

July 9, 2013
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 9, 2013 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Chairman John Oeltjenbruns. Present for all or portions of the meeting were: Commissioners John Oeltjenbruns, Jim Schmidt, Kevin Stevens, Tom White, Norm Holmen; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Robin Weis, JinYeene Neumann, Kyle Pillatzki, Kim Hall, Jason Purrington, Jenny Quade, Bob Pankratz, Gordy Olson, Pat Stewart, Dennis Field, Craig Myers, Jerry Harbst, Damon Radcliff and Micah Hopper.

Motion by Holmen, second by Stevens, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the July 2, 2013 meeting.

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Robin Weis, Executive Director of RSVP of Southwest Minnesota, met with the board to present the 2012 Annual Report and to give an update regarding 2012 numbers. Weis reported that 2,089 volunteers collectively recorded 251,318 hours of service to 330 enrolled stations. This is equivalent to nearly 121 full-time employees. Using \$10.00 per hour, RSVP of Southwest Minnesota provided \$2,513,180 of service in 2012. The cumulative cost per hour of volunteer service was \$1.04.

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County Engineer JinYeene Neumann reported that she had not yet received the funding agreement for bridge bonding so it would be discussed at the next board meeting. Neumann was asked to look into a situation in the Mt. Lake area.

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Kyle Pillatzki, Landfill Supervisor, met with the board to discuss a few different items. Pillatzki recommended that the landfill purchase the 2008 Polaris Ranger from the Highway Department for the quoted trade-in value of \$8,800 and the Highway Department would purchase a 2013 model. Motion by Holmen, second by Schmidt, unanimous vote to allow the landfill to purchase the utility vehicle from the Highway Department as recommended for \$8,800. Motion by Schmidt, second by White, unanimous vote to allow the Highway Department to pursue obtaining quotes for the purchase of a 2013 utility vehicle.

Pillatzki reported that he is still waiting for a written quote from Poynette Ironworks and Waste Equipment for roll off containers but he did receive a verbal quote. Because of the unknown status of the purchase of a hook lift truck, the board suggested holding off on this purchase until a hook lift truck is acquired.

Pillatzki presented two quotes for the purchase of a hook lift truck as follows: Appell Equipment Sales - \$27,500 (1996 model); Vander Haags Inc. - \$37,000 (2007 model) and Crysteel Truck Equipment (equipment install and truck lengthened) - \$26,900 for a total of \$63,900. Motion by Holmen, second by Schmidt, unanimous

vote to allow for the purchase of a hook lift truck for up to \$27,500 for the landfill as long as it is DOT inspected/certified.

Pillatzki presented three quotes for the purchase of a new dozer at the landfill as follows: Ziegler CAT - \$38,500 (1996 model); RDO - \$35,000 (2000 model); RDO - \$50,000 (2005 model). Motion by White, second by Stevens, unanimous vote to allow for the purchase of the 2005 dozer from RDO for \$50,000 contingent upon it being approved by Steve Burdick, highway mechanic.

Pillatzki gave a copy of a water bill to the board so they are aware of what a monthly billing should look like and the approximate cost that it should be unlike what was billed in the past due to a water leak issue at the landfill that went unnoticed for several months.

Pillatzki reported that he received a call from MPCA last week and the Notice of Violation that was received last March has been completed and they will be signing off on it. He thought that the county should soon receive the letter showing the completion of the Notice of Violation stating that no fines would be imposed.

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Kim Hall, Emergency Management Director, met with the board to ask for approval to attend the International Association of Emergency Managers 61st Annual Conference October 25-30, 2013 in Reno, NV as she has been chosen as a representative from the region to attend. There will be no cost to the county other than her time to attend the conference. Motion by Holmen, second by Schmidt, unanimous vote to allow Kim Hall to attend the International EM Conference in Reno, NV October 25-30, 2013.

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Sheriff Jason Purrington met with the board to discuss a few items. Purrington reported that he recently met with Shawn Colbert to see if he might be able to take care of future maintenance on the rebuilt generator at the Law Enforcement Center. Purrington reported that Colbert seemed to be very comfortable with the rebuilt generator and his ability to maintain it. The board agreed to have Shawn Colbert maintain the rebuilt generator.

Purrington reported that Gary Stevenson has successfully completed his 6-month probationary period as a part-time jailer/dispatcher. Motion by White, second by Schmidt, unanimous vote to allow Gary Stevenson to move to permanent part-time status effective July 13, 2013 and to receive an increase per the union contract.

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It was reported that the 2014 appropriation request for Area II is the same as last year at \$3,904.40.

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Motion by Holmen, second by White, unanimous vote to approve July warrants as follows:

County Revenue Fund	\$125,478.15
County Building Fund	\$ 4,411.87
Ditch Fund	\$ 4,073.95

Taxes & Penalties Fund	\$ 295.00
Road & Bridge	\$ 64,837.57
Landfill Enterprise	\$ 22,926.69
	<u>\$222,023.23</u>

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Chairman Oeltjenbruns signed the Area II MN River Basin dam inspection for the Schoper-Bush Reservoir.

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Jenny Quade, Probation Officer, met with the board to ask for approval to move Sadie Hackbarth, Administrative Assistant, from part-time to full-time status due to the increase in workload as a result of the new judge. Quade presented comparison information and it showed an increase of 34 offenders from December 2011 – July 2012 to December 2012 – July 2013. Motion by White, second by Schmidt, unanimous vote to allow Sadie Hackbarth to move from part-time to full-time status effective July 16, 2013.

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Discussion was held regarding the possible revision to Policy 003 “Definitions” and the definition of a full-time employee and a part-time employee. The board decided to leave the policy as is for the time being until more is determined with the Affordable Care Act.

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

It was reported that Gerry Engstrom provided a new revised final engineer’s report for the JD #31 improvement. Motion by Holmen, second by Schmidt, unanimous vote to set the continuation of the final hearing for JD #31 for August 6th at 9:05 a.m.

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

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It was reported that an Exit Interview was recently conducted by Commissioner White and Kelly Thongvivong, HR, with Karla Ambrose (former Deputy Auditor/Treasurer).

As a result of a recent conversation that Thongvivong was made aware of regarding time cards and hours worked, there was brief discussion regarding whether or not overtime is allowed for certain offices over 8 hours/day or if it had to be over 40 hours/week. There seemed to be some uncertainty and the Auditor/Treasurer said that he would have to inquire with payroll as he was not sure how it was being handled.

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Motion by Holmen, second by White, unanimous vote to allow for approval of two bills for payment as follows: VISA - \$2,246.85 and Pictometry - \$12,486.65.

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Bob Pankratz, Director of Business Management at Family Services, and Dennis Fields, IT Director of Jackson County, met with the board to present two quotes for a new phone system for Des Moines Valley Health & Human Services as follows: SDN Communications - \$19,022.45 and Converged Technologies, LLC - \$26,250.00. Fields recommended staying with Converged Technologies due to the fact that the new phone system would be fully-integrated with the existing systems that are currently in place for both Family Services and Community Health Services. Motion by White, second by Stevens, unanimous vote to accept the quote for \$26,250 from Converged Technologies, LLC due to the fact that the new phone system will be fully-integrated with the existing phone systems in place in both Cottonwood and Jackson counties, which will be an easier transition for the new Des Moines Valley Health & Human Services entity. A fund balance expenditure from Revenue will be used for this purchase.

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Gordy Olson, Interim Planning & Zoning Administrator, met with the board to present a conditional use permit application by Knife River of Sauk Rapids, MN to operate a temporary asphalt plant with related stockpiles on property in section 12 of Amboy Township. This property is presently Red Rock Quarry property. This permit application is for five years on this property. Motion by Holmen, second by Schmidt, unanimous vote to approve conditional use permit application to Knife River with the addition of condition #4 to expire July 15, 2018.

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Motion by White, second by Stevens, unanimous roll call vote to close the meeting at 12:00 p.m. to discuss a possible acquisition of a property located at 1815 1st Avenue in Windom. Present for the closed session were Commissioners Oeltjenbruns, Schmidt, Stevens, White and Holmen; Executive Assistant Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson. Motion by Holmen, second by Schmidt, unanimous vote to come out of closed session at 12:42 p.m.

The consensus of the board was to allow the County Attorney to draft a letter with Commissioner White's help in regards to the possible acquisition of property. This will be discussed further at the next board meeting.

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There being no further business, the meeting was adjourned at 12:42 p.m.

Jan Johnson, Auditor/Treasurer

John Oeltjenbruns, Board Chairman

Kelly Thongvivong, Executive Assistant