

May 27, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 27, 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, Gordy Olson, JinYeene Neumann, Kyle Pillatzki, Kelly Heather Pfarr.

Motion by White, second by Oeltjenbruns, unanimous vote to approve the amended agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the May 13, 2014 meeting.

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Kelly Heather Pfarr, NRCS District Conservationist, informed the board that in 2007 Cottonwood County signed a WHIP (Wildlife Habitat Incentive Program) contract to restore 1.5 acres of prairie in Germantown 36. The last practice was scheduled in 2014 for a prescribed burn. Pfarr informed the board that it is too late to burn and that Cottonwood County has two options, to move back the burn or cancel the contract. Motion by Holmen, second by White, unanimous vote to cancel the Cottonwood County WHIP contract and could not complete the last practice due to the safety concerns of a prescribed burn. Motion by White, second by Stevens, unanimous vote to allow the Chair or Vice Chair of the Board to sign the cancellation form of the contract.

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Gordy Olson, Interim Planning & Zoning/Parks Administrator, met with the board to request approval for a Conditional Use Permit applied for by Knife River. Knife River applied for the Conditional Use Permit to locate an asphalt plant in section 34 of Southbrook Township to be used specifically for the State Highway 62 project, but could be used for other local projects if awarded. Motion by Holmen, second by White, unanimous vote to approving the Conditional Use Permit with the conditions set by the Planning Commission as follows: (1) all construction shall be in compliance with the Cottonwood County Zoning Ordinance; (2) all other related local, state, and federal permits are obtained which includes the county setback permit and other related fees; and (3) expiration date of May 27, 2015.

Olson also informed the board that the Parks would like to obtain quotes for a used ATV/UTV. This piece of equipment would be used in the parks for spraying, etc. The board agreed that Olson should proceed in obtaining quotes.

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Commissioner White brought up discussion regarding Collaborative funding. After much discussion, it was decided that this should be brought up at a DVHHS meeting and discussed further.

Commissioner White also asked for clarification from the board. At the last SRDC meeting White attended, he was invited to an informational meeting regarding trail funding on June 5 in Springfield of which MRCC would be discussing funding that they are working on. He questioned the board as to whether this is a part of his SRDC duties. Commissioner Schmidt appointed Commissioner White to this committee.

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Commissioner Stevens informed the board of a letter he received from Windom Education and Collaborative Center (WECC). WECC is in the process of submitting a grant application through ACT for Alzheimer’s Action Communities. The committee needs a government official to sit on this committee. The board agreed that a commissioner should sit on this committee and a name will be determined at a later date.

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

A petition was received from Joe’s Family Farms, LLC, Philip and Jackie Sonstegard and Jackie’s Farms, LLC for an outlet into Cottonwood County Ditch #2. Motion by Holmen, second by White, unanimous vote to accept the petition and appoint ditch viewers, Jim Weidemann, Bill Moldestad, and Duane Beudixon.

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

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Motion by White, second by Oeltjenbruns, unanimous vote to move Susan Ebeling, Deputy Auditor/Treasurer, to permanent full-time status following completion of a 9 month probation.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Discussion was held regarding the Assistant Solid Waste Administrator position. As the interview committee was unable to find an applicant that met all of the job’s criteria, Thongvivong asked for clarification as to how the board wants to proceed. After much discussion, it was decided that Commissioners Holmen, Commissioner White, Thongvivong, JinYeene Neumann and Kyle Pillatzki should meet and bring a recommendation to the board on June 3.

Motion by Oeltjenbruns, second by Stevens, unanimous vote to hire Ashley McGill as part-time Jailer/Dispatcher at a rate of \$15.63 per hour upon successful completion of all hiring requirements.

Motion by White, second by Oeltjenbruns, unanimous vote to allow the internal transfer of Joe Doblar (full-time HEO) from the Windom shop to the Storden shop effective immediately.

Motion by White, second by Stevens, unanimous vote to offer the Planning and Zoning Technician position to Jared Morrill at a rate of \$20.00 per hour effective after successful completion of all hiring requirements.

Thongvivong brought forward the Hiring Procedures checklist that had been presented in draft form at a previous meeting. Revisions have been made and Thongvivong presented it to the board for possible adoption. Thongvivong informed the board that some of the existing personnel policies contradict the Hiring Procedures Checklist and that she plans on having each Department Head sign a statement agreeing to abide by the procedures that have been established on the Hiring Procedures Checklist. Motion by White, second by Stevens, unanimous vote to adopt the Hiring Procedures Checklist as presented with an effective date of May 27, 2014, and the Procedures Acceptance form that all Department Heads will need to sign.

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There being no further business, the meeting was adjourned at 11:00 a.m.

Jan Johnson, Auditor/Treasurer

Jim Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator