, March 24.

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There being no further business, the meeting was adjourned at 11:00 a.m.

Jan Johnson, Auditor/Treasurer

Jim Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator