

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

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 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 Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Marsh, Karen Swenson, Jason Purrington, JinYeene Neumann, Jed Rhubee, Rory Lindvall, Craig Myers, and Aaron Backman.

Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Gravley, unanimous vote to approve the minutes of the October 6, 2015 meeting as amended.

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Karen Swenson, Brown-Nicollet Community Health Director, met with the board regarding the Environmental Health Contract and 2015 license fees. Swenson informed the board that the contract has no changes for 2016 and that license fees will be increased by 3% for 2016. Motion by Schmidt, second by Stevens, unanimous vote to approve the 2016 Environmental Health Contract with the Brown-Nicollet Community Health Board as presented and acknowledge the license fee increase of 3%.

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Jason Purrington, Sherriff, met with the board to get approval for a DNR grant. Purrington plans to purchase 10 hazard buoys, a chain and hardware with the grant money. Motion by Schmidt, second by Appel, unanimous vote to approve the 2015 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement in the amount of \$2,223.00 and allow the Board Chairman, County Auditor/Treasurer, and Sheriff to sign the grant paperwork.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann presented two quotes for a Reverse Osmosis (RO) System for the Highway Department. Neumann stated that equipment and parts would be paid for by grant money and labor paid for by the Highway Department. Quotes are as follows: Elite Mechanical – 50 gallon storage - \$648.00; Schwalbachs – 14 gallon storage - \$585.00 or 20 gallon storage - \$754.00. Motion by Gravley, second by Schmidt, unanimous vote to accept the quote from Elite Mechanical for a 50 gallon storage Reverse Osmosis System in the amount of \$648.00.

Neumann informed the board that she would like to transfer Jed Rhubee, Assistant Highway Maintenance Superintendent, to the Highway Maintenance Superintendent position. Motion by Appel, second by Gravley to transfer Jed Rhubee to the Highway Maintenance Superintendent position and move him to Range 18, Step A on the matrix effective October 20, 2015, and then move him to Step B effective January 1, 2016. Voting Aye – Appel. Voting Nay – Gravley, Stevens, and Schmidt. Motion failed. Motion by Stevens, second by Schmidt, to transfer Jed Rhubee to the Highway Maintenance Superintendent position with the added responsibilities of Highway Shop and Parks, effective immediately and move

him to Range 18, Step C on the matrix effective January 1, 2016. Voting Aye - Schmidt, Gravley, and Stevens. Voting Nay – Appel. Motion passed.

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Craig Myers, DVHHS Executive Director, met with the board regarding the current Homeless Grant contracts with the State of Minnesota, Department of Human Services. Motion by Schmidt, second by Stevens, unanimous vote to allow the Board Chairman to sign the State of Minnesota, Department of Human Services Assignment Agreement to GRK%83887 and GRK%83905 transferring services and obligations under the original contracts from Cottonwood County to DVHHS.

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Aaron Backman, Windom EDA Executive Director, met with the board to inform them that the Windom EDA will be hiring a skilled and experienced drone operator to capture aerial photography and video of three areas around Windom: the storefronts facing the Courthouse, the North Industrial Park, and the Windom Area Hospital. Motion by Schmidt, second by Gravley, unanimous vote to approve the request by Windom EDA to capture aerial photography and video of the storefronts facing the Cottonwood County Courthouse through the use of an aerial drone for a proposal they are drafting.

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Discussion was held regarding the formation of a Public Works Department. JinYeene Neumann, County Engineer, provided a Public Works Flowchart and a Public Works Director/County Engineer job description. Motion by Schmidt, second by Stevens, unanimous vote to accept the Public Works Flowchart as presented with one revision, changing the word Landfill to Solid Waste. Motion by Gravley, second by Stevens, unanimous vote to accept the Public Works Director/County Engineer job description as presented to be effective January 1, 2016.

Commissioner Holmen noted that there are two positions still needing discussion at a future meeting, the County Engineer position and the Assistant County Engineer/Solid Waste Administrator position.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Gravley, unanimous vote to approve the Western Community Action Transportation Agreement as presented with the effective date of January 1, 2016 and continuing through December 31, 2016.

Motion by Schmidt, second by Appel, unanimous vote to move Donna Stresemann, Assistant Solid Waste Administrator, to permanent full-time status effective October 21, 2015.

Thongvivong informed the board that there was only one internal application for the full-time Jailer/Dispatcher position. Motion by Stevens, second by Schmidt, unanimous vote to move Austen Smedsrud, part-time Jailer/Dispatcher, to full-time Jailer/Dispatcher effective November 9, 2015.

Thongvivong informed the board that revisions have been made to the Personnel Policy. Thongvivong stated that almost all of the revisions pertain to adding “Human Resources Office” or “County Coordinator” to the policies. Motion by Gravley, second by Schmidt, unanimous vote to send out revisions of the Cottonwood County Personnel Policy Manual for a comment period, which will

extend to December 20, 2015, and that all comments need to be submitted in writing to the Human Resources Department.

Motion by Gravley, second by Schmidt, unanimous vote to approve a Sheriff's expenditure on the county credit card in the amount of \$1,349.98.

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Motion by Schmidt, second by Stevens, unanimous vote to approve October warrants as follows:

County Revenue Fund	\$ 80,256.87
Long Term Capital Outlay	\$ 1,825.00
County Building Fund	\$ 1,079.22
Taxes and Penalties Fund	\$ 3,241.10
County Revenue Fund	\$ 30,564.23
Road & Bridge Fund	\$ 71,757.96
Waste Abatement/SCORE	\$ 8,154.61
Landfill Enterprise Fund	<u>\$ 6,600.28</u>
	\$203,479.27

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Jan Johnson, Auditor/Treasurer, informed the board that the date for the Truth-in-Taxation Meeting (budget discussion) has yet to be set by the board. Motion by Schmidt, second by Stevens, unanimous vote to set the Truth-in-Taxation Meeting date as Tuesday, December 15, 2015, at 6:00 p.m., and move the Commissioner's regular board meeting from the morning to the afternoon prior to the Truth-in-Taxation Meeting.

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Commissioner Schmidt informed the board that there has been an appeal on the Cottonwood-Murray Judicial Ditch #3.

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Motion by Gravley, second by Schmidt, unanimous vote to close the meeting at 10:55 a.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 Stevens, unanimous vote to open the closed session at 11:44 a.m.

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Motion by Schmidt, second by Appel, unanimous vote (Commissioner Gravley abstained) to place the Jailer/ Dispatcher position on Range 11 of the current matrix contingent on Jailer/ Dispatcher Union approval.

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There being no further business, the meeting was adjourned at 11:48 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator