

January 20, 2015  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 20, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Jim Schmidt, Donna Gravley, Norm Holmen; Tom Appel, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Becky Alexander, Jason Purrington, Kim Hall, Kyle Pillatzki, Glenn Johnson, Alan Coners, Mike Johnson, and Rahn Larson. Absent was Commissioner Kevin Stevens.

Motion by Schmidt, second by Gravley, unanimous vote to approve the agenda. Motion by Schmidt, second by Appel, unanimous vote to approve the minutes of the January 6, 2015 meeting.

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Becky Alexander, SWCD Program Technician, met with the board to discuss a few items. Alexander informed the board that per Cottonwood County Ordinance, it is required to have existing compliance inspections completed anytime there is a property transfer. Letters were sent in 2012/2013 but then retracted; and in April 2013 the SSTS Ordinance was updated. Since the retraction letters/ordinance update, there have been no further attempts at sending property transfer letters as the county did not have a certified inspector on staff. Alexander has recently become a certified inspector and has drafted a letter and compiled a list of all landowners that should receive this letter.

Alexander presented and reviewed the year-end reports for SSTS and the Feedlot program. Motion by Schmidt, second by Gravley, unanimous vote to allow Chairman Holmen to sign the 2014 Annual County Feedlot Officer Annual Report and Performance Credit Report.

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Kim Hall, Emergency Management Director, presented quotes for a new desk for the Emergency Management office. Quotes presented were from Indoff Business Products - \$3,033.00 and Northern Business Products - \$3,075.01. Discussion was had regarding unused desks in the Veteran's office and the Environmental office. Motion by Schmidt, second by Gravley, to accept the Indoff Business Products quote for \$3,033.00 contingent on Hall looking at two unused desks to see if either one is feasible. Voting Aye – Schmidt, Gravley, and Holmen. Voting Nay – Appel. Motion passed.

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Jason Purrington, Sheriff, and Glenn Johnson, Director of Information Systems, met with the board regarding security cameras for the courtroom and court administration lobby. Purrington presented a quotes from Reliance Telephone, Inc. for \$5,700 for the cameras and Ron's Electric, Inc., for \$1,675 for the installation of electrical and cable. Purrington stated that Reliance Telephone, Inc., is the same vendor used for the jail and the basement of the Law Enforcement Center. Motion by Appel, second by Schmidt, unanimous vote to accept quotes from Reliance

Telephone, Inc. for \$5,700 and Ron’s Electric, Inc., for \$1,675 for the installation of the camera system in the courtroom and the lobby area of court administration.

Motion by Gravley, second by Schmidt, unanimous vote to allow Sheriff Purrington to advertise for part-time jailer/dispatch position(s).

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Motion by Schmidt, second by Appel, unanimous vote to approve January warrants as follows:

County Revenue Fund	\$202,068.58
Long Term Capital Outlay	\$ 3,190.13
County Building Fund	\$ 328.18
Ditch Fund	\$ 796.90
Road and Bridge Fund	\$116,912.67
Waste Abatement/SCORE	\$ 1,725.00
Landfill Enterprise	<u>\$ 22,421.82</u>
	\$347,443.28

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Commissioner Appel updated the board on a GBERBA meeting he attended. Commissioner Holmen updated the board on the RCRCA and Area II savings since combining the director position for both agencies into one position.

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Kyle Pillatzki, Solid Waste Administrator, met with the board to discuss a few items. Pillatzki presented a revised Landfill Tipping Fee Schedule and reviewed the changes. Motion by Schmidt, second by Appel to accept the Landfill Tipping Fee Schedule with clarification on minimum weights. After much discussion, Schmidt retracted his motion. Pillatzki should review the schedule again and bring back to a future meeting.

Pillatzki informed the board of the recycling debris that blows around at the recycling shed on the fairgrounds. Pillatzki would like to put up a 14x20 shed on a 40x60 concrete pad closer to the Highway Department office. After much discussion, the board asked Pillatzki to verify the lease with the fair board and to come back with a proposal.

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Jan Johnson, Auditor/Treasurer, led discussion regarding mandatory direct deposit. Johnson stated that there are only 4 or 5 employees that receive a paper paycheck. The consensus of the board is to strongly recommend direct deposit to any employees not on direct deposit and any future new hires.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that there are two open positions on the Planning Commission Committee and one open position on the Extension Committee. Chairman Holmen appointed Larry Stuckenbroker to serve on the Extension Committee as a representative of District 3 and Sharon Tibodeau and Leland Thiessen to serve on the Planning Commission as representatives of District 2 and District 3. These appointments will be for a 3-year period.

Motion by Schmidt, second by Gravley, unanimous vote to move Alex Yonker (Heavy Equipment Operator) to permanent full-time status effective January 21, 2015 after successful completion of a 6-month probationary period.

Thongvivong presented a claim form, dated January 8, 2015, from John Oeltjenbruns for per diems and mileage from October 1 through December 30, 2014. Because this is past 60 days, permission is requested to pay this claim. Motion by Gravley, second by Appel to pay per diem and mileage claims requested by John Oeltjenbruns for meetings he attended from October 1 through December 30, 2014. Voting Aye – Appel, Gravley, and Holmen. Voting Nay – Schmidt. Motion passed.

Thongvivong informed the board that Drew Hage, SRDC Development Planner, would like to set up a conference call with the Department of Commerce in regard to potential projects for the Guaranteed Energy Savings Program. The consensus of the board is to participate in the conference call to see if this a program the county should pursue. Participants on the call should be: Commissioners Holmen and Stevens, Kelly Thongvivong, Jan Johnson, Kevin Paulsen, and a representative from the Highway Department.

Thongvivong informed the board that there are seven non-union employees that are currently below the minimum of the new 2015 pay matrix. The Compensation Committee recommends moving these employees to the minimum salary of the matrix for their position. Motion by Gravley, second by Schmidt, to approve the recommendation of the Compensation Committee to move the following employees (Pam Hogan, Jared Morrill, Meridee Paulson, Sadie Hackbarth, Brian Cooley, and Cherie Winters) to the minimum salary of the 2015 pay matrix for their position retro to January 1, 2015 and Jed Rhubee to the minimum salary of the 2015 pay matrix for this position effective February 4, 2015 contingent upon successful completion of the probationary period and that the agreement signed by him on July 8, 2014 would become null and void. Voting Aye – Gravley, Appel, and Holmen. Voting Nay – Schmidt. Motion passed.

Thongvivong informed the board that the Compensation Committee looked at Roger Ambrose’s wage as well, as he is in a higher rated position but making less than a Heavy Equipment Operator, his previous position, for the same years of service. The Compensation Committee recommends moving Roger’s wage to \$20.26 per hour. Motion by Schmidt, second by Appel, unanimous vote to increase Roger Ambrose’s salary as an Assistant Solid Waste Administrator to \$20.26 per hour effective February 11, 2015 contingent upon successful completion of his 6-month probationary period and to make the agreement Ambrose signed on August 15, 2014 null and void.

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There being no further business, the meeting was adjourned at 11:10 a.m.

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Jan Johnson, Auditor/Treasurer

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Norman Holmen, Board Chairman

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Kelly Thongvivong, County Coordinator