

August 13, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 13, 2013 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman John Oeltjenbruns. Present for all or portions of the meeting were: Commissioners John Oeltjenbruns, Jim Schmidt, Kevin Stevens, Tom White, Norm Holmen; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Kretsch, Todd Dibble, JinYeene Neumann, Kyle Pillatzki, Glenn Johnson and Rahn Larson.

Motion by Holmen, second by White, unanimous vote to approve additions to the agenda. Motion by White, second by Holmen, unanimous vote to approve the minutes of the August 6, 2013 meeting.

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Motion by White, second by Schmidt, unanimous vote to move Sadie Hackbarth to permanent full-time status after successful completion of her 6-month probationary period effective August 13, 2013. There will be no salary adjustment.

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Commissioner Schmidt requested a brief discussion regarding JD #3, which is a joint ditch with Murray County. Auditor/Treasurer Jan Johnson will contact the Murray County Auditor/Treasurer to try to get an update.

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Commissioner Holmen asked for some discussion regarding the possibility of budgeting for a County Coordinator position. Further discussion was held regarding possible assistance for the Board Executive Assistant/HR position and whether it might be a part-time or full-time position that may be needed.

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County Recorder Kathy Kretsch met with the board to notify the board that she is 100% compliant pursuant to Minnesota Statue regarding the delivery of documents and to present the 2014 proposed budget for the Recorder's Office. The board congratulated Kretsch and the employees in the Recorder's Office for a job well done.

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Motion by White, second by Schmidt, unanimous vote to approve Commissioner Holmen's attendance and lodging for the AMC Policy Committee Meeting in September. The lodging will be split 50/50 with Southern Prairie Community Care (SPCC).

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It was reported that an Exit Interview was conducted with Jill Defries due to her recent retirement resignation as a part-time Assessor Technician.

The next negotiation session with the Highway Department will be held on August 21st at 9:00 a.m. Brief discussion was held regarding levy limits, pay raises, etc. and the fact that it may begin to get harder to fund some of the salary increases being requested due to limited dollars available to the county.

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Veterans Service Officer Todd Dibble met with the board to present the 2014 proposed budget for the Veterans Office.

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Motion by Holmen, second by Schmidt, unanimous vote to accept retirement resignation from Jill Defries (part-time Assessor Technician) effective August 13, 2013 with appropriate payout of benefits.

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Motion by Schmidt, second by Stevens to offer the Deputy Auditor/Treasurer position to Susan Ebeling on Start of the 2013 pay scale. Voting as follows: Aye – Schmidt, Stevens and Oeltjenbruns. Nay – Holmen and White. Motion carried. Effective date will be determined upon acceptance of position as well as successful completion of all hiring requirements.

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County Engineer JinYeene Neumann met with the board to discuss several items. Neumann handed out a map to the board that showed which counties had adopted the wheelage tax within the state. She also handed out a map of the Odell Wind Farm, which included the locations of the wind towers (approximately 57) in Cottonwood County.

Motion by White, second by Holmen, unanimous roll call vote to adopt resolution as follows:

**Resolution 13-08-13C
Cottonwood County
Resolution to Enter into a Master Partnership Agreement
With MnDOT**

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That Cottonwood County enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the proper County officers are authorized to execute such contract and any amendments thereto.

3. That the Cottonwood County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the Cottonwood County Engineer may execute such work order contracts on behalf of Cottonwood County without further approval by this Board.

S/John Oeltjenbruns, Board Chairman

Motion by Holmen, second by Stevens, unanimous vote to set letting date for the Safe Routes to School (SP 017-591-004) project for September 23rd at 1:00 p.m.

Motion by Holmen, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

Resolution 13-08-13A

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed the Agent of Cottonwood County to accept as its agent, federal aid funds which may be available for eligible transportation related projects.

BE IT FURTHER RESOLVED, that John Oeltjenbruns, Chairman and Jan Johnson, Auditor are hereby authorized and directed for an on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 04202," a copy of which said agreement was before the County Board and which is made a part of thereof by reference.

S/John Oeltjenbruns, Board Chair

S/Jan Johnson, Auditor/Treasurer

Motion by Schmidt, second by White, unanimous roll call vote to adopt resolution as follows:

Resolution 13-08-13B

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed the Agent of Cottonwood County to accept as its agent, federal aid funds which may be available for eligible transportation related projects.

BE IT FURTHER RESOLVED, that John Oeltjenbruns, Chairman and Jan Johnson, Auditor are hereby authorized and directed for an on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 00955," a copy of which said agreement was before the County Board and which is made a part of thereof by reference.

S/John Oeltjenbruns, Board Chair

S/Jan Johnson, Auditor/Treasurer

Motion by White, second by Schmidt, unanimous vote to allow Neumann to send two employees to the Steam and Hot Water Boiler Training that will be held on October 9th and 10th so that more employees within the county can be certified.

A few questions regarding the monthly budget report were asked of Neumann by the board.

Neumann presented the 2014 proposed budgets for the Highway Department. She also discussed a few things for the board to consider in the near

future such as a possible vehicle stipend for the County Engineer, making the signman/engineering tech position a full-time signman position, and allowing Neumann to hire a full-time engineering tech position.

Motion by Holmen, second by White, unanimous vote to allow Neumann to obtain quotes for the purchase of a new desk for her office.

Discussion was held regarding the 5-year highway plan. Neumann reported that not all of the projects will be able to be funded and the county may need to borrow ahead for the funding. The board recommended that Neumann draw up a new 5-year plan that is doable for the Highway Department to present at a future board meeting. Neumann reported that the local option sales tax could be another factor to consider.

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Landfill Supervisor Kyle Pillatzki met with the board to discuss a few items. Motion by White, second by Schmidt, unanimous vote to authorize Pillatzki to work with United Prairie Bank to put a loan package together based on information received and to allow Chairman Oeltjenbruns to sign paperwork, which is to be completed prior to October 1st.

Pillatzki presented the 2014 proposed budgets for Waste Abatement/SCORE and the Landfill.

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The board recessed for lunch at 12:10 p.m.

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Motion by Schmidt, second by White, unanimous vote to approve August warrants as follows:

County Revenue Fund	\$112,304.62
Long Term Capital Outlay	\$ 2,169.32
County Building Fund	\$ 9,361.64
Ditch Fund	\$ 15,507.15
Agency Fund	\$ 653.00
Taxes & Penalties Fund	\$ 90.00
Road & Bridge	\$324,307.07
Landfill Enterprise	<u>\$ 95,917.28</u>
	<u>\$560,310.08</u>

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Motion by Holmen, second by White, unanimous vote to approve Policy 605 "Acceptable Use of Electronic Communications and Internet" as the 30-day posting period has expired.

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Glenn Johnson, Director of Information Systems, presented the Information System Strategic Plan for Cottonwood County that he developed. Johnson also presented the 2014 proposed budget for IT. Further discussion was held regarding a computer room at the LEC and the potential costs involved. Johnson will put together some further figures for the board to review.

Kelly Thongvivong, Executive Assistant, presented the 2014 proposed budget for the Commissioner's.

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Discussion was held regarding the Ag Society appropriation and whether or not there was a limit as to how much the county could appropriate. County Attorney Nick Anderson will do some further research on this matter so that it can be discussed further at the next board meeting.

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There being no further business, the meeting was adjourned at 2:20 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant