

October 28, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 28, 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, Glenn Johnson, Kim Hall, Jerry Hayes, JinYeene Neumann, Kyle Pillatzki, Chad Peterson, Jacqueline Knips, Rahn Larson, Lisa Rairdin, Todd Luke, Danielle Kepford, Brad Uhlenhopp, and Ron Tibodeau.

Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve the agenda. Motion by White, second by Stevens, unanimous vote to approve the minutes of the October 14, 2014 regular board meeting as amended.

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Glenn Johnson, Director of Information Systems, met with the board to get approval to purchase servers and licenses. Johnson stated that he will still utilize the present servers. Motion by Holmen, second by White, unanimous vote to accept state quote from SHI in the amount of \$13,575.96 to purchase two servers and licenses.

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Kim Hall, Emergency Management Director, and Chad Peterson from SafeAssure met with the board. Motion by White, second by Stevens, unanimous vote to approve a one year contract with SafeAssure Consultants, Inc. beginning November 1, 2014 to October 31, 2015 for safety training in the amount of \$7,210 and pay immediately.

Hall also met with the board to discuss the two Emergency Management Hazmat trailers that are housed and maintained at the Windom Fire Department and the Westbrook Fire Department. Motion by White, second by Holmen, unanimous vote to transfer the two hazmat trailers to Murray County. Motion by Holmen, second by Stevens, unanimous vote to allow the County Attorney to draft a termination of agreement for Windom Fire Department and Westbrook Fire Department.

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Jacqueline Knips, Parks and Trail Director, met with board to discuss the county park process of sale. Sara Park is assessed at \$2,200 and Highwater Park is assessed at \$8,800. Knips recommended that the parks be sold on sealed bids with the opening of the bids on December 1, 2014 at 10:00 a.m. Consensus of the board is to set the minimum bid at \$8,000 each. Discussion was had regarding terms of the sale and what information should be made available to potential buyers. Knips and the County Attorney should put together sale information and present at the next meeting.

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Kyle Pillatzki, Solid Waste Administrator, met with the board to discuss a few items. Motion by Oeltjenbruns, second by Stevens, unanimous roll call vote to approve and adopt the Multi-County Southwest Regional Solid Waste Commission Solid Waste Management Plan.

A RESOLUTION TO APPROVE AND ADOPT THE MULTI-COUNTY SOUTHWEST REGIONAL SOLID WASTE COMMISSION SOLID WASTE MANAGEMENT PLAN

WHEREAS, the legislature of the State of Minnesota requires that Minnesota's counties develop a Solid Waste Management Plan in accordance with Minn. Stat. §§ 115A.46; 115A.471; 115A.551, subds. 6-7; 115A.552; 115A.557, subd. 2-3; 115A.63; 115A.84; 115A.914; 115.96, Subd.6-7; 115A.917; 115A.97; Minn. Rules 9215 and all other applicable statutes and rules; and

WHEREAS, Minnesota counties recognize the need to plan for and practice environmentally sound methods of managing their solid waste stream;

WHEREAS, in 1989, the legislature of the State of Minnesota enacted legislation to require that Solid Waste Management Plan's be amended to include the requirements in Minn. Stat. §§ 115A.551, 115A.914 and 115A.96, Subd. 6 (1991); and

WHEREAS, Cottonwood County recognizes the need to plan for and implement waste reduction, recycling, education, yard waste, source separated organic materials composting, special and problem material waste management strategies, and processing of MSW;

WHEREAS, Cottonwood County is a member of the twelve county Southwest Regional Solid Waste Commission (SWSWC) Joint Powers Board, and will be responsible and accountable to implement, measure and track effectiveness in reaching individual and regional goals and objectives.

NOW, THEREFORE, BE IT RESOLVED, that the Cottonwood County Board of Commissioners hereby approves and adopts the multi-County Southwest Regional Solid Waste Commission Solid Waste Management Plan and supporting documentation, dated August 2014.

BE IT THEREFORE FURTHER RESOLVED, that Cottonwood County agrees to maintain and implement the Plan as required by Minn. Rules pt. 9215.0530, subp. 1 and 2.

BE IT THEREFORE FURTHER RESOLVED, that the Cottonwood County Board of Commissioners submits this document to the Commissioner of the Minnesota Pollution Control Agency pursuant to applicable Minnesota laws and rules.

Adopted this 28 day of October, 2014 by the Cottonwood County Board of Commissioners.

S/Jim Schmidt, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Pillatzki also informed the board that manholes #6 and #7 need to be raised at the landfill. Motion by White, second by Oeltjenbruns, unanimous vote to hire Mathiowetz to raise manholes #6 and #7 at a price not to exceed \$60,000. The bidding process was not required due to Minnesota State Statute 400.04 Sub. 3.

Pillatzki and Kelly Thongvivong, County Coordinator, asked that the county purchase winter jackets for landfill employees. The consensus of the board is to allow Pillatzki to purchase jackets for the landfill employees.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann presented the Lighting Maintenance Agreement #06882 between the State of Minnesota Department of Transportation and Cottonwood County.

Neumann stated that MNDOT would provide the light and install and Cottonwood County would take care of maintenance and the electricity charges. Neumann stated that the minimum electrical charge would be \$30 per month. Motion by White, second by Holmen, unanimous roll call vote to accept the Lighting Maintenance Agreement #06882 between the State of Minnesota Department of Transportation and Cottonwood County and Resolution 14-10-28.

Resolution 14-10-28
RESOLUTION

IT IS RESOLVED that Cottonwood County enter into Mn/DOT Agreement No. 06882 with the State of Minnesota, Department of Transportation for the following purposes:

To establish maintenance responsibilities for the Highway Lighting System located at the intersection of Trunk Highway No. 60 and County State Aid Highway No. 8 (600th Avenue) under State Project No. 1703-70.

IT IS FURTHER RESOLVED that the Chairperson of the Cottonwood County Board of Commissioners and the Cottonwood County Engineer are authorized to execute the Agreement and any amendments to the Agreement.

Adopted this 28th day of October 2014.

S/Jim Schmidt, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Neumann informed the board that she had met with the Compensation Committee regarding a start plus 5 step wage matrix, with 6% between steps, for the Heavy Equipment Operators. Neumann stated that the Compensation Committee did not approve of the start plus 5 step matrix but they would consider a start plus 6 step, with 4% between steps, but would like more time to review the numbers. The Compensation Committee was okay with hiring two HEO's at \$17.59 per hour. Motion by Oeltjenbruns, second by Holmen, to hire two Heavy Equipment Operators at \$17.59 per hour and will continue to work on a new matrix. Voting as follows: Aye – Schmidt, Holmen, and Oeltjenbruns; Nay – White, Stevens.

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Lisa Rairdin, Senior Realty Specialist – U.S. Fish & Wildlife, and Todd Luke, Windom District Manager – U.S. Fish & Wildlife, met with the board to present a Habitat Easement in Section 22 of Rose Hill Township for the Uhlenhopp family. Motion by Schmidt, second by Stevens, unanimous vote to approve the acquisition for a habitat easement by the U.S. Fish and Wildlife Service for property in Section 22 of Rose Hill Township owned by the Uhlenhopp family.

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Jan Johnson, Auditor/Treasurer, met with the board to ask for approval to make Brenda Anderson an official signer on County financial accounts. Motion by White, second by Oeltjenbruns, unanimous vote to approve Brenda Anderson, Deputy Auditor/Treasurer, as a signer on all Cottonwood County financial accounts.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Oeltjenbruns, second by Stevens, unanimous vote to approve 2015 Western Community Action Transportation Agreement.

Discussion was had regarding elected officials health insurance. Discrepancies have been found in the length of coverage for a few retired elected officials. The Auditor/Treasurer will review this information.

Thongvivong presented quotes from Dan Benz and Scott's Snow Removal for snow removal at the North 71 Building, Family Services, and Community Health. Quotes are filed in the County Coordinators office. Motion by Holmen, second by Stevens, unanimous vote (Commissioner White was not present for the vote) to approve snow removal quotes from Scott's Snow Removal and Dan Benz as presented.

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Motion by White, second by Oeltjenbruns, unanimous vote to approve October warrants as follows:

County Revenue Fund	\$ 28,285.71
Ditch Fund	\$ 1,892.83
Road and Bridge	\$ 16,242.97
Landfill Enterprise	<u>\$ 37,050.69</u>
	\$ 83,472.20

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Budget discussion was held. The Auditor/Treasurer will send out reports of past revenue and expenditures for each department to the Commissioners. The Commissioners will then meet again with their assigned departments to review. A time will be set at the November 25th board meeting to discuss the findings of each department's budget.

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Kelly Thongvivong, County Coordinator, updated the board on a few items. Thongvivong informed the board that Commissioner Schmidt has talked with Glenn Johnson, Director of Information Systems, and has told him to proceed with a new phone system and proceed with getting quotes.

Thongvivong asked the board for their thoughts on what the wage should be for the part-time Accounting Assistant that has been advertised. The consensus of the board is to use the Clerk Typist 2-solid waste scale \$10.82 to \$16.87.

Thongvivong informed the board of a conference call that was held with RtVision regarding the Sheriff's Department and how they will enter time on the eTimecard. The Deputy Sheriffs and Jailer/Dispatchers will enter time in/time out and the shift differential will calculate automatically. Two items that needed more board discussion are how Department Heads should enter time and HR reviewing timecards. The consensus of the board is for Department Heads to enter hours worked each day and that Kathy Marsh, HR Technician, should have the same accessibility as the County Coordinator.

Thongviong informed the board that she would like to contract with Jim Vellema for boiler checks on weekends. Jay Elness, Building and Grounds Worker, is working on getting his boiler's license and until he does she would like to contract with Vellema to be put on a rotation with the two current boiler licensed employees. Vellema would be paid \$27.06 per hour when scheduled. Vellema's wage will be paid out of the Grounds and Building fund.

Passports was brought up for discussion. Thongviong had received a call as to what the county was doing in regards to bringing passports back. Thongviong stated that she has the forms for filing with the state but can't fill out the forms until more information is had in regards to which office will be performing this service. Commissioner Stevens will check with the City of Windom and Commissioner Oeltjenbruns will check with the City of Mountain Lake to see if they would be interested in providing passport services. Other options might be the Highway Department or finding office space within the courthouse and having three employees that work in the courthouse provide the service.

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Commissioner Schmidt informed the board that KEYC TV, Mankato, has requested to receive the board packets that are sent to the Commissioners before each board meeting.

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Commissioner White updated the board regarding the A.C.E. office (formerly RSVP) moving to the BARC building. White was not aware at the previous meeting that the phone and internet expense would be approximately \$2,400 per year at the BARC building. White will work with the A.C.E. office to see what other options are available.

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There being no further business, the meeting was adjourned at 1:00 p.m.

Jan Johnson, Auditor/Treasurer

James Schmidt, Board Chairman

Kelly Thongviong, County Coordinator