

October 14, 2014
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 14, 2014 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Presiding over the meeting was Vice Chairman Tom White. Present for all or portions of the meeting were: Commissioners Tom White, Norm Holmen, Kevin Stevens, John Oeltjenbruns; County Coordinator Kelly Thongvivong; County Attorney Nick Anderson; Auditor/Treasurer Jan Johnson; Kathy Marsh, Michelle Baumhoefner, Brenda Skrove, Cheryl Glaeser, JinYeene Neumann, Jacqueline Knips, David Bucklin, Gale Bondhus, Jason Purrington, Jason Rupp, Kristi Sell, Priscilla Jacobson, Carol Corwin, Donna Gravley, Dorothy Fundahn, Ron Tibodeau, Ashley Hanley, Tom Meium, and Congressman Collin Peterson. Absent was Chairman Jim Schmidt.

Motion by Holmen, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Oeltjenbruns, second by Holmen, unanimous vote to approve the minutes of the October 7, 2014 regular board meeting.

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Michelle Baumhoefner, A.C.E Executive Director and Brenda Skrove, Cottonwood County A.C.E. Coordinator, met with the board. Baumhoefner gave a brief summary of the A.C.E. program since January 1, 2013. Cottonwood County had 261 registered volunteers and performed 17,400 hours of service. Skrove stated that she has been with Cottonwood County for three months and things have been going well. Skrove also updated that board that the A.C.E. office will be moving to the BARC building.

Motion by Oeltjenbruns, second by Stevens, unanimous vote to approve Amendment #1 to the Joint Powers Agreement for RSVP of Southwest Minnesota and allow Vice Chairman White to sign. The amendment changes the name from RSVP of Southwest Minnesota to A.C.E. of Southwest Minnesota and to add Lyon County as a member.

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Cheryl Glaeser, SW Initiative Foundation Program Officer, presented the board with an overview of the program as a whole and what has happened in Cottonwood County. The SW Initiative Foundation supports 24 communities in 19 counties. Glaeser also stated that for every dollar that Cottonwood County contributed there has been a return of \$48 within the county. Glaeser would like to request a \$3,510 appropriation for 2015. This amount is the same as 2014.

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

County Revenue Fund	\$141,816.50
Long Term Capital Outlay	\$ 5,164.42
County Building Fund	\$ 860.53
Ditch Fund	\$ 1,876.35
Taxes and Penalties Fund	\$ 350.00
Road and Bridge	\$ 52,065.81

Waste Abatement/SCORE	\$ 7,399.13
Landfill Enterprise	<u>\$ 16,690.65</u>
	\$226,223.39

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. The County Highway budget for September was reviewed.

Neumann updated the board regarding the TH60 Detour Agreement. The agreement has been tabled at this time as the MNDOT is doing testing on CSAH 1 and CSAH 16.

Neumann updated the board regarding the proposed Lighting Agreement with MNDOT. Neumann should get an approximate cost for the electricity and report back to the board with her recommendation in regards to this agreement.

Neumann stated that she would like to get a credit card for the Highway Department because of registering for classes, making online purchases, etc. Motion by Stevens, second by Holmen, unanimous vote to allow Jan Johnson, Auditor/Treasurer, to get a credit card for the Highway Department from Bank of the West with a credit limit of \$5,000 and a transaction cap of \$800 without prior board approval.

Neumann informed the board that the quotes from the two box culvert projects were opened on Monday, October 13. The quotes for Project SAP 017-011-016 were as follows: Mathiowetz Construction Company - \$111,337.00; Midwest Contracting, LLC - \$115,032.00; R&G Construction - \$127,239.00; and Veenstra & Son, LLC - \$128,459.60. Motion by Oeltjenbruns, second by Holmen, unanimous vote to accept quote from Mathiowetz Construction Company in the amount of \$111,337.00 for Project SAP 017-011-016.

The quotes for Project SAP 017-599-096 were as follows: Midwest Contracting, LLC - \$124,361.00; Mathiowetz Construction Company - \$127,480.50; R&G Construction - \$139,687.00; and Veenstra & Son, LLC - \$142,498.00. Motion by Holmen, second by Stevens, unanimous vote to accept quote from Midwest Contracting, LLC in the amount of \$124,361.00 for Project SAP 0174-599-096.

Motion by Holmen, second by Oeltjenbruns, unanimous vote to accept the retirement resignation from Cheryl Knudson, Highway Office Manager/Accountant, effective December 12, 2014, with appropriate payout of benefits.

Motion by Holmen, second by Stevens, unanimous vote to allow the internal posting and advertising for a part-time Accounting Assistant for the Highway Department.

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A public hearing was held in regard to the sale of Highwater Park, Sara Park and Dynamite Park. No opposition to the selling of these parks was heard prior to or at the meeting. Discussion at the next board meeting will be had as to how to dispose of the parks.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Oeltjenbruns, unanimous vote to grant Sherry Sevcik, Deputy Auditor/Treasurer, permanent full-time status after successful completion of her 6-month probationary period effective October 23, 2014.

Discussion was held regarding health insurance and what options Bruce Gross has as a prior elected official who did not take advantage of the free health insurance that was earned but not used as he left his Cottonwood County position to become a District Court Judge. Thongvivong stated that Gross should be entitled to 2½ years of insurance as per county policy. The consensus of the board is that Bruce Gross is entitled to 2½ years of insurance at county expense as per when he left office.

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David Bucklin, SWCD District Technician, presented quotes for the purchase of a used 2007 Suburban for the Planning & Zoning Department. The quotes were as follows: Kemna-Asa - \$22,984; Hawkins Chevrolet - \$18,000; Fairmont Ford - \$25,944; Hawkins Chevrolet - \$24,326; and a private individual - \$14,500. Motion by Holmen, second by Oeltjenbruns, unanimous vote to offer the private individual \$13,300 for the purchase of the 2007 Chevy Suburban.

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Karen Swenson, Brown-Nicollet Community Health Director, met with the board regarding the Environmental Health Contract and 2015 license fees. Swenson informed the board that the contract included a 2.5% increase and that the 2015 license fees will increase \$10 each. Motion by Holmen, second by Stevens, unanimous vote to approve the 2015 Environmental Health Contract with the Brown-Nicollet Community Health Board as presented and acknowledges the license fee increase of \$10.

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Congressman Collin Peterson met with the board to introduce himself and gave the board some background information on what he has done while in Congress. He then answered questions from the board.

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The board recognized Justin Rupp, Jailer/Dispatcher, for the Minnesota Sheriff's Correctional Officer of the Year award he received on September 11 at the 32nd Annual Jail Administrators Conference Awards Banquet. Rupp was presented with a framed picture and a letter of acknowledgement.

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Commissioner White presented information explaining the Capital Improvement Plan (CIP) progress as of October 1, 2014. White stated that Gary Weiers, Associate of David Drown Associates, Inc., has been very helpful because of his prior 10 years' experience as a County Administrator in Rice County.

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There being no further business, the meeting was adjourned at 11:54 a.m.

Jan Johnson, Auditor/Treasurer

Tom White, Board Vice Chairman

Kelly Thongvivong, County Coordinator