

September 1, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 1, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Marsh, Glenn Johnson, Kathy Kretsch, Holli Arp, JinYeene Neumann, Kyle Pillatzki, Susan Horkey, Gale Bondhus, Gretchen Warner, Brian Cooley, Cheryl Glaeser and Jason Purrington.

Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Schmidt, unanimous vote to approve the minutes of the August 18, 2015 meeting.

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Glenn Johnson, IT Director, met with the board to discuss a few items. Johnson presented his proposed 2016 IT budget to the board. Johnson also gave his recommendation in regard to the GIS discussion that the board has had in the past.

Johnson presented two quotes for the purchase of a high speed network switch. Quotes were as follows: CDW-G - \$1,575.24 and SHI - \$1,500.00. Motion by Stevens, second by Appel, unanimous vote to accept the quote from SHI of \$1,500.00 for the purchase of a high speed network switch.

Motion by Appel, second by Gravley, unanimous vote to accept the state quote from SHI in the amount of \$4,706.00 for the purchase of a server.

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Kathy Kretsch, County Recorder, met with the board to discuss the Recorder's Unallocated Fund. Kretsch informed the board that the expenditure of these funds has to be tied to land records and not be an ongoing expense. Kretsch would like to form a committee consisting of the Recorder, Assessor, Auditor/Treasurer, County Coordinator, and the Recorder's Office Commissioner Liaison. Kretsch also requested that a line be set up in the Recorder's budget for the Unallocated Funds. The consensus of the board is for Kretsch to draft by-laws for the committee and bring to a future meeting and, at that time, committee members will be appointed.

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Holli Arp, University of Minnesota Extension, met with the board to present a Memorandum of Agreement for 2016-2018 that was recommended by the Extension Committee for board approval. Arp reported that the MOA will begin on January 1, 2016 and end on December 31, 2018 with a pricing structure of 2% increase in calendar year 2016, 2.25% increase in calendar year 2017 and 2.5% increase in calendar year 2018. Motion by Appel, second by Stevens, unanimous vote to approve Memorandum of Agreement between the University of Minnesota and Cottonwood County for 3 years.

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

County Revenue Fund	\$ 47,033.62
Long Term Capital Outlay	\$ 552.00
County Building Fund	<u>\$ 1,600.00</u>
	\$ 49,185.62

Motion by Schmidt, second by Stevens, unanimous vote to give blanket approval on Commissioner Warrants for the Highway Department.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Schmidt, unanimous vote to approve the transfer of \$636.69 received from Southern Prairie Community Care to DVHHS. The DVHHS Board will set precedent of how these funds can be used.

Motion by Stevens, second by Schmidt, unanimous vote to approve the annual renewal with Select Account to administer VEBA, medical and dependent care spending accounts for 2016. The maximum contribution amounts for the medical and dependent care spending accounts should be the IRS maximum.

Thongvivong presented the E-Payment Services Agreement received from Point & Pay. Thongvivong stated that four county offices are interested in using Point and Pay: Parks, Landfill, Recorder, and Auditor/Treasurer. Thongvivong also stated that policy and procedures need to be drafted. After much discussion, motion by Schmidt, second by Appel, unanimous vote to approve E-Payment Services Agreement and proceed with working with Point & Pay to get details worked out to be able to allow customers to pay with credit cards, debit cards or e-checks.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann presented quotes for the purchase of a new sign truck. Two quotes were for the chassis: an International from Astleford International - \$71,678.66 and a Freightliner from Istate Truck Center - \$70,644.00. Two quotes were also presented for the truck box: Maintainer - \$97,107.00 and Truck Utilities - \$115,511.00. Motion by Schmidt, second by Stevens, unanimous vote to accept quote from Astleford International for the chassis in the amount of \$71,678.66 and accept quote from Maintainer to build the truck box in the amount of \$97,107.00 for a total expenditure of \$168,785.66. The Astleford International chassis was selected because of computer software compatibility with software the Highway Department already has.

Neumann presented the proposed 2016 Highway budget to the board.

Motion by Stevens, second by Schmidt, unanimous vote to allow the Parks Department to charge a \$250 deposit fee for structures, such as decks, to be built on seasonal campsites with prior approval from the county.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki stated that the Landfill is looking to replace the fence and gate along County Road 22 and presented four quotes. After much discussion, the consensus of the board is to have Pillatzki do further research

on the type of fence needed and to check if there are any regulations set by the MPCA.

