

February 16, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 16, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Justin Derickson, Louis Norell, Jason Purrington, James Jorgensen, Paul Johnson, Gale Bondhus, Kathy Kretsch, Jared Morrill, JinYeene Neumann, Lang Jensen, Travis Hodkin, Mike Schwalbach and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Appel, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Gravley, unanimous vote to approve the minutes of the February 2, 2016 meeting.

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Justin Derickson, Cottonwood County Deputy Sheriff, and Louis Norell, Windom Police Officer, gave a presentation regarding Active Shooter Response. Derickson informed the board of some statistics and stated that offering this training to employees will increase the odds of surviving. Derickson, Norell, and those present at the meeting, also participated in a lock down scenario.

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Jared Morrill, Planning & Zoning Technician, met with the board to review the 2015 Shoreland Annual Report and 2015 Feedlot Annual Report. Motion by Appel, second by Holmen, unanimous vote to allow Chairman Stevens to sign the 2015 Annual County Feedlot Officer Annual Report and Performance Credit Report.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss several items. Neumann presented a summary of the mowing bids that were received: Allen Rahn submitted a bid of \$6,500 per year for all five parks; Russell Janssen submitted a bid of \$1,185 per year for Pat's Grove Park; A1 Lawn Care submitted a bid of \$12,700 per year for all five parks; Lang Jensen submitted a bid of \$13,476 per year for all five parks; Von Eschen Lawn and Landscape submitted a bid of \$23,400 per year for all five parks; Justin Voshage submitted a bid of \$32,500 for all five parks; Joey Vought submitted a bid of \$3,600 per year for Schoper-Bush Park; Beckel's Cheapsapes submitted a bid of \$49,625 per year for five parks, N71 Building, and DVHHS; A. J. Thomas Mowing Service submitted a bid of \$4,160 per year for Schoper-Bush Park; and Kulseth Lawn Landscape & Concrete, LLC, submitted a bid of \$26,520 per year for all five parks. Neumann contacted Allen Rahn to have him bid the N71 building and DVHHS and he stated to add \$1,000 per year for both locations. Motion by Gravley, second by Schmidt, unanimous vote to enter into a contract with Allen Rahn for the next three years at a price of \$7,500 per year for a total of \$22,500 for three years, for the mowing of five county parks, the N71 Office Building, and DVHHS.

Neumann informed the board that the garbage fees for the parks has been discussed within the Parks Department. Neumann stated that three companies

were contacted for pricing of garbage removal. Bid summary can be viewed at the HR office. Motion by Holmen, second by Schmidt, unanimous vote to enter into contracts with Schaaps Sanitation for garbage removal at Talcot Park and Dutch Charley and Hometown Sanitation for garbage removal at Mountain Park after we have received notification from Waste Management that the current contract has been terminated.

Neumann informed the board that the Engineering staff, Commissioner Schmidt and the City of Westbrook met on February 4 to review the Design and Survey RFP's received for the City of Westbrook 1st Avenue (CSAH 33) project. Proposals were submitted by: Stonebrook Engineering, WSB & Associates, Bolten & Menk, and Wenk Engineering. Proposals can be viewed at the Public Works Department. Motion by Schmidt, second by Holmen, unanimous vote to enter into an agreement with Stonebrook Engineering for the design and survey of the Westbrook 1st Avenue (CSAH 33) project and negotiate a price.

Neumann informed the board that every year during snow removal the Public Works Department runs into issues with people pushing snow into the right-of-way. Neumann presented a letter to the board for review. Consensus of the board is to allow Chairman Stevens to sign the letter presented and for the Engineer to send the letter to county residents when necessary.

Neumann informed the board that the Surplus Auction has been set for April 30, 2016, at 9:00 a.m. at the Windom Arena. Neumann stated that March 1 is the deadline to know who is participating, April 11 is the deadline for a listing of final auction items, and April 25 – 29 is the timeline for dropping auction items off. Neumann stated that an agreement will be signed by all parties involved and advertising expenses will be split out by percentages of what is sold. Commissioner Gravley stated that Gravley Auction will be donating auctioneering services including bookkeepers for the auction.

Neumann asked for confirmation of which commissioners are on the building committee. The consensus of the board is that Commissioners Appel and Schmidt will serve on this committee.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Appel, unanimous vote to approve the recommendation to grant Gretchen Warner, full-time Engineering Aide, permanent full-time status effective February 24, 2016.

Thongvivong requested that the probationary period for Austin Crowell, Solid Waste Technician, be extended for an additional 3 months as a result of discussions that have been held with the Public Works Director and the Solid Waste Administrator. The Union Representative was contacted and a Memorandum of Agreement was written. Motion by Schmidt, second by Holmen, unanimous vote to approve Memorandum of Agreement between AFSCME Local 578 – Minnesota Council 65 Cottonwood County Highway Employees Union and Cottonwood County as presented.

Motion by Schmidt, second by Gravley, unanimous vote to accept the resignation from Lisa Larson, part-time Jailer/Dispatcher, effective February 6, 2016 with appropriate payout of benefits.

Motion by Holmen, second by Schmidt, unanimous vote to take official action of closing the Cottonwood County offices on February 2, 2016, at 11:00 a.m. and February 8, 2016, all day.

Discussion was held regarding exempt employee timecards and the reporting of hours worked. The County Attorney will draft a policy and bring back to the board for review.

Discussion was held regarding the AC unit at the Courthouse. Mike Schwalbach, Schwalbach Hardware, and Travis Hodkin, Elite Mechanical, were invited to attend to answer questions regarding their quotes. After much discussion, Schwalbach and Hodkin were asked to revise their quotes so both are bidding the same criteria and submit revised quotes to the County Coordinator/HR Office by 4:30 p.m. on February 24, 2016.

Thongvivong stated that she has received a Seed Capital Fund application from Barb VanNorman, proprietor of Plum Creek Market, LLC, asking for \$5,500 to be used for the acquisition of equipment needed for technical upgrades such as a new computer system, a point of sale inventory system and an upgraded bulk container system. The proposed terms are a \$5,500 loan at 1.25% interest for a maximum of a three-year term. Repayment would begin May 1st with time prior to May 1st being interest free. Motion by Schmidt, second by Holmen, unanimous vote to approve a \$5,500 loan request at an interest rate of 1.25% for a maximum of three years with deferral of principal and interest until May 1, 2016 at which time the payment will be approximately \$156/month.

Motion by Holmen, second by Schmidt, unanimous vote to place the Deputy Sheriff position on Range 15 of the 2016 matrix effective retro to January 1, 2016 and to allow employees affected to be paid retro to January 1, 2016 at their new rate of pay.

Motion by Gravley, second by Schmidt, unanimous vote to approve Agreement between County of Cottonwood and Law Enforcement Labor Services, Inc. (Local No. 144) effective January 1, 2016 through December 31, 2017.

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Motion by Appel, second by Schmidt, unanimous vote to approve February warrants as follows:

County Revenue Fund	\$ 35,422.91
Long Term Capital Outlay	\$ 2,693.22
County Building Fund	\$ 105.00
Ditch Fund	\$ 30.78
County Revenue Fund	\$ 1,829.87
Road and Bridge Fund	\$ 29,328.12
Waste Abatement/SCORE	\$ 279.07
Landfill Enterprise	\$ 9,878.80
	<u>\$ 79,567.77</u>

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Commissioner Appel led discussion regarding the current budget. The consensus of the board is to plan a budget work session in the near future to review expenses rather than waiting until September.

Commissioner Gravley informed the board that she has been contacted by concerned citizens from the Storden/Jeffers area regarding the possibility of re-aligning the school districts.

Gravley informed the board that she has been in contact with the Plum Creek Library Director regarding the Book Mobile and closing the Ann Township and Delft locations. The Plum Creek Library Director will draw up a new contract in the near future.

Gravley also informed the board that she has been going to all the Windom meetings regarding improving the Courthouse Square, community, etc., and was asked if the bike rack on the west side of the Courthouse could be moved closer to the north side of the Courthouse by the rock to see if it would be used more. The consensus of the board is to allow this committee to move the bike rack to the north side of the square and possibly paint it.

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A closed session was not needed due to lack of new information to report.

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There being no further business, the meeting was adjourned at 11:42 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvong, County Coordinator