

January 6, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 6, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Jim Schmidt, Kevin Stevens, Donna Gravley, Norm Holmen; Tom Appel, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Jason Purrington, Kristi Sell, JinYeene Neumann, Drew Hage, Gale Bondhus, and Sherry Sevcik.

Auditor/Treasurer Jan Johnson called the meeting to order and distributed the oaths of office to Commissioners Jim Schmidt, Donna Gravley and Tom Appel. Sheriff Jason Purrington, County Attorney Nick Anderson, County Recorder Kathy Kretsch, and Auditor/Treasurer Jan Johnson were previously given the oath.

Johnson then asked for nominations for Board Chairman. Motion by Schmidt, second by Appel, unanimous vote to elect Commissioner Holmen and to ask that all nominations cease and to cast a unanimous ballot for Holmen as Board Chairman for 2015. Presiding over the remainder of the meeting was Chairman Norm Holmen.

Holmen then asked for nominations for Board Vice-Chairman. Motion by Schmidt, second by Appel, unanimous vote to elect Commissioner Stevens and to ask that all nominations cease and to cast a unanimous ballot for Stevens as Vice-Chairman for 2015.

Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Schmidt, unanimous vote to approve the minutes of the December 30, 2014 meeting.

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Drew Hage, SRDC Development Planner, met with the board to give some informational background on the Guaranteed Energy Savings Program (GESP). GESP is a performance-based procurement and financing mechanism that leverages energy and operational savings achieved through the installation of energy efficient and renewable energy equipment and implementation of operational best practices, to finance the cost of the building retrofit and renewal project, with no net cost increase to the public entity.

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JinYeene Neumann, County Engineer, met with the board to get approval to travel out-of-state to attend the 2015 National Association of County Engineers (NACE). Motion by Schmidt, second by Appel, to allow the County Engineer to attend the NACE Conference in Volusia, Florida, April 19 – 23, 2015. Voting Aye: Schmidt, Appel, Holmen, Stevens. Voting Nay: Gravley. Motion passed.

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Sheriff Jason Purrington and Jail Administrator Kristi Sell met with the board to set the 2015 jail and civil process fees. Purrington noted that the only change would be for the Civil Processes – Execution Commission. Motion by Stevens, second by Schmidt, unanimous vote to set 2015 jail and civil process fees as follows:

Huber Fees (Work Release)

- Cottonwood County Inmates \$17 per day (Inmate responsible for all medical)
- Out of County Inmates \$50 per day (Inmate responsible for all medical)

Pay for Stay

- \$20 per day for sentenced inmates only
- All medical added to Pay for Stay bill
- All miscellaneous (Ex. Damage to property) added to bill

Prisoner Board for other agencies

- \$60 per day
- All medical bills for inmate added to Prisoner Board bill

Drug Tests

- Out of County (Ex. For probation or other agencies) \$20
- Court Ordered Drug Tests \$5
- **We do not do public drug testing**

PBT Testing (we only charge for out of county agencies)

- \$5.00

Fingerprint Fees

- \$10 fee for all public fingerprinting (Ex. Employment, licensing, etc.)

CD/DVD Recording Fees

- (Release only according to law) \$20 per disc

Civil Process Fees

- Single service Originating within MN \$50.00
For multiple services at same address
add a \$50.00 incremental increase for each
additional service.
- Writ of Execution – Service Fee \$50.00
- Per Person Service \$50.00
- Mileage (3 attempts included) \$10.00 (after 3 attempts)
- Legal Not Found \$50.00
- Return of Process when service is not made \$50.00
- Execution Commission (based on the total
amount seized, collected or stipulated by the
parties as a result of the Sheriff's Levy) 10% on first \$250.00 and 6%
remaining balance.
- Executions Returned – not satisfied \$50.00
- Postings – 3 public places \$50.00
- Vacancy \$50.00

Sales:

- Mortgage Foreclosures \$75.00
- Mortgage Redemptions \$250.00
- Intent to Redeem (each lien) \$100.00
- Document Delivery Fee – following redemption \$20.00
- Mortgage Foreclosure – non-cancellation fee
of sale \$50.00

Additional Fees:

- Fingerprinting (by appointment) \$10.00
- Local Records Check – Original signed release authorization \$0.25/page
- Accident Reports – Insurance Companies \$0.25/page
- Copy Fee \$0.25/page
- CD/DVD Recording Fees \$20/disc

Purrington informed the board that Dr. Rodney Dynes, County Coroner, would like to add Priscilla Cornick, RN, as a Coroner’s Investigator and to add the following as Deputy Coroners: Steven Hartberg, MD, Steven Harder, MD, Jeff Taber, MD, Mir Ali, MD, Stephanie Buhler, MD, Thomas Koehnen, MD, Andrew Kopperud, MD, and Jeffrey Cassel, MD. Motion by Appel, second by Gravley, unanimous vote to appoint Dr. Rodney Dynes to a 4-year term as County Coroner and to include all Deputy Coroners’ and Coroner’s Investigator in the county bond.

Motion by Stevens, second by Schmidt, unanimous vote to accept Sheriff Jason Purrington’s letter for a Leave of Absence from this previous held position of Deputy Sheriff.

Purrington presented a state quote from Northern Safety Technology, Inc., for the purchase of a light bar. Motion by Schmidt, second by Stevens, unanimous vote to purchase a light bar for \$1,495 from Northern Safety Technology.

Purrington presented two quotes for the purchase of two in-squad car cameras as follows: Watch Guard (Tactical Solutions) - \$4,820 and Enforcement Products - \$4,820. Motion by Schmidt, second by Gravley, unanimous vote to purchase two squad car cameras in the amount of \$4,820 from Tactical Solutions.

Sell informed the board that Minnesota Statute 345.38 states that assets remaining unclaimed by the owner for more than 3 years and are presumed abandoned.

Check #	Amount	Date
10120	\$14.75	06/23/2008
10181	\$13.00	02/23/2009
10230	\$13.95	12/21/2009
10240	\$23.00	03/08/2010
10250	\$17.61	04/22/2010
10277	\$20.00	10/25/2010
10338	\$11.35	09/05/2011

Motion by Appel, second by Schmidt, unanimous vote to write off the unclaimed checks that are presumed abandoned.

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Motion by Schmidt, second by Stevens, unanimous vote to set 2015 meeting dates for the 1st & 3rd Tuesday of each month as presented and that all meetings will begin at 9:00 a.m.

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Motion by Schmidt, second by Stevens, unanimous vote to accept the commissioner assignments for 2015 as follows:

Commissioner Department Assignments – 2015

Commissioner Jim Schmidt

Solid Waste Department
Information Technology Department
Planning & Zoning

Commissioner Kevin Stevens

Sheriff's Department
Emergency Management
County Auditor/Treasurer

Commissioner Donna Gravley

County Attorney
County Assessor
County Recorder

Commissioner Norm Holmen

Highway Department
County Coordinator
Parks

Commissioner Tom Appel

MN Extension Services
Court Administration/Probation
Veteran's Service Office

Commissioner Committee Assignments – 2015

ACE of Southwestern Minnesota
(4th Thursday-9 a.m.–Slayton)

Commissioner Donna Gravley
Commissioner Jim Schmidt, alt.

AMC Voting Delegates

Commissioner Kevin Stevens
Commissioner Norm Holmen
Commissioner Tom Appel
Commissioner Jim Schmidt
Commissioner Donna Gravley
County Engineer JinYeene Neumann
DVHHS - Craig Myers
County Coordinator Kelly Thongvivong

Area II River Basin Projects
(1st Thursday-9 am-Marshall)

Commissioner Norm Holmen
Commissioner Jim Schmidt, alt.

Board of Adjustment

1st District – Heidi Hansen
2nd District – Lowell Tjentland
3rd District – Lisa Fredin
4th District – Mike LaMaack
5th District – Jonathan Penner

Compensation Committee (as needed – 8:30 am)	Commissioner Norm Holmen Commissioner Kevin Stevens
Cottonwood County DAC	Commissioner Tom Appel
Cottonwood County Dept. Head Meetings	Commissioner Norm Holmen - Chair Commissioner Kevin Stevens – Vice-Chair
Cottonwood County Ditch Authority	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner Tom Appel Commissioner Jim Schmidt Commissioner Donna Gravley
Cottonwood County Historical Society (4 th Monday-3:30pm-Windom)	Commissioner Kevin Stevens
Cottonwood County Law Library (Annual Mtg in July, otherwise as needed)	Commissioner Kevin Stevens
Cottonwood County Personnel Board of Appeals	Jim Jorgenson (Westbrook) Dennis Nelson (Windom) Jerry Haberman (Mt. Lake)
Des Moines River West Fork Project	Commissioner Kevin Stevens Commissioner Jim Schmidt, alt.
Des Moines Valley Health & Human Services (2 nd Thursday-9 am LEC)	Commissioner Norm Holmen Commissioner Kevin Stevens Commissioner Tom Appel Commissioner Donna Gravley Commissioner Jim Schmidt
Family Services Collaborative Board	Commissioner Tom Appel Commissioner Donna Gravley, alt.
Greater Blue Earth River Basin Alliance	Commissioner Tom Appel Commissioner Norm Holmen, alt.
Heron Lake Watershed District (3 rd Tuesday-7pm-Heron Lake Adv Comm 4x/yr-10 am-Heron Lake)	Commissioner Kevin Stevens
Intergovernmental Relations Board	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner Tom Appel Commissioner Jim Schmidt Commissioner Donna Gravley
Juvenile Screening	Commissioner Kevin Stevens Commissioner Donna Gravley
Labor-Management Committee	Commissioner Norm Holmen - Chair Commissioner Kevin Stevens - Vice-Chair
Land Use Advisory Committee	Commissioner Tom Appel

Local Emergency Preparedness and Planning Committee	Commissioner Kevin Stevens
Mental Health Local Advisory Council	Becky Wiens Ree Tschetter David Johnson Ron Kuecker Dawn Eigenberg
MN Counties Computer Cooperative Delegate	Auditor/Treasurer Jan Johnson County Assessor Gale Bondhus, alternate
MN Extension Agency Board of Directors (3-year terms – 2-term limit)	Commissioner Norm Holmen - Chair Commissioner Kevin Stevens – Vice-Chair Auditor/Treasurer Jan Johnson 1 st District – Elizabeth Johnson (12/15 – 1 st term) 2 nd District – Kim Armstrong (12/16 – 2 nd term) 3 rd District – OPEN (12/17 – 1 st term) 4 th District – Kelly Piotter (12/16 – 1 st term) 5 th District – Carolyn Rempel (12/15 – 2 nd term fill-in)
MN Rural Counties Caucus	Commissioner Kevin Stevens
Planning Commission (3-year terms – no term limit)	Commissioner Norm Holmen Commissioner Tom Appel, alt. 1 st District – Heidi Hansen (12/15) 2 nd District – Lowell Tjentland (12/14) 3 rd District – Leland Thiesen (12/14) 4 th District – Keith Engen (12/17) 5 th District – Phil Harder (12/17)
Plum Creek Library Board	Commissioner Donna Gravley
Private Industry Council Chief Elected Officials Board Members	Commissioner Tom Appel
Red Rock Learning Center	Commissioner Jim Schmidt
Red Rock Rural Water	Commissioner Jim Schmidt Commissioner Kevin Stevens, alt.
Redwood-Cottonwood Rivers Control Agency (1 st Thursday-9 am-Marshall)	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Rural Minnesota Energy Board	Commissioner Tom Appel Commissioner Kevin Stevens, alt.
Soil & Water Conservation District	Commissioner Tom Appel
Southern Prairie Community Care (4 th Friday-9:30am-Redwood Falls)	Commissioner Norm Holmen Commissioner Donna Gravley, alt.
Southwest Minnesota Housing Partnership SWMN Emergency Communications Board	(Appointment done by SRDC) Commissioner Norm Holmen Commissioner Jim Schmidt, alt.

SW Mental Health Center Board of Directors (2 nd Wednesday-7 pm-Worthington)	Commissioner Norm Holmen Commissioner Jim Schmidt Robin Weis
SW Mental Health Consortium (2 nd Friday-9:30 am-Marshall)	Commissioner Norm Holmen
SW MN EMS Board	Emergency Management Director Kim Hall Commissioner Jim Schmidt, alt.
SW MN Regional Solid Waste Commission	Commissioner Tom Appel Commissioner Kevin Stevens, alt.
SW Regional Development Commission	Commissioner Donna Gravley
State Community Health Service Advisory Committee (SCHSAC)	Commissioner Rosemary Schultz (Jackson County)
Statewide Health Improvement Program (6x/yr-2 nd Wednesday-11:30 am- Lakefield)	Commissioner Kevin Stevens
Travel Southwest MN	Commissioner Tom Appel Randy Markl, DNR (OPEN)
Wellness Committee (once a month – 10:00 am)	Commissioner Donna Gravley
Western Community Action, Inc. (2 nd Tuesday-5:30 pm-Marshall)	Commissioner Donna Gravley

2015 AMC Policy Committee Appointments

Environmental & Natural Resources	Commissioner Tom Appel
General Government	Commissioner Donna Gravley
Health & Human Services	Commissioner Norm Holmen
Public Safety	Commissioner Jim Schmidt
Transportation	Commissioner Kevin Stevens

Commissioners appointed as an alternate are allowed to claim a per diem either for attending a meeting in place of the primary commissioner or if attending a one-time meeting to initially get acquainted with the committee in case they ever get called upon to serve on the committee as the alternate.

