

June 3, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 3, 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; Kathy Marsh, JinYeene Neumann, Kyle Pillatzki, Jim Jorgenson, Karin Eckdahl, Kay Clark, Andrew Roos, Gale Bondhus, Glenn Johnson, and Rahn Larson.

Motion by Holmen, second by Oeltjenbruns, unanimous vote to approve the agenda. Motion by White, second by Holmen, unanimous vote to approve the amended minutes of the May 27, 2014 meeting.

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Commissioner Oeltjenbruns gave the board an update on an Energy Board Tour he attended on June 2. The businesses toured were Hometown BioEnergy in LeSeuer and Jordan Transformers in Jordan.

Commissioner Schmidt informed the board that The Travel Place would be interested in handling passports. Jan Johnson, Auditor/Treasurer, should call the State of Minnesota to research this possibility.

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Jim Jorgenson, Chief Deputy Sheriff, met with the board to discuss a few items. Jorgenson stated that the Sheriff's Department has grant money for the purchase of ATV's, related equipment, enforcement and/or education. Two quotes were received for the purchase of an ATV, Doug's Sport Center, Inc - \$11,964.95 and Windom Farm Service, LLC - \$11,548.00. Motion by White, second by Stevens, unanimous vote to the purchase of the 2014 Arctic Cat Prowler 700 HDX from Windom Farm Service in the amount of \$11,548.00.

Jorgenson also informed the board that the radio equipment room at the Law Enforcement Center is in need of air conditioning. A quote was received from Schwalbach Hardware, Inc. for the cooling unit - \$2,400.00. Two other businesses were contacted and did not want to submit a quote. Ron's Electric, Inc. was contacted for the wiring - \$1,195.00. Motion by Holmen, second by White, unanimous vote to install a cooling unit in the radio equipment room in an amount not to exceed \$3,600.00.

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson informed the board of a PRISM grant that the state is giving out for the implementation of a mandatory program to gather all tax information. Motion by Oeltjenbruns, second by White, unanimous vote to accept PRISM grant of \$3,529.41 from the State of Minnesota.

Johnson presented quotes for a new desk for an employee in his office. Quotes were as follows: Indoff, Inc. - \$3,999.00 and Davis Typewriter - \$3,695.00.

Motion by White, second by Stevens, unanimous vote to accept quote of \$3,695.00 from Davis Typewriter for a new desk.

Johnson informed the board that current election law requires the governing body to pass a resolution to appoint an Absentee Ballot Board and a UOCAVA Ballot Board. Motion by Oeltjenbruns, second by Holmen, unanimous roll call vote to adopt resolution as follows:

Resolution 14-06-03

WHEREAS, the governing body of the County must authorize an absentee ballot board by resolution to process regular absentee ballots; and

WHEREAS, the County must also establish a UOCAVA (Uniform and Overseas Citizen Absentee Voting Act) ballot board to process UOCAVA ballots; and

WHEREAS, these boards may consist of County Auditor office staff.

NOW, THEREFORE BE IT RESOLVED, the County of Cottonwood does hereby authorize an absentee ballot board and a UOCAVA ballot board, consisting of County Auditor office staff. This resolution shall be in effect until it is rescinded.

Adopted this 3rd day of June, 2014

S/James Schmidt, Chairman

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S/Jan Johnson, Auditor/Treasurer

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann stated that there are three box culvert projects that she would like to advertise for bids. Motion by Holmen, second by White, unanimous vote to advertise bid letting on July 14, 2014, at 1:00 pm for Cottonwood Projects: SAP 017-599-095: 240th Street in Germantown Township, Twin 16'x11' RCB; SAP 017-599-096: 330th Street in Carson Township, 10'x8' RCB; and SAP 017-011-016: CSAH 11, 10'x7' RCB.

Neumann informed the board that having the Highway Department work week run from Saturday through Friday is causing some issues with overtime and bookkeeping. Neumann also stated that the union contract reads the work week as Monday through Friday and overtime is given after 40 hours. Motion by White, second by Stevens, unanimous vote to change the work week definition in Policy No. 360 "Overtime/Compensatory Time Policy" as follows: "A workweek is a period of 168 hours during 7 consecutive 24-hour periods, beginning at 12:01 a.m. Monday and ending at 12 midnight the following Sunday" and post for 30 days.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, informed the board that the 2010 Cat 963D, Landfill Crawler Loader, is in need of undercarriage work. When the budget was set last August, the Equipment Repairs line item did not reflect this repair. Motion by Holmen, second by Oeltjenbruns, unanimous vote to increase the Landfill's Equipment Repair line item (6561) by \$35,000.

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Discussion was held regarding the Landfill and Senior Highway Tech positions discussed at the May 27th meeting. Commissioner Holmen, Commissioner White, JinYeene Neumann, Kyle Pillatzki, and Kelly Thongvivong met on May 30 to draft a job description for the landfill workers. The Solid Waste Technician job description was presented to the board. Motion by Holmen, second by White, unanimous vote to accept the Solid Waste Technician job description as presented, point at 197, and internally post.

Motion by Oeltjenbruns, second by White, unanimous vote to laterally transfer Lonn Engler and Donna Stresemann to Solid Waste Technician contingent on union approval.

The Senior Highway Technician job description was reviewed. An addition to the description should be, "able to assist in other departments as assigned."

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Karin Eckdahl, ProAct Representative, gave a presentation to the board on a prescription discount card program for uninsured residents. Eckdahl should get more information on participating pharmacies and letters of consent from Cottonwood County pharmacies and return in the fall with the information.

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Gale Bondhus, County Assessor, met with the board regarding the upcoming Board of Equalization meeting that will be held on June 17th and reported on which individuals would be eligible to appear if they choose to.

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Andrew Roos, BCBC of Minnesota, met with the board to present information regarding Group Platinum Blue, a Medicare supplement versus Group Senior Gold, a Medicare supplement. Roos explained the differences in the plans, the differences in cost, and the savings that could be saved. If the county decided to switch to Group Platinum Blue, this would not affect the MedicareBlueRx, Medicare Part D plan. Roos also reviewed the administrative costs that the county is paying and also explained the stop-loss provided by Blue Cross.

Roos also informed the board that he will not be working with Cottonwood County any longer and that we will have a new representative, Tom Toupal.

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Kay Clark, Cottonwood County SWCD District Administrator, met with the board to discuss SSTS grants. At the May 6 board meeting, Clark had stated that she would be coming to the board for a motion to return the SSTS Low Income Grant monies that have not been utilized. Motion by White, second by Holmen, unanimous vote to return the \$20,902.00 SSTS Low Income Grant funds to the MPCA.

Clark also informed the board of MPCA grant applications to support work of the Clean Water Legacy Act in protecting groundwater and surface water from impacts resulting for the improper design and/or operation of Subsurface Treatment Systems. This is a combined application involving a Base Grant of \$18,600, Compliance Inspection for Property Transfer – County Wide of up to \$5,000, a

Compliance Inspection for any Permit – County Wide of up to \$5,000, and a Plan to Improve Compliance including a Records Catalog or Inventory of up to \$6,500.

Motion by Holmen, second by Oeltjenbruns, unanimous vote to apply for SSTS Base Grant and Incentives for Compliance Inspections for Property Transfers and Permits - County Wide and Kay Clark is authorized to sign.

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There being no further business, the meeting was adjourned at 11:55 a.m.

Jan Johnson, Auditor/Treasurer

Jim Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator