

September 23, 2014  
 Cottonwood County Board of Commissioners  
 Regular Meeting  
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 23, 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, Jason Purrington, Rahn Larson, Ernest and Lila Iverson.

Motion by White, second by Oeltjenbruns, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the September 9, 2014 regular board meeting.

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Jason Purrington, Sheriff, met with the board to present a Joint Powers Agreement for the H.E.A.T. Team. Purrington stated that he had presented an agreement in September of 2013 but the cities in Iowa had problems with the wording. Motion by Holmen, second by White, unanimous vote to sign Joint Powers Agreement for the H.E.A.T. tactical team as presented and make the previous agreement null and void.

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

County Revenue Fund	\$ 26,913.64
Long Term Capital Outlay	\$ 3,814.56
County Building Fund	\$ 487.37
Ditch Fund	\$ 386.00
Taxes and Penalties Fund	\$ 30,930.51
Road and Bridge	<u>\$ 15,017.21</u>
	<u>\$ 77,549.29</u>

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Commissioner White led discussion regarding the formation of a personnel committee. Consensus of the board is to look into what other counties have and put together a draft for Cottonwood County. Appointments to a committee can be made at a future meeting.

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Jan Johnson, Auditor/Treasurer, opened sealed bids from the sealed bid sale of tax forfeiture land to adjacent landowners in Storden. Two bids were received: Ernest and Lila Iverson - \$3,170.90 and Cory and Gale Swenson - \$1,724.28. Motion by White, second by Stevens, unanimous vote to accept bid of \$3,170.90 from Ernest & Lila Iverson for the sale of parcel 23.714.0920.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong stated that the revised Personnel Policy No. 470 "Request for Department Purchases" has been posted for 30 days and no comments were received. Motion by White, second by Oeltjenbruns, unanimous vote to approve the

revisions to Policy No. 470 as presented.

Thongvivong updated the board on conversations she has had with Todd Dibble, Veteran Service Officer, and Pam Hogan, Extension Office Manager, regarding the need to fill approximately 8 hours of administrative work per week in the Veteran’s office. Thongvivong stated that Hogan was hired at 32 hours per week in the Extension office and would recommend Hogan to work up to an additional 8 hours per week in the Veteran’s office. Motion by Holmen, second by Stevens, unanimous vote to offer Pam Hogan to 40 hours per week, 80% Extension and 20% Veterans.

Thongvivong presented on behalf of Kim Hall, Emergency Management Director, a one year contract with SafeAssure Consultants, Inc. The contract would begin October 1, 2014 and continue for twelve months at an expense of \$7,210.00. After much discussion, the board would like Hall to research other providers for the same services.

Thongvivong presented a Letter of Agreement for Wellness Institute Services and Memorandum of Agreements for the unions in regards to the wellness incentives that are being offered this fall for Cottonwood County employees. Motion by White, second by Oeltjenbruns, unanimous vote to accept the Letter of Agreement for Wellness Institute Services and Memorandum of Agreements and allow the board chair to sign.

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Commissioner Holmen led discussion regarding uniformity on how time cards are being filled out and that employees should put hours worked per day on the timecard, exception being the Sheriff’s Department. Consensus of the board is to have the Auditor/Treasurer contact Melissa at RtVision to set up a conference call that he and Kathy Marsh, HR Technician, would participate to discuss employee timekeeping options available.

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Jan Johnson, Auditor/Treasurer, informed the board that the Environmental office had a change fund of \$100 and he has talked to Jared Morrill, Planning & Zoning Technician, and the fund is no longer needed. Motion by Oeltjenbruns, second by White, unanimous vote to close the Environmental change fund.

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Commissioner Holmen informed the board that he has been approached by some residents in his district regarding natural gas pipelines that are being installed in the ditches near Storden and Jeffers.

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Commissioner Stevens stated he was approached by a resident regarding the small building on the south side of the Courthouse and they asked if there was a possibility of putting up a fence around the dumpster and recycling bins.

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Kelly Thongvivong, County Coordinator, informed the board that the mailbox at the N71 building has been damaged. This would be the fifth mailbox since the county offices have been there. Consensus of the board is to have the mail for the Veteran’s office and the Extension office delivered to the courthouse.

Discussion was also held regarding the dark fiber line at the N71 office building. Commissioner White talked to Dan Olson, Windomnet, and was told that the line is not needed.

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Commissioner White informed the board that Jason Rupp, Jailer/Dispatcher, received the 2014 Minnesota Sheriff’s Association Correctional Officer of the Year award on September 11, 2014. Thongvivong should put something together for the board to present to Jason in recognition of receiving this award.

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Motion by White, second by Schmidt, roll call vote to set the 2015 preliminary levy at \$ 8,846,451, to include debt service, which is an increase of 8% from the 2014 preliminary levy as per state levy requirements. Voting was as follows: aye – Holmen, Stevens, White, nay – Schmidt, Oeltjenbruns. Motion passed.

Motion by Holmen, second by White, unanimous vote to allocate \$50,000 toward the debt service for equipment upgrades for the Highway Department.

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There being no further business, the meeting was adjourned at 11:15 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