

July 19, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 19, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person 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, Kay Gross, Dave Bucklin, Becky Alexander, Aaron Bramstedt, Kelly Pfarr, Jared Morrill, JinYeene Neumann, Kathy Kretsch, Mike Schwalbach, Ron Kuecker, Rosemary Schaffer, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the July 5, 2016 regular meeting.

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Kay Gross, SWCD District Manager, informed the board that the Greater Blue Earth River Basin Alliance is requesting a letter of intent from the Cottonwood County Drainage Authority in applying for the Board of Water and Soil Resources Clean Water Fund Multipurpose Drainage Management funds. Gross stated that if project funds are received, Cottonwood County would be able to access the funds through an application from GBERBA to help implement conservation practices to County Drainage Ditches.

Motion by Schmidt, second by Appel, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

Motion by Holmen, second by Appel, unanimous vote to approve Chairman Stevens to sign the Letter of Intent to partner with Greater Blue Earth River Basin Alliance for the purpose of applying for the BWSR Clean Water Fund Multipurpose Drainage Management funds.

Commissioner Holmen informed the board that a land renter has requested permission to dig along Judicial Ditch #24, W1/2NE1/4, Section 6 of Selma Township, to inspect tile for the purpose of finding out why it is not draining properly. After much discussion, the board consensus is for no action to be taken by the land renter.

Motion by Appel, second by Gravley, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board.

Gross led discussion regarding building rent for the SWCD office and the need for more space.

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Becky Alexander, SWCD Program Technician; Dave Bucklin, SWCD District Technician; and Jared Morrill, Planning & Zoning Technician, met with the board to review buffer legislation and the Cottonwood County Shoreland Ordinance. Alexander stated that buffer workshops, hosted by the State, will be held in Marshall and Mankato for SWCD employees and Commissioners; and two buffer workshops, hosted by the SWCD & FSA offices, will be held in Windom and Westbrook for landowners. Alexander strongly recommended that Commissioners attend one of each of the workshops. Motion by Holmen, second by Schmidt, unanimous vote

to pay per diems to Commissioners that attend buffer workshops.

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Kathy Kretsch, County Recorder, met with the board to discuss a few items. Kretsch informed the board that she has been issued a variance from the Driver and Vehicle Services (DVS) to begin accepting credit/debit cards for that service. Kretsch stated that she would like a \$1,000 cushion in the change fund used for paying DVS, as she is required to pay DVS on a daily basis and Point and Pay has a three day lag for funds. Motion by Gravley, second by Holmen, unanimous vote to increase the Recorder's change fund by \$1,000.

Kretsch informed the board that she currently uses Fidlar Technologies for the property records management system and it has not been upgraded for over nine years. Kretsch has talked to Fidlar Technologies about upgrading and has found their newer system to be unsatisfactory. Kretsch has had West Central Indexing present a demonstration to her staff and Glenn Johnson, IT Director, based on recommendations from other County Recorders. Kretsch also stated that she had advertised a Request for Bids (RFB) and only received one bid, which was from West Central Indexing. Motion by Schmidt, second by Gravley, unanimous vote to convert to a new property records management system with West Central Indexing in the amount of \$112,000 (software - \$80,000; installation, training, conversion - \$62,000; discount – \$(30,000)) to be paid from the Unallocated Fund - \$55,000 and Recorder Technology Fund - \$57,000.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann presented three quotes for boiler replacement as follows: Bisbee Plumbing & Heating –\$110,000.00; Schwalbach Hardware – \$72,000.00; and Elite Mechanical – (1) \$92,623.21, (2) \$94,210.90, and (3) \$97,969.54. Neumann stated that quotes were presented at the June 21, 2016 meeting, but due to questions the board had, Neumann was asked to bring back to a future meeting. Mike Schwalbach, Schwalbach Hardware, was present to explain his quote and to answer any questions the board may have (Travis Hodkin, Elite Mechanical was present at the June 21st meeting). Motion by Holmen, second by Appel, unanimous vote to accept low quote from Schwalbach Hardware in the amount of \$72,000 for the replacement of the boiler at the Windom Highway Shop.

Neumann asked for approval to advertise for the replacement of a bridge in Ann Township. Neumann stated that this project will be funded by the Town Bridge Fund and Township Fund. Motion by Schmidt, second by Holmen, unanimous vote (Commissioner Gravley was absent) to approve the letting of Project 017-599-100, Ann Township Bridge Replacement on 220th Street.

Neumann informed the board that she has been receiving phone calls from townships regarding road conditions after the rain on July 16. Neumann stated that she has been telling them to document their findings.

Neumann informed the board of some property adjoining the County property in Jeffers that the owner would possibly sell. After much discussion, the board decided that a plan is needed for the Highway Department and that a building work session is also needed.

A short discussion was held regarding Talcot Park.

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Jan Johnson, Auditor/Treasurer, presented the 2016 appropriations that are not invoiced. Motion by Holmen, second by Appel, unanimous vote to pay the 2016 yearly appropriations as follows: Cottonwood County Ag Society - \$18,000; Mt. Lake Heritage Village - \$1,500; Westbrook Heritage House - \$1,500; SWMN Regional Radio Board - \$2,656.54; Southwest Crisis Center - \$500; Prairie Ecology Bus Center - \$1,000; Small Business Development Center - \$2,000; Westbrook Senior Center - \$2,000; Storden Senior Center - \$2,000; Jeffers Senior Center - \$2,000; Mt. Lake Senior Center - \$2,000; and Windom Senior Center - \$2,000.

Motion by Gravley, second by Schmidt, unanimous vote to ratify changes to the Minnesota Counties Computer Cooperative (MNCCC) Joint Powers Agreement and Bylaws as presented and allow Chairman Stevens to sign.

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Kelly Thongvivong, County Coordinator, presented three new policies that are not currently addressed in our personnel manual: #105 – Employee Assistance Program; #250 – Payroll; and #352 – Orientation. Thongvivong also presented two amended policies: #365 – Performance Evaluation and #380 – Probationary Period. Thongvivong asked for permission to post for a 30 day comment period. Motion by Schmidt, second by Holmen, unanimous vote to allow a 30-day posting of Personnel Policy Numbers: 105, 250, 352, 365, and 380 for comments.

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Motion by Schmidt, second by Gravley, unanimous vote to approve July warrants as follows:

County Revenue Fund	\$ 72,031.27
Long Term Capital Outlay	\$ 7,851.48
County Building Fund	\$ 731.39
Ditch Fund	\$ 11,606.22
County Revenue Fund	\$ 1,278.88
Road and Bridge Fund	\$ 28,961.57
Waste Abatement/SCORE	\$ 5,225.75
Landfill Enterprise	<u>\$ 34,218.40</u>
	\$161,904.96

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Kelly Thongvivong, County Coordinator, and Commissioner Appel led discussion regarding county emails and technology equipment for the Commissioners. After much discussion, the board would like Glenn Johnson, Director of Information Systems, to come to a future meeting for further discussion.

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Commissioner Appel led a short discussion regarding building issues in the county and that a building work session is needed for an in-depth discussion.

Commissioner Holmen updated the board on an issue in his district regarding a small campground.

Commissioner Schmidt updated the board on Judicial Ditch #3.

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There being no further business, the meeting was adjourned at 11:37 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator