

September 9, 2014
 Cottonwood County Board of Commissioners
 Regular Meeting
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 9, 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, Glenn Johnson, David Bucklin, and Jared Morrill.

Motion by Holmen, second by White, unanimous vote to approve the agenda as amended. Motion by White, second by Oeltjenbruns, unanimous vote to approve the minutes of the September 2, 2014 regular board meeting.

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Glenn Johnson, Director of Information Systems, met with the board to present a quote for backup storage server. Motion by Holmen, second by Stevens, unanimous vote to accept quote for a back-up server from SHI in the amount of \$5,546.25. This quote is off the state contract.

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Commissioner Holmen updated the board regarding an Area II River Basin and Redwood-Cottonwood Rivers Control Agency joint meeting that he attended. Holmen informed the board that the two agencies are looking to make an offer on office space in Marshall that would combine the two offices. Holmen also stated that the annual meeting will be held on November 15.

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David Bucklin, SWCD District Technician, met with the board to discuss a Minnesota Wetland Conservation Act Notice of Decision for Mary Lou Walinga. The application was for a tile outlet fix, ditch cleanout, and stream project/three rock crossing repair. Motion by White, second by Stevens, unanimous vote to approve the Minnesota Wetland Conservation Act Notice of Decision with conditions as presented for Mary Lou Walinga of Great Bend Township

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Motion by Oeltjenbruns, second by Stevens, unanimous vote to approve September warrants as follows:

County Revenue Fund		\$ 24,950.75
Long Term Capital Outlay		\$ 19,270.75
County Building Fund		\$ 182.05
Ditch Fund		\$ 7,190.30
Taxes and Penalties Fund		\$ 5,109.64
Road and Bridge		\$ 38,476.13
Waste Abatement/SCORE		\$ 4,746.01
Landfill Enterprise		<u>\$ 21,517.18</u>
		<u>\$121,442.81</u>

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann briefly reviewed the Highway Department's August budget and

answered any questions the board had.

Discussion was held regarding the Highway Department Mechanics and their responsibility for tools. Motion by White, second by Stevens, unanimous vote to agree that the mechanics are not monetarily responsible for lost tools or replacing tools as they are not the only ones using them. It was noted that an inventory system should be set up and checked on a monthly basis.

Neumann updated the board regarding Dynamite Park. The City of Windom has agreed to accept the park and a draft agreement between Cottonwood County and the City of Windom was presented to the board. The County Attorney will make a few revisions to the agreement and a final agreement will be brought back to the board for approval.

Discussion was also held regarding a public hearing to discuss the sale of two additional county parks. Motion by Oeltjenbruns, second by White, unanimous vote to set a public hearing date of October 7, 2014, to discuss the sale of Highwater Park, Sara Park and, if necessary, Dynamite Park.

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Kyle Pillatzki, Solid Waste Administrator, met with the board to discuss a few items. Pillatzki presented quotes (on file in the Commissioner's Office) for the purchase of a welder and a compressor. Motion by White, second by Holmen, unanimous vote to accept quote from Praxair for a total, including tax, of \$2,521.18 for a Lincoln Electric welder and to accept quote from Auto Value for a total, including tax, of \$2,243.31 for a C-Aire compressor. Commissioner White noted that it is because of the local service that we may be paying a little more than some of the other quotes.

Discussion was held regarding the Clean-up fund. It was also discussed that Pillatzki and the Auditor/Treasurer should work together regarding tax forfeiture properties and their inspections.

Pillatzki informed the board of a 12 County Joint Powers Board that is being formed in regards to the regional solid waste management plan. More information will be presented at a future meeting.

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The position held by Leslie Makovsky, Planning & Zoning/Parks/Veterans Administrative Assistant, was discussed. Discussion was had as to her payouts if laid off and the difference between a recall and transfer. The County Attorney stated that Makovsky would be eligible for a 100% payout of vacation and 20% payout of sick time because of the layoff. If Makovsky would be called back for an Administrative Assistant position, within one year, in the Planning & Zoning Department, Parks Department, or the Veteran's Department that would be considered a recall because it would be under the same classification as her current position. If Makovsky is offered a position, within one year, which is not of the same classification as the position she had when she was laid off and the responsibilities are different in nature to the job description she had at the time of layoff, it would be considered an internal transfer. Makovsky would be eligible for longevity on her vacation/sick time accrual if hired back by the county within one year, but pay would be based on the classification of the job. Motion by White, second by Schmidt, to lay off Leslie Makovsky as recommended by the County Coordinator. Motion by

Holmen, second by Oeltjenbruns, to amend the motion to add the effective date of the close of business on September 12, 2014. Voting on the amendment to the motion is as follows: Aye – Holmen, Stevens, Oeltjenbruns; Nay – Schmidt, White. Voting on amended motion was unanimous.

Motion by White, second by Holmen, unanimous vote to pay Leslie Makovsky the appropriate payouts of her vacation and sick time.

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Kelly Thongvivong, County Coordinator, presented a few items to the board. Motion by Oeltjenbruns, second by Holmen, unanimous vote to adopt the addition to Personnel Policy No. 002: "Federal and State laws will supersede any and all Cottonwood County policies."

Thongvivong presented renewal rates for Select Account and BC/BS. The rates for Select Account will remain the same and the rates for BC/BS will increase by 10% from 2014. The BC/BS increase will be split 50/50 between county and employee for those employees who opt to receive family coverage. Motion by White, second by Oeltjenbruns, unanimous vote to approve allowing Select Account to continue to administer the medical and dependent care flexible spending accounts for Cottonwood County for 2015 and to accept the 2015 renewal with BC/BS as presented.

Motion by Holmen, second by Stevens, unanimous vote to promote Ashley McGill from part-time jailer/dispatcher to full-time jailer/dispatcher effective September 22, 2014.

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Discussion was held as to whether Gary Weiers, Associate with David Drown Associates, Inc., would be giving a preliminary presentation to the board regarding the Capital Improvement Plan at the September 23 meeting. The County Coordinator will contact Weiers to see if his intentions were to meet with the board or the committee.

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Commissioner White informed the board of the definitions of improvements and maintenance due to discussions from the September 2 meeting. White stated that an improvement is defined as: substantially prolongs life of the property, materially increases the value of the property or adapts the property to a new or different use, makes something better than it was. Maintenance is defined as an incidental repair, and the sub-set of incidental repairs states a partial fix or restoring to original state. The board consensus was that this is how we will look at these definitions in the future.

White also expressed his thoughts on the handling of Attorney Ann Goering bills. The board decided that they should be billed backed to the departments and not paid through Human Resources and the same should be done with job ads.

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Jan Johnson, Auditor/Treasurer, led discussion regarding the 2015 preliminary budgets and presented different levy percentage options. Johnson reminded the board that the preliminary budget has to be set at the September 23 meeting.

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There being no further business, the meeting was adjourned at 12:15 p.m.

Jan Johnson, Auditor/Treasurer

James Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator