

April 22, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 22, 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, Randy Markl, Emilee Nelson, Craig Myers, Andy Olson, Rich Meyer and Rahn Larson.

Motion by White, second by Oeltjenbruns, unanimous vote to approve additions to the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the April 8, 2014 meeting.

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Commissioner Holmen gave an update of an AMC meeting he attended in Minneapolis. He also reported that the 2014 Spring District Meeting will be held in Jackson on Thursday, May 29.

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Andrew Olson met with the board to share his thoughts regarding proposed road construction in the county.

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Emilee Nelson, Pheasants Forever, gave a presentation to the board regarding the Minnesota Prairie Conservation Plan. A question and answer session followed.

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Craig Myers, DVHHS Executive Director, met with the board to discuss the need for different office arrangements due to current and future security requirements. Myers asked that DVHHS be allowed to work closely with the county as to efficiencies and benefits that can be gained.

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson asked that an interest rate be set for the special assessment that was approved at the last meeting. Motion by White, second by Stevens, unanimous vote to set the interest rate for the special assessment placed on parcel 25-820-0390 at 2.5%.

Johnson requested up to 10 days of unpaid leave for Sherry Sevcik as she will be coming into her new job with no vacation or sick leave. Motion by Holmen, second by White, unanimous vote to allow Sherry Sevcik to take up to 10 days of unpaid leave, or make up the time in the preceding and/or following pay period, in the next 12 months.

Discussion was also held to clarify Sevcik's vacation and sick rate of accrual. Motion by Holmen, second by Oeltjenbruns to start Sherry Sevcik at a vacation/sick leave accrual comparable to 13 years of employment. Motion by White, second by

Stevens to amend the motion to start Sherry Sevcik at a vacation/sick leave accrual comparable to 18 years of employment. Voting to amend the motion as follows: Aye – Stevens, White, and Schmidt. Nay – Holmen, Oeltjenbruns. Motion passed. Voting on the motion to start at accrual of 18 years as follows: Aye – Stevens, White, and Schmidt. Nay – Holmen, Oeltjenbruns. Motion passed.

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Kelly Thongvivong, County Coordinator, presented a few items to the board. Thongvivong updated the board as to the Assistant Solid Waste Administrator position. The Board decided to have the position advertised in surrounding areas where there are county landfills.

Thongvivong informed the board that Integrity Employee Benefits, LLC is assisting Cottonwood County with a mandatory requirement to remain compliant with Minnesota State Statute 471.6161, Subdivisions 1-6. Motion by Holmen, second by Stevens, unanimous vote to approve the preliminary life insurance RFP (request for proposal) and approve advertising in the local paper.

Discussion was held regarding a draft copy of a hiring procedures document that the Human Resources office put together to make hiring in the county more consistent. The draft copy was also presented at the April 15 Department Head meeting. Thongvivong asked the board to provide any input to the HR Department and the final hiring procedures document will be brought to the next meeting for approval.

Discussion was held regarding the Joint Parks and Trail Director position. The consensus of the board was to move forward with this position and set up another meeting with Jackson County.

Discussion was held regarding the re-classification of a position that is currently held by Donna Stremann that was tabled at the April 8 meeting. Thongvivong requested that no action be taken at this time but that all job descriptions should be reviewed when employee performance reviews are done in the fall.

Motion by Oeltjenbruns, second by Stevens, unanimous vote to pay Eugene Duerksen \$7,058.56 for 2014 assessing in Carson and Midway Townships.

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Discussion was held regarding Clerk of the Board. Commissioner White has spoken with Jan Johnson and Kelly Thongvivong regarding their thoughts on the position and the responsibilities that go with the position.

Discussion was held regarding adding a desk to the Commissioner's room for Kathy Marsh and Rahn Larson to use during board meetings.

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Discussion was held regarding Waste Management and recycling problems in Mountain Lake and extra charges for garbage pick-up at the Sheriff's office. It was noted that the recycling contract with Waste Management continues through December 31, 2014 and that the process for recycling bids should be started.

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Commissioner Oeltjenbruns informed the board that he will be attending a Brown-Nicollet Clean Water Partnership meeting on April 25. The Clean Water Partnership, which has disbanded, has approximately \$28,000 that would be split three ways between Brown, Nicollet, and Cottonwood. Oeltjenbruns asked for direction as to where Cottonwood's share should go. The general consensus of the board was to put it towards the Children's Water Festival unless a better idea is presented at the meeting.

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There being no further business, the meeting was adjourned at 11:47 a.m.

Jan Johnson, Auditor/Treasurer

Jim Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator