

August 4, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 4, 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 Kevin Stevens, Norm Holmen, Jim Schmidt, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; Assistant County Attorney Lori Buchheim; Kathy Marsh, Jared Morrill, Becky Alexander, Dave Bucklin, JinYeene Neumann, Kyle Pillatzki, Gale Bondhus, Susan Amundson, Jim Trojanowski, Margie Salentiny, Carol Lehman, Kari Ourada, Dawn Aamot, Linda Fransen, Margaret McDonald, Tom Wickie, and Rahn Larson. Absent from the meeting were: Commissioner Donna Gravley and County Attorney Nick Anderson.

Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Appel, unanimous vote to approve the minutes of the July 21, 2015 meeting as amended.

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Jim Trojanowski, Plum Creek Library Director, met with the board to request an 8% increase, or budget of \$61,524, for the three municipal libraries and the Plum Creek Outreach Services for 2016. Trojanowski also informed the board of a one-time capital funds request to help purchase a new Outreach Van (\$4,103 to be split between three counties) and new carpeting and repairs to the Plum Creek Headquarters building (\$2,428 to be split between nine counties) for 2016. Kari Ourada, Westbrook Librarian, gave a short summary of the services that the libraries in Cottonwood County provide.

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Linda Fransen, Director of Historical Society, and Margaret McDonald, Board Treasurer, met with the board to give a year-end report for the Cottonwood County Historical Society and present their budget request for 2016.

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Becky Alexander, SWCD Program Technician, and Jared Morrill, Planning & Zoning Technician, met with the board to get approval for a SSTS Base Funding Grant. Alexander informed the board that the MPCA is offering grants to counties to administer the SSTS programs. This includes the base grant to administer the program (\$18,600) and incentive grants as follows: (1) Compliance inspection required at time of property transfer (up to \$5,000); (2) Compliance inspection required for all building or land use permits sought at the county level (up to \$5,000); (3) Plan to achieve countywide SSTS compliance – including records catalog or inventory (up to \$6,500); and (4) Plan Implementation (up to \$2,000). Motion by Appel, second by Schmidt, unanimous vote to approve applying for the SSTS Base Grant for \$18,600 and incentive grants as follows: Compliance inspection required at time of property transfer and Compliance inspection required for all building or land use permits sought at the county level.

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JinYeene Neumann, County Engineer, presented bids for Project SAP 017-599-099 in Delton Township. Bids were as follows: Veenstra & Son, LLC –

\$58,824.16; Mathiowetz Construction Co. - \$65,387.00; Midwest Contracting, LLC - \$74,784.00; and R&G Construction - \$93,398.00. Motion by Schmidt, second by Stevens, unanimous vote to accept the bid from Veenstra & Son, LLC, in the amount of \$58,824.16 for Project SAP 017-599-099 in Delton Township. The project finish date is set as December 31, 2015.

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Commissioner Schmidt led discussion regarding the possibility of the county loaning the Landfill the money needed to purchase the 963K Track Loader that was approved for purchase at the July 7, 2015 meeting. The subject was tabled until a future meeting.

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Kelly Thongvivong, County Coordinator, met with the board to present a few items. Motion by Stevens, second by Schmidt, unanimous vote to approve the resignation of Garret Wall, Solid Waste Technician, effective August 7, 2015 with appropriate payout of vacation benefits.

Motion by Schmidt, second by Stevens, unanimous vote to approve recommendation to offer Austin Crowell the position of Solid Waste Technician at \$16.58 per hour and, if accepted, hire after successful completion all hiring requirements. The interview committee has board approval to offer the position to an alternate candidate if the offer does not work out.

Motion by Stevens, second by Schmidt, unanimous vote to approve the hire of Gretchen Warner as an Engineering Aide at a wage of \$17.41 per hour with a tentative starting date of August 24, 2015, pending successful completion of all hiring requirements.

Thongvivong presented a proposal from Apprize for year-round benefit open enrollment services in the amount of \$3,850. These services would also include maintaining and completing the reporting forms required under the new ACA reporting requirements. Motion by Stevens, second by Appel, unanimous vote to accept proposal for Year Round Open Enrollment services through Apprize Technology for a cost not to exceed \$3,850, to be paid from the General Administration fund, for the 2016 Open Enrollment period.

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Discussion was held regarding the quote from Schneider Corp. as to the scope of services they could provide for a GIS Ditch Layer build. No decision was made at this time.

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

County Revenue Fund	\$ 66,683.98
Long Term Capital Outlay	\$ 8,836.81
County Building Fund	\$ 7,949.77
Taxes & Penalties Fund	\$ 2,400.00
County Revenue Fund	\$ 4,956.07
Road and Bridge Fund	\$146,770.39
Waste Abatement/SCORE	\$ 604.27

Landfill Enterprise	\$ 5,171.33
	<u>\$143,372.62</u>

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Jan Johnson, Auditor/Treasurer, informed the board that the county will be receiving an insurance dividend refund from MCIT in the amount of \$65,896 in mid-November.

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Commissioner Appel gave a summary of the Energy Board meeting he attended on July 27.

Chairman Holmen re-appointed Commissioner Kevin Stevens to the SHIP Community Leadership Team for a term of 18 months.

Commissioner Stevens updated the board on the GBERBA Policy/Technical meeting he attended at Willow Lake Farm. Motion by Schmidt, second by Appel, unanimous vote to pay Commissioner Stevens a per diem for his attendance at the GBERBA Policy/Technical meeting on July 16, 2015.

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Motion by Stevens, second by Schmidt, unanimous vote to close the meeting at 11:00 a.m. to discuss strategy for labor negotiations. Present for the closed session were: Commissioners Holmen, Stevens, Schmidt, and Appel; Kelly Thongvivong, Jan Johnson, JinYeene Neumann, and Kathy Marsh.

Motion by Stevens, second by Schmidt, unanimous vote to open the closed session at 11:50 a.m.

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There being no further business, the meeting was adjourned at 11:50 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator