

April 21, 2015  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 21, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Marsh, Glenn Johnson, Kathy Kretsch, Kim Hall, Kyle Pillatzki, Jane Hennigar, Bob Boese, Jacqueline Knips, Jan Voit, Katherine Pekarek-Scott, Margie Salentiny, Dawn Aamot, Rennae Krentz, Carol Lehman, Kari Ourada.

Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Appel, second by Gravley, unanimous vote to approve the minutes of the April 7, 2015 meeting.

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Motion by Gravley, second by Stevens, unanimous vote to approve the state quote from SHI for three computer workstations for the Recorder's office in the amount of \$2,559.00 and the purchase of software and earphones.

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Kim Hall, Emergency Management Director, met to discuss a few items. Hall informed the board that Cottonwood County has two turkey flocks infected with the Highly Pathogenic Avian Influenza (HPAI).

Hall reviewed the SafeAssure Simulated OSHA Walkthrough report with the board. Hall stated that all buildings were looked at except for the landfill and the four highway out-shops; these buildings will be done in the near future. Hall stated the majority of the deficiencies noted in the report could be easily fixed. Hall plans to review the report with the Safety Committee to come up with a plan to see that deficiencies are corrected.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki stated that four quotes were opened on April 20 for Project 017-599-069 in Storden Township. Quotes received were as follows: R&G Construction - \$105,361.00, Midwest Contracting, LLC - \$107,185.00, Henning Construction, Inc. - \$110,455.50, and Mathiowetz Construction Co. - \$114,605.00. Motion by Schmidt, second by Stevens, unanimous vote to award the contract for Project 017-599-069 in Storden Township to R&G Construction in the amount of \$105,361.00.

Pillatzki asked for permission to attend the Waste Expo in Las Vegas, Nevada. Pillatzki stated that the Member Premium Package registration amount is \$650 and he would also have travel expenses. Motion by Gravley, second by Schmidt, unanimous vote to allow Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, to attend the Waste Expo in Las Vegas, NV, June 1-4, 2015. Gravley also stated that the Board should discuss national conventions for supervisors at a future meeting and a policy should be drafted.

Pillatzki led discussion regarding the solid waste employees. Pillatzki recommends the transfer of Donna Stresemann, Solid Waste Technician, to the Assistant Solid Waste Administrator position; to discuss the wage of Lonn Engler; Solid Waste Technician; and hire a full-time Solid Waste Technician. Motion by Gravley, second by Schmidt, unanimous vote to internally transfer Donna Stresemann from Solid Waste Technician to Assistant Solid Waste Administrator, effective immediately at a rate of \$18.54 per hour (Range 12, Step A).

Motion by Schmidt, second by Stevens, unanimous vote to approve posting internally for 7 days and to advertise for the Solid Waste Technician position.

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Jane Hennagir, Minnesota Counties Intergovernmental Trust, met with the board to present the annual report to Cottonwood County.

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Bob Boese, Plum Creek Library System Interim Director, met with the board to discuss the county's budget for the Plum Creek Library System. The 2015 budget for Libraries was set at \$51,270. Boese asked the board to increase the budget to \$56,967, the amount paid in 2014. Librarians from Westbrook, Mountain Lake, and Windom and the Library Outreach Coordinator were present to give a short summary of the services they provide. Motion by Schmidt, second by Gravley, unanimous vote to pay an additional \$5,697 to the Plum Creek Library System in 2015 for a total of \$56,967.

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Jan Voit, Heron Lake Watershed District Administrator, and Katherine Pekarek-Scott, MPCA, presented updates to the board. Voit presented a Heron Lake Watershed District Annual update. Pekarek-Scott informed the board of the WRAPS (Watershed Restoration and Protection Strategy) Project.

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Donna Gravley, County Commissioner, presented a quote from Windom Quick Print for A.C.E. signage at the BARC Building. Motion by Schmidt, second by Stevens, unanimous vote to purchase 1 - 12x24 sign at \$42.00 each and 2 - 18x34 signs at \$89.25 each for a total of \$220.50 plus tax and shipping from Windom Quick Print.

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Norm Holmen, County Commissioner, informed the board of a Joint Governments Meeting that will be held in the near future between the City of Windom, Windom School District, and Cottonwood County. Chairman Holmen appointed Commissioners Donna Gravley and himself along with County Coordinator Kelly Thongvong to serve on the Joint Governments Meeting committee.

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Motion by Schmidt, second by Stevens, unanimous vote to approve the Assistant County Engineer/Solid Waste Administrator job description as presented.

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Motion by Schmidt, second by Gravley, unanimous vote to hire Zachary Foley as the seasonal Aquatic Invasive Species intern at \$9.85 per hour with a

tentative starting date of June 1, 2015, pending successful completion of all hiring requirements.

Thongvivong led discussion regarding the seasonal Parks and Highway positions. After much discussion, it was decided that the HR office should also contact the Aquatic Invasive Species applicants to see if they would be interested in working for the Parks/Highway Department. Motion by Gravley, second by Schmidt, unanimous vote to allow the Human Resources office to hire six people from the Parks, Highway and Aquatic Invasive Species interviewed applicants for parks and highway positions, pending successful completion of all hiring requirements.

Motion by Stevens, second by Gravley, to hire Mallory Pagel as the Extension Summer Intern at \$9.85/hour with a starting date of May 26, 2015, pending successful completion of all hiring requirements. Voting Aye – Appel, Stevens, Gravley, and Holmen. Voting Nay – Schmidt.

Thongvivong presented a quote for painting and repair work for the Southwestern Mental Health Center at the N71 County Office Building. Thongvivong stated that only one quote was received. Lorri Cole submitted a quote of \$1,200 for labor and \$150 for materials. Motion by Stevens, second by Appel, unanimous vote to accept quote from Lorri Cole for the painting of two restrooms and repair of wall within the Southwestern Mental Health Center for an amount not to exceed \$1,400.

Motion by Schmidt, second by Stevens, unanimous vote to accept RCRCA Joint Powers Agreement for a two-year term beginning July 1, 2015 and ending June 30, 2017 with a total appropriation in the amount of \$9,300 and allow Commissioner Holmen to sign on behalf of the County.

Thongvivong presented an Addendum to the existing Office Space Lease between Southwestern Mental Health and Cottonwood County for the lease of additional office space at \$0.59 per square foot each month. Motion by Stevens, second by Schmidt, unanimous vote to allow Chairman Holmen to sign Addendum to Existing Office Space Lease between Cottonwood County and Southwestern Mental Health, Inc., which will expire on December 31, 2015.

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Motion by Appel, second by Schmidt, unanimous vote to approve April warrants as follows:

County Revenue Fund	\$ 77,171.32
Long Term Capital Outlay	\$ 5,788.86
County Building Fund	\$ 28.32
Ditch Fund	\$ 40.25
Taxes & Penalties Fund	\$ 1,150.00
Road and Bridge Fund	\$ 60,601.00
Waste Abatement/SCORE	\$ 110.00
Landfill Enterprise	\$ 6,008.27
	<u>\$150,898.02</u>

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Commissioners Stevens and Holmen informed the board of their conversations with the Sheriff and Highway Departments regarding RtVision. Holmen stated that RtVision is working on some revisions that will help alleviate the

double entry for the Highway Department and Stevens stated that the Sheriff's Department likes RtVision and would like to stop filling out paper copies and go strictly RtVision. Jan Johnson, Auditor/Treasurer, stated that he won't know how successful the last payroll processed until later today.

Commissioner Appel attended a Rural Energy Board meeting that discussed Wind Energy Tax. Appel asked Jan Johnson, Auditor/Treasurer, for a short explanation regarding the Wind Energy Tax and what is happening as he is new to the discussion and doesn't know all the history behind the tax. Johnson stated that the State of Minnesota wants to reduce the Wind Generation Tax and add one new component which is to add the wind towers to the county tax roles as a personal property tax. Commissioner Holmen asked Commissioner Appel if he would contact the Rural Energy Board Legislative Committee and ask them to draft a letter to be put on county letterhead to be sent to Representative Hamilton and Senator Weber.

Commissioner Holmen gave an update on the Odell Wind Farm meeting that he and Commissioners Stevens and Appel attended on April 14, 2015. Holmen stated that the delivery date of the towers has been delayed for approximately two months and plans are to construct them during the winter; in the meantime, ground work will proceed.

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There being no further business, the meeting was adjourned at 12:15 p.m.

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Jan Johnson, Auditor/Treasurer

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Norman Holmen, Board Chairman

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Kelly Thongvivong, County Coordinator