

October 18, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 18, 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, Donna Gravley, Norm Holmen, Tom Appel; County Coordinator Kelly Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Drew Hage, Gale Bondhus, JinYeene Neumann, Jed Rhubee, Ann Goering, and Rahn Larson. Absent was Commissioner Jim Schmidt.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Appel, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the October 4, 2016 regular meeting.

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Drew Hage, Windom EDA Executive Director, met with the board to lead more discussion on the Housing Tax Abatement Program proposed for Cottonwood County. Hage asked for a consensus on the direction the board would like to see taken on this program. After much discussion, and with Commissioner Schmidt absent, the board asked for more time.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Motion by Holmen, second by Appel, unanimous vote to approve the letting of Project 017-601-021, a bridge replacement on CSAH 1.

Discussion was held regarding the fuel monitoring system at the Highway Department. Neumann stated that the system is outdated and needs to be upgraded.

Neumann informed the board that she has been approached by a few Public Works Department employees expressing their concern regarding the increase in health insurance premiums.

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Commissioner Appel gave a building committee update. Appel presented square footage rental rates that the SWWC Coop is paying for office space for their different locations. Appel also presented information on square footage for the DVHHS Family Services building and the N71 Office building. Appel stated that ISG, an architectural firm, will be here later in the week to look at a building the county is contemplating purchasing. Motion by Gravley, second by Holmen, unanimous vote to allow the building committee to spend up to \$5,000 for plan development on a building.

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Appel, unanimous vote to approve the Letter of Agreement affirming our mutual understanding and agreement between Southwest West Central Service Cooperative ("SWWC") Wellness Institute (the "Wellness Institute") and Cottonwood County ("Employer") with respect to the operation of the activity-based Wellness Program offered by the Wellness Institute in 2017.

Thongvivong informed the board that she has had a request for an unpaid leave of absence. Motion by Appel, second by Holmen, unanimous vote to approve the recommendation for an unpaid leave of absence, as needed, for a period of up to 6 months for an employee (who submitted the request by letter on October 10) beginning October 17, 2016, as per Personnel Policy #190.

Motion by Holmen, second by Gravley, unanimous vote to hire Ryan Brockberg as a Solid Waste Technician at Range 10, Step A (\$16.58) on the 2015 wage matrix effective October 17, 2016 as he has successfully completed all hiring requirements.

Motion by Holmen, second by Gravley, unanimous vote to hire Jared Van Dyke as a Solid Waste Technician at Range 10, Step A (\$16.58) on the 2015 wage matrix effective October 18, 2016 as he has successfully completed all hiring requirements.

Motion by Gravley, second by Holmen, unanimous vote to approve changes to Personnel Policy #330 "Employment Processing/Selection Process" that was posted for the required 30-day period.

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Kelly Thongvivong, County Coordinator, informed the board on the cost of networking the two county employees at the SWCD office. The expense would be \$99 for 10 MB and \$155 for 20 MB, with a one-time set up fee of \$250.

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Commissioner Holmen informed the board that he has been contacted by a part-time employee regarding the possibility of offering health insurance to part-time employees at 100% cost to the employee. After discussion, the County Coordinator was instructed to do further research.

Holmen gave an update on the annual meeting he attended for the Southwest Mental Health Consortium.

Commissioner Stevens informed the board that Schwalbachs has not yet been out to evaluate the N71 Office building HVAC system but will try to complete in the near future.

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

County Revenue Fund	\$ 41,717.41
Long Term Capital Outlay	\$ 4,944.60
County Building Fund	\$ 435.53
Ditch Fund	\$ 35.64
Agency Fund	\$ 1,120.38
County Revenue Fund	\$ 980.58
Road and Bridge Fund	\$ 34,621.16
Waste Abatement/SCORE	\$ 67.38
Landfill Enterprise	<u>\$ 5,618.46</u>
	\$ 89,541.14

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Motion by Appel, second by Gravley, unanimous vote to close the meeting at 10:15 a.m. for the purpose of discussing strategy for labor negotiations. Present for

the closed session were: Commissioners Stevens, Appel, Holmen and Gravley; Kelly Thongvivong, Jan Johnson, Nick Anderson, JinYeene Neumann, Jed Rhubee, Ann Goering, and Kathy Marsh.

Motion by Gravley, second by Appel, unanimous vote to open the closed session at 11:30 a.m.

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There being no further business, the meeting was adjourned at 11:30 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator