

December 20, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 20, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, Tom Appel, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Kathleen Kretsch, Jason Purrington, JinYeene Neumann, Kyle Pillatzki, Gretchen Warner, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Appel, unanimous vote to approve the agenda. Motion by Holmen, second by Gravley, unanimous vote to approve the minutes of the December 13, 2016 regular meeting as amended.

* * * *

Kathleen Kretsch, County Recorder, met with the board to discuss her salary and stated that she feels that she was treated unfairly in 2016 compared to other County Department Heads. Kretsch shared information that she had compiled and requested that her 2017 salary be set at \$72,000. The board informed Kretsch that they would take her information into consideration when setting her 2017 salary later in the meeting.

* * * *

Jason Purrington, Sheriff, met with the board to get approval of a resolution authorizing the Sheriff to sign a Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies. Motion by Gravley, second by Appel, unanimous roll call vote to adopt resolution 16-12-20 "Minnesota Court Data Services Program" as follows:

**Resolution 16-12-20
Minnesota Court Data Services Program**

On motion of Commissioner _____, seconded by Commissioner _____, the following Resolution was passed and adopted by the Cottonwood County Board of Commissioners at a meeting held December 20, 2016 at the Cottonwood County Courthouse, Windom, Minnesota.

WHEREAS, the County of Cottonwood desires to improve efficiencies through participating in more efficient court processes with the Minnesota Judicial Branch; and

WHEREAS, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and

WHEREAS, the County of Cottonwood desires to subscribe to Minnesota Court Data Services Program;

NOW, THEREFORE, BE IT RESOLVED, that the Cottonwood County Board of Commissioners approves and authorizes Jason Purrington, Cottonwood County Sheriff, to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.

Passed and approved this 20th day of December, 2016.

S/Kevin Stevens, Board Chair

S/Jan Johnson, Auditor/Treasurer

* * * *

Motion by Appel, second by Holmen, unanimous vote to approve Waste Management as a solid waste hauler in Cottonwood County for the 2017 hauling season.

* * * *

JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann stated that bids were let on December 19th for Project 017-601-021 - CSAH 1 Bridge Replacement. Bids were as follows: M&K Bridge Construction - \$721,315.00; Prahm Construction, Inc. - \$739,690.25; Structural Specialties - \$763,073.30; and Redstone Construction - \$776,837.10. Motion by Schmidt, second by Appel, unanimous vote to award contract for Project 017-601-021 to M&K Bridge Construction in the amount of \$721,315.00.

Neumann also asked for approval to make the final payment for Project 017-599-098 – Amboy Township Bridge Replacement on 470th Street. Neumann stated that the total cost for the project was \$128,211.83. Motion by Holmen, second by Gravley, unanimous vote to make final payment of \$19,930.99 to Veenstra and Son for Project 017-599-098.

* * * *

Motion by Holmen, second by Schmidt, unanimous vote to set the 2017 Revenues and Expenditures by Fund (budget sheets dated December 14, 2016) as presented on December 20, 2016. The total revenues for 2017, including landfill, are \$18,875,699 and total expenditures for 2017, including landfill, are \$18,776.534.

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Schmidt, second by Holmen, unanimous vote to approve the draft Procurement Policy as presented and post for a 30 day comment period.

Thongvivong informed the board that commissioner salaries, per diem, and technology fee needs to be set for 2017. Motion by Gravley, second by Schmidt, unanimous vote to set the commissioner salaries at \$20,400 with the chairman to receive an additional \$1,000, per diems at \$75 per day, and the technology supplement at \$60 per month. This is the same salary, per diem rate, and technology supplement given in 2016.

Thongvivong informed the board that elected official salaries need to be set for 2017. Motion by Holmen, second by Schmidt, unanimous vote to set Nick Anderson’s 2017 salary at \$106,971.

Motion by Holmen, second by Gravley, unanimous vote to set Jason Purrington’s 2017 salary at \$95,408.

Motion by Gravley, second by Schmidt, unanimous vote to set Jan Johnson’s 2017 salary at \$97,000.

Motion by Appel, second by Schmidt, unanimous vote to set Kathleen Kretsch’s 2017 salary at \$66,500.

Thongvivong informed the board that 19 applications were received for the Legal Secretary position and that 7 of the applicants were interviewed. Motion by Schmidt, second by Holmen, to approve the hire of Sheli Fast as full-time Legal Secretary effective January 2, 2017, pending successful completion of all hiring requirements. The starting wage for this position will be Range 10, Step C (\$18.30/hour). This position will serve a 6-month probationary period. Voting Aye –

Holmen, Appel, Schmidt, and Stevens. Voting Nay – Gravley. Motion passed.

Thongvivong informed the board that non-union employees received one less holiday than what each of the union employees received each year. Thongvivong asked that the board approve one more personal holiday to all non-union employees so that all employees are treated the same. No action was taken at this time.

* * * *

Motion by Gravley, second by Appel, unanimous vote to approve December warrants as follows:

County Revenue Fund	\$ 37,014.83
Long Term Capital Outlay	\$ 700.25
County Building Fund	\$ 415.00
Ditch Fund	<u>\$ 10,870.39</u>
	\$ 49,000.47

* * * *

There being no further business, the meeting was adjourned at 10:31 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator