

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

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 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; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Kathy Marsh, Tammy Crowell, Angela Naumann, Glenn Johnson, Kyle Pillatzki, JinYeene Neumann, Becky Alexander, Gordy Olson, Kay Clark, and Alan Coners.

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

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Motion by Holmen, second by Stevens, unanimous vote to allow the Start Noticing, student coalition, to use the courthouse grounds on Wednesday, March 19, for National Kick Butt Day to raise awareness of the fatal consequences of tobacco.

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Motion by White, second by Oeltjenbruns, unanimous vote to allow Chairman Schmidt to sign the Joint Powers Agreement of the Joint Health and Human Services (version 10) and building leases for 11 Fourth Street and 235 Ninth Street, Windom.

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Jan Johnson, Auditor/Treasurer presented a few items. Motion by White, second by Oeltjenbruns, unanimous vote to allow the City of Storden to Purchase in Lieu of Reversion Lots 11 and 12, Block 11, for \$100 per lot.

Motion by Holmen, second by Stevens, unanimous vote to extend Susan Ebeling's probationary period for three months as recommended.

Johnson presented the Sentence to Serve Contract Payment that is due March 15. Decision to pay this was tabled to a future meeting.

Motion by Oeltjenbruns, second by White, unanimous vote to pay the South West Initiative Foundation appropriation of \$3,510.

Brief discussion was held regarding possible vacancies in the Auditor/Treasurer's office due to potential medical leave and retirements. Motion by White, second by Holmen, unanimous vote to give permission to post and advertise for a full-time Deputy Auditor/Treasurer.

Discussion was held regarding the electronic timecards and a call Johnson received from Cost Rite. Johnson is to get quotes from Xerox for making RtVision compatible with Paymate and report back to the board.

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Glenn Johnson, Director of Information Systems, met with the board to discuss a few items. Johnson received quotes from three vendors, Advanced Systems, Marco, and New Star, for purchasing/leasing copiers and maintenance

fees. Motion by White, second by Holmen, unanimous vote to accept quote from New Star for leasing copiers and maintenance contracts for a five year period.

Motion by Oeltjenbruns, second by Stevens, unanimous vote to accept SHI state quote of \$1,682 for VPN software.

Johnson informed the board that he is working with the Environmental Office on finding software packages for electronic document management. More information will be presented at a future meeting.

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Motion by Holmen, second by White, unanimous vote to allow Chairman Schmidt to sign the revised 2014-2015 County Feedlot Program Delegation Agreement and Work Plan and the 2013 Annual County Feedlot Officer and Performance Credit Report.

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Motion by Oeltjenbruns, second by Stevens, unanimous vote to allow Chairman Schmidt to sign Amendment No. 1 to Loan Agreement No. SRF0233. This is a Minnesota Clean Water Partnership Project Loan Agreement with Renville County (Project Sponsor) and Cottonwood County (Loan Sponsor).

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Commissioner Schmidt informed the board of Minnesota Cornerstone Drug Court Graduation Day that will be held on Wednesday, March 5 at 4:00 p.m.

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Commissioner Schmidt updated the board on a Plum Creek Library meeting he attended.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with board to discuss a few items. Pillatzki presented the job description for the Assistant Solid Waste Administrator and requested that the board move forward on filling this position. Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve job description as presented.

Motion by White, second by Holmen, unanimous vote to give permission to post and advertise for an Assistant Solid Waste Administrator.

Motion by Oeltjenbruns, second by Stevens, unanimous vote to set starting pay at \$17.95 for the Assistant Solid Waste Administrator position.

Sealed bids were opened for the landfill property rental lease that was advertised. One bid was received. Motion by White, second by Oeltjenbruns, unanimous vote to accept bid received from Mike and Darlene Harrington for \$12,150 per year for three years with option for fourth year.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann asked for permission to hire three seasonal summer help, two for maintenance department and one for engineering department. Motion by Holmen, second by Stevens, unanimous vote to post and advertise for three seasonal workers for the Highway Department along with the three seasonal park workers for the Environmental/Parks Department. The three seasonal parks workers were

requested previously by Gordy Olson, Interim Planning and Zoning Administrator.

Neumann presented a Highway Department Permit Fee Schedule. Neumann informed the board that the Highway Department has updated the fee schedule as follows: Driveway – deposit \$100, fee \$150, without permit \$1,000 and removal; Intersection – deposit \$500, fee \$250, without permit \$1,000 and removal; Tile – deposit \$100, fee \$150, without permit \$1,000 and removal; 911 – fee \$100; Utility – underground construction greater than six inch diameter fee \$800/mile; underground or overhead construction of utilities six inches or less in diameter fee \$100/mile; boring or tunneling under roadway fee \$50 each; open cut crossing (gravel road only) fee \$500 each; manure pipes fee \$50 each permit; above ground and underground minimum processing fee \$50 permit; utility construction without permit fee \$1,000 and removal. Motion by Holmen, second by White, unanimous vote to adopt fee schedule as presented effective for applications submitted after March 1, 2014.

Neumann presented information on how she would like to move forward on CSAH 5 for 2015. Two quotes were received for taking core samples on CSAH 5 from Braun for \$12,282 and from American Engineering Testing for \$8,600. Motion by Holmen, second by White, unanimous vote to accept quote from American Engineering Testing for \$8,600.

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Gordy Olson, Interim Planning and Zoning Administrator, met with the board to discuss a few items. One quote was received from Borsgard Construction for re-siding and re-roofing the Talcot Maintenance shop. Motion by White, second by Stevens, unanimous vote to accept Borsgard Construction quote of \$14,306.43.

Olson presented 2012 and 2013 Environmental, Parks, and Planning and Zoning annual reports.

Olson informed the board of the Noxious Weed meeting that will be held on Wednesday, March 12 at 1:30 p.m. at the Law Enforcement Center.

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Discussion was held regarding the Planning & Zoning Administrator and Parks & Trail Director positions. No action was taken at this time. The committee that has been meeting with Jackson County regarding these positions will meet again Thursday, March 6 and will bring more information back to the board.

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Motion by White, second by Stevens, unanimous vote to accept quote from David Drown Associates for \$5,000 to develop a Capital Improvement Plan for Cottonwood County.

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Commissioner White presented information on a comparison of the budget reserves and the county's revenue and expenditures.

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Motion my Holmen, second by Oeltjenbruns, unanimous vote to give permission to post and advertise for an Extension summer intern.

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Discussion was held regarding the NIMS courses that are required of county employees and the commissioners.

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There being no further business, the meeting was adjourned at 12:18 p.m.

Jan Johnson, Auditor/Treasurer

Jim Schmidt, Board Chairman

Kathy Marsh, Human Resources Technician