

November 18, 2014  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 18, 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; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Kathy Marsh, Donna Gravley, Kim Hall, Kyle Pillatzki, JinYeene Neumann, and Susan Amundson.

Motion by White, second by Oeltjenbruns, unanimous vote to approve the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the November 4, 2014 regular board meeting.

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Kim Hall, Emergency Management Director, met with the board to get approval to continue with the MSpace Maintenance Contract for the video conference equipment at the Law Enforcement Center. Motion by Holmen, second by White, unanimous vote to renew the MSpace Platinum On-Site Maintenance and Service Prime Contract for one year at an expense of \$2,152.80 and allow Chairman Schmidt to sign.

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Kyle Pillatzki, Solid Waste Administrator, met with the board to discuss a few items. Pillatzki provided two quotes for the purchase of a used snow plow: Dick's Welding - \$1,900 and Craigslist - \$1,700. Motion by White, second by Stevens, unanimous vote to purchase used snow plow from Dick's Welding for \$1,900.00 plus tax.

Motion by Oeltjenbruns, second by Stevens, unanimous vote to transfer the 2009 Chevy Silverado from the Highway Department to Solid Waste Department with no charge.

Motion by White, second by Oeltjenbruns, unanimous vote to sell 1997 Ford F250 on an online auction with no reserve.

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Nick Anderson, County Attorney, presented a lease and resolution for the office the County Attorney now resides in. The lease presented takes effect on January 1, 2015, at a rate of \$825 per month for 2015. \$100 of the \$825 is for the storage area used by the Auditor/Treasurer's office and the Assessor's office. Motion by Oeltjenbruns, second by Holmen, unanimous roll call vote (Commissioner White abstained) to accept Resolution 14-11-18 as follows:

**Resolution 14-11-18**

Whereas, the County of Cottonwood desires to enter into a lease agreement with Tom White to lease the portion of 1044 3<sup>rd</sup> Avenue currently occupied by the County Attorney's Office and used as a document storage area; and

Whereas, Tom White is currently a county commissioner and will be financially interested in the contract; and

Whereas, it is determined that the lease agreement price, given other factors such as location and the office setup, is as low as, or lower than, the price at which can be obtained elsewhere at this time; and

Whereas, the contract/lease is not one that is required to be competitively bid.

Now be it resolved by the County of Cottonwood, Minnesota, that the County Board Chair is directed to sign the above mentioned lease agreement on behalf of Cottonwood County with Tom White under the terms currently spelled out in the lease agreement. It is also resolved that the auditor/treasurer shall begin making payments according to the terms of the lease agreement upon the filing of an affidavit of official interest by the interested official as required under Minn. Stat. §471.89.

This resolution is passed to comply with the provisions of Minn. Stat. §471.87.89.

Passed by unanimous vote of County Commissioners (Tom White abstaining) on November 18, 2014.

S/Jim Schmidt, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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Commissioner Stevens presented some information to the board regarding a Guaranteed Energy Savings Program. Stevens thought that this program should be looked at for some of the County buildings and Highway out shops. After much discussion, the consensus of the board is to have more discussion after the new year.

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JinYeene Neumann, County Engineer, reviewed her October budget with the board and answered any questions they had.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Southwest Mental Health (SWMH) has contacted Thongvivong about more office space at the N71 building. Thongvivong wanted to know if the board would like her to proceed in talking with SWMH or if possibly DVHHS had an interest. The consensus of the board is to put this on hold for right now.

Motion by White, second by Stevens, unanimous vote to hire Joseph Vought as Heavy Equipment Operator at \$17.59 per hour with a starting date of November 24, 2014, dependent upon successful completion of hiring requirements.

Motion by White, second by Holmen, unanimous vote to hire Wade Pfeiffer as Heavy Equipment Operator at \$17.59 per hour with a starting date of January 5, 2015, dependent upon successful completion of hiring requirements.

Motion by Holmen, second by Stevens, unanimous vote to set holiday hours for county offices as follows: County offices will close at 12:00 p.m. on December 24, 2014 (Christmas Eve) and 3:00 p.m. on December 31, 2014 (New Year's Eve).

Discussion was held regarding county issued laptops/iPads for the Commissioners. Thongvivong should check with other counties as to what they do.

Motion by White, second by Holmen, unanimous vote to allow Board Chairman or County Coordinator to sign the Adoption Agreement for the Section 125 Cafeteria-Flexible Benefits Plan and the Section 125 Cafeteria-Flexible Benefits Plan Master Services Agreement.

Thongvivong presented a quote from Doug Bergendahl for repair of sidewalks at the courthouse. Due to the cold temperatures and snow that we have received, Thongvivong should wait and ask for quotes next spring.

Thongvivong stated she has been approached by an employee regarding increasing the VEBA contribution that the county provides for employees on VEBA health insurance. The board directed Thongvivong to put together more information and bring back to the board.

Thongvivong, on behalf of the Compensation Committee, informed the board that the Compensation Committee would like to recommend that employees move one step upon a satisfactory performance evaluation each year and that a minimum of a 1.5% COLA would be given each year. Motion by White, second by Stevens, to move employees one step upon a satisfactory performance evaluation each year and that the COLA be set yearly according to the Social Security Administration. Voting aye – White, Stevens. Voting nay – Oeltjenbruns, Schmidt, and Holmen. Motion by Holmen, second by Oeltjenbruns to move employees one step upon a satisfactory performance evaluation each year and that a minimum of a 1.5% COLA will be given each year. Voting aye - Oeltjenbruns, Schmidt, and Holmen. Voting nay - White, Stevens. Motion passed.

Upon recommendation of the Compensation Committee, a proposed 9 step matrix was presented to the board adoption. Motion by Holmen, second by Oeltjenbruns to adopt the 9 step matrix as presented but taking the elected officials off of the matrix. Voting aye – Holmen, Stevens, Schmidt, and Oeltjenbruns. Voting nay – White.

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Motion by Oeltjenbruns, second by Stevens, unanimous vote to approve November warrants as follows:

County Revenue Fund	\$127,025.40
Long Term Capital Outlay	\$ 11,523.86
County Building Fund	\$ 66.25
Ditch Fund	\$ 279.08
Agency Fund	\$ 125.00
Taxes and Penalties Fund	\$ 175.00
Road and Bridge Fund	\$ 31,161.74
Waste Abatement/SCORE	\$ 5,999.34
Landfill Enterprise	<u>\$ 4,365.74</u>
	\$180,721.41

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Kelly Thongvivong, County Coordinator, updated the board regarding Bruce Gross's elected official health insurance.

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Commissioner Holmen updated the board on the annual RCRCA/Area II meeting he attended.

Commissioner Schmidt informed the board that the Mountain Lake Christmas in the Park committee is looking for Christmas lights that are no longer being used. Motion by White, second by Schmidt, unanimous vote to borrow the Courthouse unused Christmas lights to the Mountain Lake Christmas in the Park committee and

they can return them when done.

Commissioner Schmidt informed the board that the Plum Creek Library has hired an interim Librarian until May 15, 2015.

Commissioner Schmidt informed the board that the Judicial Ditch #3 Ditch Hearing is scheduled for 9:00 a.m. on Friday, November 21 in Murray County.

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There being no further business, the meeting was adjourned at 10:40 a.m.

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Jan Johnson, Auditor/Treasurer

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James Schmidt, Board Chairman

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Kelly Thongvivong, County Coordinator