Motion by Schmidt, second by Stevens, unanimous vote to leave the meal rates for 2015 at \$8.75 for breakfast, \$13.75 for lunch and \$17.50 for evening meal. These amounts include a 20% gratuity.

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Motion by Schmidt, second by Appel, unanimous vote to raise the clerk hire and seasonal wages 4.5% for 2015. Wages are set as follows: clerk hire \$11.85/hour; seasonal wages at \$9.85 – 1st year; \$10.15 – 2nd year; \$10.45 – 3rd year; \$10.75 – 4th year; \$11.10 – 5th year.

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Motion by Schmidt, second by Gravley, unanimous vote to pay Auditor warrants with regular and customary payments for 2015, which might include: payroll and associated payables; utilities; bond payments; contract payments; payment to other government entities; tax settlements; refunds; reissue voids; well sealing; sewer loan contract payments; insurance payments and lease payments.

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Motion by Appel, second by Schmidt, unanimous vote to re-designate official Cottonwood County Depositories as follows: Bank Midwest – Windom; Bank of the West – Windom; United Prairie Bank – Mt. Lake; First Security Bank – Storden; First Empire Securities – Hauppauge, NY; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; and Piper Jaffray – Minneapolis.

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Motion by Appel, second by Schmidt, unanimous vote to re-designate official Cottonwood County Brokers as follows: First Empire Securities – Hauppauge, NY; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; and Piper Jaffray – Minneapolis.

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Motion by Appel, second by Stevens, unanimous vote to accept the only bid received by the Citizen for the Official County Newspaper for 2015.

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Motion by Stevens, second by Schmidt, unanimous vote to set the 2015 Contingency Fund for the County Attorney’s Office at \$2,500.

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Motion by Schmidt, second by Gravley, unanimous vote to set the per diem for committee members other than commissioners at \$75 per meeting for 2015.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong was contacted by the Plum Creek Library System asking for additional funding from the 2015 budgeted amount of \$51,270. Motion by Schmidt, second by Stevens, unanimous vote to leave the 2015 appropriation at \$51,270.

Thongvivong informed the board that the State Auditor’s recently questioned the fact that one Department Head has been given authorization by board members to receive reimbursement for mileage when working on weekends. The board consensus was to discuss this when setting salaries.

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The following individuals were evaluated by the board for their consideration of a 2015 pay raise: Gale Bondhus – no deficiencies were noted; Kim Hall – no deficiencies were noted; Glenn Johnson – no deficiencies were noted; Todd Dibble – no deficiencies were noted; Kelly Thongvivong – no deficiencies were noted; JinYeene Neumann – no deficiencies were noted.

Motion by Schmidt, second by Stevens, unanimous vote to give all Non-Elected Department Head salaries a 3% step and 1.5% COLA.

Motion by Holmen, second by Schmidt, unanimous vote to move Kim Hall to \$23.85 per hour (step A on the matrix) and to give Glenn Johnson an additional 3% step setting his wage at \$31.51 per hour.

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The board took action to set the 2015 salary for each elected official.

Motion by Stevens, second by Schmidt, unanimous vote to set Kathy Kretsch's 2015 salary at \$63,850.

Motion by Appel, second by Gravley, unanimous vote to set Jason Purrington's 2015 salary at \$85,000.

Motion by Schmidt, second by Gravley, to set Nick Anderson's 2015 salary at \$100,000. Voting Aye – Schmidt, Holmen. Voting Nay – Stevens, Appel, and Gravley. Motion failed.

Motion by Stevens, second by Schmidt, to set Nick Anderson's 2015 salary at \$105,443. Voting Aye – Stevens, Gravley. Voting Nay – Holmen, Appel, and Schmidt. Motion failed.

Motion by Appel, second by Gravley, to set Nick Anderson's 2015 salary at \$102,500. Voting Aye – Appel, Gravley. Voting Nay – Stevens, Schmidt, and Holmen. Motion failed.

Motion by Schmidt, second by Appel, to set Nick Anderson's 2015 salary at \$104,000. Voting Aye – Schmidt, Appel, and Gravley. Voting Nay – Stevens, Holmen. Motion passed.

Motion by Schmidt, second by Stevens, unanimous vote to set Jan Johnson's 2015 salary at \$93,500.

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Kelly Thongvivong, County Coordinator, asked for an update on RtVision. Jan Johnson, Auditor/Treasurer stated that once the payroll department has completed the first of the year changes and has completed test runs for the sheriff's department and revenue departments, the payroll department should be ready to switch over to RtVision eTimecard in March.

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Commissioner Stevens stated that a few items that should be completed in 2015 are: passports, recycling shed problems, and working on wages.

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There being no further business, the meeting was adjourned at 12:00 p.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator