

November 15, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 15, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Paul Johnson, Cathleen Amick, Kyle Pillatzki, Gretchen Warner, Drew Hage, Gale Bondhus, George Eilertson, and Rahn Larson. Commissioner Tom Appel was absent.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Schmidt, unanimous vote to approve the agenda. Motion by Holmen, second by Schmidt, unanimous vote to approve the minutes of the November 1, 2016 regular meeting.

* * * *

Paul Johnson, Emergency Management Director, met with the board to get approval to renew the MSpace Maintenance Contract – Platinum Plan for the video conferencing equipment. Johnson stated that the equipment was purchased in 2010. Motion by Holmen, second by Gravley, unanimous vote to renew the MSpace Maintenance Contract – Platinum Plan for 2017 at a cost of \$2,649.83.

* * * *

Cathleen Amick, United Community Action Transportation Director, met with the board and gave an update on their name change, Western Community Action to United Community Action Partnership (UCAP), the county's use of the UCAP transit, and also reviewed UCAP's funding sources. Amick also asked for approval of the 2017 Transportation Service Agreement. Motion by Gravley, second by Schmidt, unanimous vote to approve the 2017 Transportation Service Agreement between Community Transit of United Community Action Partnership and Cottonwood County.

* * * *

Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki informed the board that resolution 16-08-16 would need to be re-signed as MnDOT has requested a notarized resolution. Motion by Schmidt, second by Holmen, unanimous roll call vote to allow the Board Chairman to re-sign Resolution 16-08-16 "Entering into an Agreement with MnDOT" (MnDOT Agreement No. 1003359) and have it notarized.

Pillatzki also presented Resolution 16-11-15 and MnDOT Agreement No. 1026937 for lighting at the junctions of TH60 - CSAH 2 and TH60 - CSAH44. Motion by Gravley, second by Schmidt, unanimous roll call vote to sign and enter into Agreement No. 1026937 with MnDOT for the lighting along TH60 (at CSAH 2 and CSAH 44) and pass Resolution 16-11-15 "Resolution" as follows:

Resolution 16-11-15

IT IS RESOLVED, that Cottonwood County enter into MnDOT Agreement No. 1026937 with the State of Minnesota, Department of Transportation for the following purposes:

The State to install Lighting Systems in accordance with project plans under State Project No. 1703-69; and the County will provide for the operation, maintenance, and electrical energy of the Lighting System.

IT IS FURTHER RESOLVED, that the Public Works Director/County Engineer and the Chairman of the Board of Commissioners are authorized to execute the Agreement and any amendments to the Agreement.

DATED: November 15, 2016

S/Kevin Stevens, Board Chairman

S/Jan Johnson, Auditor/Treasurer

* * * *

Motion by Schmidt, second by Holmen, unanimous vote to allow the County Attorney to sign the Copier Maintenance Service Contract with Advanced Systems, Inc.

* * * *

Jan Johnson, Auditor/Treasurer, led discussion regarding the 2017 proposed budget. Johnson stated that he made the requested changes for the IT Department and the Sheriff's Department and then reviewed the totals for Revenue, Highway, SCORE, and Landfill. It was noted that the Highway budget is not balanced.

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong and Drew Hage, Windom EDA Director, led discussion on the Cottonwood County Home Initiative Guidelines and presented a resolution approving participation in the program. After much discussion, the board asked Hage to put together a checklist as to the procedures and forward to the board.

Motion by Schmidt, second by Gravley, unanimous vote to accept quotes from Scott's Snow Removal and Dan Benz for snow removal services for the N71 Building, DVHHS Human Services and DVHHS Community Health Buildings for the 2016-2017 winter season as presented. (Quotes are on file in the County Coordinator's office.)

Motion by Holmen, second by Gravley, unanimous vote to accept Karen Kopperud's retirement resignation effective January 2, 2017, with appropriate payout of benefits.

Motion by Schmidt, second by Gravley, unanimous vote to post and advertise for a full-time legal secretary.

Motion by Holmen, second by Schmidt, unanimous vote to accept the termination of Connie Byers, part-time jailer/dispatcher, effective November 15, 2016 with appropriate payout of benefits.

Motion by Gravley, second by Schmidt, unanimous vote to allow Ashley McGill to move from full-time jailer/dispatcher to a part-time jailer/dispatcher effective November 19, 2016.

Motion by Holmen, second by Gravley, unanimous vote to allow the HR Department to post internally for the position of a full-time jailer/dispatcher and advertise, if necessary.

Motion by Holmen, second by Schmidt, unanimous vote to accept Kevin Donahue's letter of resignation effective immediately with appropriate payout of benefits.

* * * *

George Eilertson, Northland Securities, met with the board to give a bonding options and procedures presentation and answer questions.

* * * *

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

County Revenue Fund	\$102,093.28
Long Term Capital Outlay	\$ 2,522.60
County Building Fund	\$ 3,396.50
Ditch Fund	\$ 8.64
County Revenue Fund	\$ 2,746.53
Road and Bridge Fund	\$ 19,522.02
Waste Abatement/SCORE	\$ 1,699.69
Landfill Enterprise	\$ <u>5,922.12</u>
	\$137,911.38

* * * *

Commissioner Holmen gave updates on the 4-H Banquet he attended on November 5 and the Area II RCRCRA meeting he attended on November 12.

* * * *

There being no further business, the meeting was adjourned at 11:26 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator