

December 30, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 30, 2014 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman Jim Schmidt. Present for all or portions of the meeting were: Commissioners Jim Schmidt, Tom White, Norm Holmen, Kevin Stevens, John Oeltjenbruns; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Donna Gravley, Tom Appel, Rory Lindvall, Senator Bill Weber, Representative Rod Hamilton, Rahn Larson and Ron Kuecker.

Motion by White, second by Oeltjenbruns, unanimous vote to approve the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the December 16, 2014 regular board meeting.

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Rory Lindvall, Assistant County Engineer, met with the board to ask for approval to make the final payment in the amount of \$11,829.50 for the Safe Routes to School project, which consisted of the development and pavement of a new sidewalk by the Windom High School. This project was paid for through a grant and the county is the sponsoring agency for the City of Windom. Motion by White, second by Stevens, unanimous vote to approve the final payment in the amount of \$11,829.50.

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Kelly Thongvivong, County Coordinator, presented several items for the board's consideration. Thongvivong reported that a Request for Bid was recently sent out to six law firms for Court-Appointed Attorney services and only two responses were received as follows: Muske, Muske & Suhrhoff, Ltd. - \$100/hour and Storey Law Office - \$90/hour. Motion by Holmen, second by Oeltjenbruns, unanimous vote to accept the Legal Services Contract for court-appointed services with Storey Law Office at a rate of \$90/hour.

Motion by White, second by Holmen, unanimous vote to allow the Court Administrator to obtain quotes for painting of the courtroom and to present at a future meeting.

Motion by White, second by Oeltjenbruns, unanimous vote to accept lease agreement between Cottonwood County and the City of Windom for the lease of the Cottonwood County Law Enforcement Center for use by the Windom Police Department at a rate of \$1,850/month for 2015 and \$1,875/month for 2016.

Motion by Oeltjenbruns, second by White, unanimous vote to approve Legal Services Contract between Cottonwood County and DVHHS as presented. The rate agreed upon for legal services under this contract was at a rate of \$105/hour.

Motion by Holmen, second by Stevens, unanimous vote to approve Memorandum of Agreement between AFSCME Local 578 – Minnesota Council 65 (Highway Department) and Cottonwood County regarding the Formation of a Public Works Department.

Motion by White, second by Oeltjenbruns, unanimous vote to approve Memorandum of Agreement between AFSCME Local 578 – Minnesota Council 65

(Highway Department) and Cottonwood County regarding Supervisors Performing Bargaining Unit Work.

Motion by White, second by Stevens to approve Memorandum of Agreement between AFSCME Local 578 – Minnesota Council 65 (Highway Department) and Cottonwood County regarding the 2015 Appendix A – Wage Schedule. Voting as follows: Aye – Stevens, Oeltjenbruns, Schmidt and Holmen. Nay – White. Motion carried.

It was reported that the IRS increased the mileage rate to \$.575/mile, which will be effective January 1, 2015.

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Motion by Holmen, second by Stevens, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

Motion by Oeltjenbruns, second by White, to accept the 2015 ditch levies as established by each commissioner district.

Motion by Stevens, second by Oeltjenbruns, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board.

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Motion by Stevens, second by Schmidt, unanimous vote to set the 2015 commissioner salary at \$20,000 with the Chairman to receive an additional \$1,000, per diems at \$75 per day and the technology supplement at \$60 per month. This was the same salary, per diem rate and technology supplement given in 2014. The board agreed that the annual salary for 2015 will cover up to 36 board meetings/work sessions throughout the year.

The board agreed to set the 2015 wages for all elected and non-elected Department Heads at the next board meeting.

Motion by White, second by Holmen, unanimous vote to allow all non-union employees to receive an increase of a 1.5% COLA and 3% step for 2015 if a step is warranted and they are not currently at the top of the pay matrix or on probation.

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Commissioner Tom White presented his thoughts regarding the Board Request Forms. He believes that the forms should be filled out as completely as possible; giving a summary and any necessary information for the board to make an informed decision. A suggested motion should also be given. The Board Request Form should only be submitted when all necessary attachments are available. No further information should be brought to the meeting. Board Request Forms will only be accepted with adequate information or will be sent back by the Coordinator/HR Office to presenter for additional information. Board Request Forms and any pertinent information needs to be submitted by the deadline. Action should only be taken on those items that have a Board Request Form.

Coordinator Updates and Commissioner Forum is for informational purposes only. This is a time for committee updates, ideas to be brought forth, etc. No action should be taken during this time.

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Motion by White, second by Oeltjenbruns, unanimous vote to set the 2015 Revenues and Expenditures by Fund as presented. The total revenues for 2015 are \$18,140,164 and total expenditures for 2015 are \$18,124,683.

Motion by Holmen, second by Stevens, unanimous vote to approve December warrants as follows with a blanket approval for the Highway Department and any other bills yet to come in.

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| County Revenue Fund | \$ 45,689.71 |
| Long Term Capital Outlay | \$ 749.96 |
| County Building Fund | \$ 365.25 |
| Ditch Fund | <u>\$ 798.38</u> |
| | \$ 47,603.30 |

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Outgoing Commissioners John Oeltjenbruns (22 years) and Tom White (8 years) were thanked for their years of service to Cottonwood County and the expertise they brought to the board over the years.

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Senator Bill Weber and Representative Rod Hamilton met with the board to discuss upcoming legislative issues and to ask the board about any concerns in particular they have for Cottonwood County.

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There being no further business, the meeting was adjourned at 11:30 a.m.

Jan Johnson, Auditor/Treasurer

James Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator