

May 2, 2017
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 2, 2017 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, Donna Gravley, Jim Schmidt, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Michelle Jensen, Meredith Hentges, Glenn Johnson, Jed Rhubee, JinYeene Neumann, Brian Cooley, Donna Stresemann, Ron Kuecker, Geoff Johnson, Brian Thilges, and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, 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 April 18, 2017, meeting.

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Glenn Johnson, Director of Information Systems, met with the board to get approval to renew a maintenance contract for county building wi-fi. Motion by Schmidt, second by Stevens, unanimous vote to approve the state quote from CDWG in the amount of \$1,534.80 for three years maintenance on the Meraki Access Points.

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Michelle Jensen, UCA Family Services Manager, and Meredith Hentges, Outreach Worker, met with the board to discuss the United Community Action Partnership's (UCAP) Family Homeless Prevention and Assistance Program (FHPAP). Jensen stated that every two years when UCAP applies for FHPAP funding through MN Housing, permission from the county commissioners must be given to provide this program in the counties served. Motion by Stevens, second by Gravley, unanimous roll call vote to adopt resolution as follows:

Resolution 17-05-02
Family Homeless Prevention and Assistance Program Resolution

WHEREAS, the Minnesota Housing Finance Agency has made available Family Homeless Prevention and Assistance Program grant monies to encourage and support innovation at the local level to help prevent homelessness, reduce the length of homeless episodes, and reduce repeated episodes of homelessness, and

WHEREAS, Area service providers who administer programs that address families crisis needs have identified gaps within the service delivery system, and

WHEREAS, Area service providers who administer programs that address families crisis needs have identified strategies to address the identified service gaps,

WHEREAS, Area service providers wish to continue to work together to coordinate their services and improve the service delivery system,

WHEREAS, United Community Action Partnership desires to make an application on behalf of the area service providers for funds to address these identified problems,

NOW THEREFORE BE IT RESOLVED that the County of Cottonwood agrees to support United Community Action Partnership in its application and implementation of the proposed Family Homeless Prevention and Assistance Program.

Adopted by the County Board of Commissioners the 2nd Day of May, 2017.

S/Thomas D. Appel, Chairman

S/Kelly Thongvivong, County Coordinator

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Tom Appel, Commissioner, led discussion regarding three different revenues, wind tower, gravel, and wheelage tax, which have helped to fund the Public Works Department. Appel stated that there is some discrepancy as to how long the Public Works Department was to receive the wind tower funds that are being used to pay for motor graders and dozers. After much discussion, the consensus of the board is for \$23,430.91 to be transferred from Revenue to Public Works to pay off leases from 2011. Appel stated that the gravel funds and wheelage tax should be discussed at a future meeting.

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JinYeene Neumann, County Engineer/Public Works Director, and Jed Rhubee, Highway Maintenance Superintendent, met with the board to discuss a few items. Neumann presented two quotes for the leasing of two motor graders: Caterpillar - Model 140M3 - \$682,900 less trade-ins of \$185,350, totaling \$497,050; and John Deere - Model 772G - \$569,956 less trade-ins of \$186,500, totaling \$383,456. Motion by Gravley, second by Schmidt, unanimous vote to accept lease quote from John Deere for two Model 772G Motor Graders in the amount of \$383,456 with trade-ins on a five-year lease option. Lease terms would be for 60 months at an interest rate of 3.6%, which would make payments of \$84,376.26 per year.

Neumann presented bids for pavement marking as follows: AAA Striping Service Co. - \$46,991.60; Traffic Marking Service, Inc. - \$49,406.69; and Swanston Equipment Company - \$55,649.85. Motion by Holmen, second by Stevens, unanimous vote to award 2017 pavement marking contract to AAA Striping Service Co. in the amount of \$46,991.60.

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Donna Stresemann, Assistant Solid Waste Administrator, met with the board to present quotes for the labor on the construction of a pole shed that will cover the general public's dumping containers for MSW. Quotes were received from: Carter Construction, Inc. - \$4,896.00 and Matt Langland Construction, LLC. - \$6,000.00. Motion by Schmidt, second by Holmen, unanimous vote to approve the labor quote from Carter Construction, Inc. in the amount of \$4,896.00 for the construction of a pole shed.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong stated that RCRCA asked that each of the eight counties and eight SWCD offices approve a new Joint Powers Agreement and give delegate signature authority to their RCRCA delegate. Motion by Gravley, second by Stevens, unanimous vote to give Commissioner Norm Holmen, RCRCA delegate, authorization to sign a Joint Powers Agreement (JPA) at the next RCRCA meeting.

The JPA is effective from July 1, 2017 to June 30, 2019.

Motion by Holmen, second by Stevens, unanimous vote to approve the following seasonal hires at the Public Works Department (highway maintenance and parks): John Melton (2 yr), Zachary Steen (2 yr), Jordan Allen (1 yr), Jacob Suess (1 yr), and Brett Oltmanns (1 yr). They will begin their employment after successful completion of all hiring requirements.

Motion by Holmen, second by Stevens, unanimous vote to allow the Human Resources Department to hire the two best candidates for the Public Works Department (parks) positions pending successful completion of all hiring requirements. Names will be brought forward at the next board meeting.

A draft lease for office space between Cottonwood County and Southwest Mental Health, Inc. was reviewed for comments. Rental rates were discussed and consensus of the board is to lease the office space for \$12.50 per square foot for the first three years. The lease will renew annually thereafter with a rate increase of \$0.50 per square foot unless a price is mutually agreed upon. Motion by Stevens, second by Schmidt, unanimous vote (Commissioner Gravley absent for vote) to approve the amended office space lease agreement between Cottonwood County and Southwestern Mental Health, Inc. for the lease period from January 1, 2018 to December 31, 2020.

Thongvivong informed the board that the HR office met with Mike Lynner and Chris Wills from Flexible Benefit Consulting, Inc. regarding insurance costs. Thongvivong presented information from a survey that was conducted by Flexible Benefit Consulting, Inc. and asked whether the board would be interested in further exploring other options that may be available to the county regarding health insurance benefits. Consensus of the board is to move forward and investigate other options.

Thongvivong presented information on behalf of the County Sheriff for the 2017 Minnesota Annual County Boat and Water Grant. Motion by Schmidt, second by Stevens, unanimous vote to approve the 2017 Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of \$6,878.00 and allow the board chairman to sign.

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Motion by Holmen, second by Schmidt, unanimous vote to approve May warrants as follows:

County Revenue Fund	\$ 39,411.97
Long Term Capital Outlay	\$ 1,594.60
Ditch Fund	\$ 2,325.40
County Revenue Fund	\$ 1,386.00
Road and Bridge Fund	\$ 10,969.44
Waste Abatement/Score Fund	\$ 1,160.00
Landfill Enterprise	\$ 8,759.08
	<u>\$ 65,606.49</u>

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Kelly Thongvivong, County Coordinator, informed the board that three applications were received for the County Engineer/Public Works Director position. Thongvivong asked how the board wanted to proceed. After much discussion,

motion by Gravley, second by Holmen, unanimous vote (Commissioner Schmidt abstained) to have an interview committee consisting of: Commissioners Holmen and Appel; Kelly Thongvivong, County Coordinator; and Roger Risser, Interim County Engineer, interview the three applicants with the finalist to be interviewed by the County Board.

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Commissioner Holmen led discussion regarding the four domes on the courthouse that are in need of paint.

Commissioner Gravley informed the board that she was contacted by Michelle Baumhoefner, A.C.E. Executive Director, asking that a letter of support be sent to Members of Congress supporting appropriations for the Corporation for National and Community Service (CNCS), the federal agency that oversees AmeriCorps and Senior Corps. Motion by Holmen, second by Gravley, unanimous vote to send a letter of support for funding of the CNCS.

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There being no further business, the meeting was adjourned at 10:44 a.m.

Jan Johnson, Auditor/Treasurer

Thomas D. Appel, Board Chairman

Kelly Thongvivong, County Coordinator