Pillatzki informed the board that he is researching vendors and the expense of purchasing a larger scale for the landfill.

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Cheryl Glaeser, SW Initiative Foundation Program Officer, presented the board with an overview of the program as a whole and what has happened in Cottonwood County. The SW Initiative Foundation supports 150 communities in 18 counties. Glaeser also stated that for every dollar that Cottonwood County contributed over the years there has been a return of \$43 back to the county in the form of grants and loans.

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Commissioner Stevens gave an update on a meeting he had with the Sheriff and the County Coordinator regarding the Emergency Management Director position. Stevens felt that after this discussion, a full-time position is warranted.

Motion by Gravley, second by Stevens, unanimous vote to accept Kim Hall's letter of resignation from the Emergency Management Director position effective September 14, 2015.

Motion by Stevens, second by Appel, unanimous vote to approve the amended Emergency Management Director job description as presented.

Motion by Schmidt, second by Stevens, unanimous vote to post internally and advertise for a full-time Emergency Management Director.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong presented quotes for water bottle filling stations, water coolers with water bottle filling stations, and RO systems. Thongvivong stated that equipment and materials would be paid for by grant money and labor paid for by the county. Quotes for the Courthouse water bottle filling station are as follows: Schwalbachs - \$1,100.00, and Hansen Plumbing - \$1,004.22. Motion by Gravley, second by Schmidt, unanimous vote to accept the quote from Hansen Plumbing for the water bottle filling station at the Courthouse in the amount of \$1,004.22.

Quotes for the Law Enforcement Center water cooler and water bottle filling station are as follows: Schwalbachs - \$1,825.00, and Hansen Plumbing - \$1,946.97. Motion by Appel, second by Stevens, unanimous vote to accept the quote from Schwalbachs for the water cooler and water bottle filling station at the Law Enforcement Center in the amount of \$1,825.00.

Quotes for the Highway Department to install a RO system were looked at and discussed. The consensus of the board is to contact the companies that submitted quotes and get quotes for a new water cooler with a filter.

Motion by Schmidt, second by Gravley, unanimous vote to approve the resignation of Gary Stevenson, part-time jailer/dispatcher, effective September 7, 2015 with appropriate payout of benefits.

Motion by Gravley, second by Schmidt, unanimous vote to extend the Solid Waste Administrator's stipend of \$200 per month and revisit at the January 5, 2016 meeting.

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Commissioner Schmidt gave an update on the Red Rock Rural Water Ground Breaking Ceremony he attended on August 31 for the Jackson/Martin Counties \$9.3 million expansion.

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Motion by Schmidt, second by Stevens, unanimous vote to close the meeting at 12:33 p.m. to discuss strategy for labor negotiations. Present for the closed session were: Commissioners Holmen, Stevens, Schmidt, Gravley and Appel; Kelly Thongvivong, Jan Johnson, Nick Anderson, and Kathy Marsh.

Motion by Schmidt, second by Appel, unanimous vote to open the closed session at 1:21 p.m.

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Motion by Gravley, second by Schmidt, unanimous vote to accept health insurance renewal and to offer two additional health plans in 2016. The additional health plans to be offered are: CDHP 860 Plan, \$3,250 deductible, VEBA/HSA, 100% and the Minimum Value Plan, \$6,350 deductible, 100%, HSA, Embedded ded., FlexRx.

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Jan Johnson, Auditor/Treasurer, reminded the board that the preliminary levy will be set at the September 15 board meeting. Johnson asked the board if there were any revisions that they wanted to make to the appropriations. Motion by Schmidt, second by Stevens, unanimous vote to keep the 2016 appropriation for the Historical Society at \$40,500 and give an additional amount not to exceed \$5,000 for lighting in 2016.

Motion by Appel, second by Stevens, unanimous vote to keep the 2016 appropriation for the Agricultural Society at \$18,000 and give an additional amount not to exceed \$5,000 each year for the next three years for buildings and grounds improvements on the fairgrounds payable on reimbursement basis.

Motion by Schmidt, second by Appel, unanimous vote to keep the 2016 appropriation for the Plum Creek Library System at \$51,270 and increase the Additional Library Support line item by \$3,500, for 2016 only, for a total of \$9,197.

Motion by Appel, second by Stevens, unanimous vote to increase the A.C.E. budget for 2016 by \$584 for a total appropriation of \$18,115.

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There being no further business, the meeting was adjourned at 1:42 p.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator