

December 16, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 16, 2014 at 4:00 p.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, Donna Gravley, Tom Appel, Glenn Johnson, Jared Morrill, Jacqueline Knips, JinYeene Neumann, Geoff Johnson, Ron Kuecker, Susan Amundson, Gale Bondhus, Sharon Brown, and Rahn Larson.

Motion by Oeltjenbruns, second by White, unanimous vote to approve the agenda. Motion by White, second by Stevens, unanimous vote to approve the minutes of the December 2, 2014 regular board meeting.

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Glenn Johnson, Director of Information Systems, updated the board on the dark fiber for the Courthouse, County Attorney, Highway Department, and North 71 Building that has been discussed at previous meetings. Johnson stated that he has hooked up a new fiber network (TLS) at the North 71 Building and effective January 2015 there will be a cost savings of \$100 per month. Johnson stated that he will be changing the fiber network at the other locations as well.

Johnson informed the board that he would like to purchase additional storage for backups and virtualization environments up to a limit of \$5,000. State quotes from SHI were provided as follows: Lenovo 2TB Hard Drive - \$349, Lenovo 3 TB Hard Drive - \$518, and Lenovo 4 TB Hard Drive - \$629. Motion by Holmen, second by Stevens, unanimous vote to approve the purchase of additional storage for servers up to a limit of \$5,000 before the end of the 2014 year.

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Jared Morrill, Planning and Zoning Technician, met with the board to discuss a few items. Morrill informed the board that Brown-Nicollet Environmental Health helped with revisions to four ordinances in regard to regulating, licensing and inspecting so the ordinances are up-to-date with state rules and statutes. Motion by Oeltjenbruns, second by White, unanimous vote to accept revised Ordinances, Numbers 31, 39, 40 and 41, as presented.

Morrill presented Planning and Zoning fee changes for approval. Motion by Holmen, second by Stevens, unanimous vote to adopt fee changes as proposed by the Planning Commission as follows: Building Setback Permit \$25,001 and up - \$35, \$100,001 and up - \$50, SSTS Permit - \$150, Feedlot Expansion Permit - \$50, and Feedlot Construction Short Form Permit - \$75.

Morrill presented for approval a Conditional Use Permit for Mike Wojahn in Section 36, Dale Township, to construct a roof mounted solar energy system. Motion by White, second by Oeltjenbruns, unanimous vote to approve the Conditional Use Permit for Mike Wojahn with conditions as follows: (1) Have a dumpster or similar container to hold building debris during construction, (2) Fully comply with Cottonwood County Ordinance #28, and (3) Evidence of a power

purchase agreement if intending to sell the electricity.

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Motion by Oeltjenbruns, second by Holmen, unanimous vote to approve December warrants as follows:

County Revenue Fund	\$ 54,110.87
Long Term Capital Outlay	\$ 3,471.11
County Building Fund	\$ 988.92
Ditch Fund	\$ 18,806.30
Road and Bridge Fund	\$128,663.25
Landfill Enterprise Fund	<u>\$ 31,519.99</u>
	\$237,560.44

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Nick Anderson, County Attorney, presented a Legal Services Contract between Cottonwood County and Des Moines Valley Health and Human Services (DVHHS) for Attorney services beginning January 1, 2015. Discussion was held regarding item #2 of the contract concerning fees. Motion by Holmen, second by White, unanimous vote to offer the Legal Services Contract to Des Moines Valley Health and Human Services at the rate of \$105 per hour for services.

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Jacqueline Knips, Parks and Trail Director, informed the board that sealed bids for the sale of Highwater Park and Sara Park were opened at the courthouse on Monday, December 15, 2014. Motion by White, second by Stevens, unanimous vote to accept the bid of \$21,151.52 for Highwater Park from Greg Johnson of Lakefield, with the following conditions: (1) Payment in full and transfer by quit claim deed to be completed within 30 days, (2) Greg Johnson is responsible for payment of all transfer fees, and (3) Transfer will be signed by Chairman.

Motion by Holmen, second by White, unanimous vote to reject \$5,000 bid for Sara Park submitted by Cottonwood County Game and Fish League as the minimum bid was set at \$8,000.

Knips provided a list of projects in the different parks for how the Highwater sale funds could be used. Knips also stated that she would look into different options for Sara Park and bring back to the board.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann presented a Local Road Improvement Program (LRIP) grant application and a resolution supporting the application for approval. Neumann is requesting \$750,000 in grant monies to be applied to the CSAH 5 project in 2015. Motion by White, second by Schmidt, unanimous roll call vote to approve the Local Road Improvement Program grant application and resolution as follows:

Resolution 14-12-16
RESOLUTION OF SUPPORT
LOCAL ROAD IMPROVEMENT APPLICATION

WHEREAS, County State Aid Highway (CSAH) 5 from State Highway 62 to State Highway 30 is the most heavily traveled north-south route in the southwest part of Cottonwood County. CSAH 5 serves

as a transportation corridor to deliver agricultural products and other goods and services to the elevator in Heron Lake and other businesses in the area.

WHEREAS, a 2 foot paved shoulder would improve the safety on this segment of roadway by helping to eliminate shoulder drop-off caused by heavy truck traffic and allow for a wider cross-section for heavy trucks meeting on the highway. Cottonwood County plans on adding a 2 foot paved shoulder with Rumble StripE and Safety Wedge to 12 miles of CSAH 5 which complies with the engineering strategy to eliminate shoulder drop-offs outlined in the Minnesota Strategic Highway Safety Plan.

IT IS FURTHER RESOLVED, that the County Board of Commissioners of Cottonwood County supports the Cottonwood Highway Department's application to the Minnesota Department of Transportation State Aid for Local Transportation Division (Mn/DOT) for funding through the Local Road Improvement Program (LRIP).

Adopted this 16th day of December 2014.

S/James Schmidt, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Neumann presented quotes (quotes are on file in the Coordinator's office) for the purchase of two pickup trucks for the Highway Department. Motion by Holmen, second by White, unanimous vote (Commissioner Schmidt abstained) to accept quote from Higley Ford in the amount of \$28,442.00 plus tax, licensing, and document fees for a total of \$30,426.48, for a ½ Ton, 2014 Ford F150 Supercab, due to cost savings in terms of future servicing of the vehicles locally.

Motion by White, second by Oeltjenbruns, unanimous vote (Commissioner Schmidt abstained) to accept quote from Higley Ford in the amount of \$26,367.00 plus tax, licensing, and document fees for a total of \$27,871.04, for a ¾ Ton, 2015 Ford F250 4x4 (tailgate step taken off for safety issues) due to cost savings in terms of future servicing of the vehicles locally.

Neumann reviewed the November Highway budget with the board and answered any questions they had.

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Jan Johnson, Auditor/Treasurer, informed the board that the State Auditors have requested for the past few years that Cottonwood County put the budget procedure in writing as a policy. Johnson presented a budget policy that he would like the board to approve. Motion by Stevens, second by White, unanimous vote to approve budget policy as presented.

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Kelly Thongviong, County Coordinator, met with the board to discuss a few items. Thongviong informed the board that the lease agreement between Cottonwood County and the City of Windom for space at the Law Enforcement Center for the Windom Police Department is up for renewal. After much discussion, the consensus of the board is for Thongviong and Jason Purrington, Sheriff, to negotiate and offer a new monthly rental rate of \$1,875.

Thongviong presented for approval a Memorandum of Agreement (MOA) between AFSCME Local 578 and Cottonwood County. After much discussion, the consensus of the board was to not approve the MOA and have further discussion with the union.

Motion by White, second by Stevens, unanimous vote to reverse the motion made on September 23, 2014, allocating \$50,000 toward the debt service for equipment upgrades for the Highway Department.

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Tom White, County Commissioner, led discussion regarding meeting dates for 2015 and the possibility of having two meetings per month instead of three. White suggested possibly the 1st and 3rd Tuesdays of the month.

White led discussion regarding the phone system for the county. At a previous meeting, money was taken out of the budget for phones due to the possibility of bonding. Now that the board has decided not to bond, funding needs to be placed back in the budget.

Motion by Schmidt, second by White, unanimous vote to fund up to \$100 per month for telephone/communication expenses for the A.C.E. office if they move to a new office in the BARC building.

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Motion by Holmen, second by Oeltjenbruns, unanimous vote to certify the 2015 levy at \$8,846,451 which is an 8% increase from the 2014 budget of \$8,191,154.

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There being no further business, the meeting was adjourned at 6:20 p.m.

Jan Johnson, Auditor/Treasurer

James Schmidt, Board Chairman

Kelly Thongvivong, County Coordinator