

February 3, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 3, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Gordy Reginscheid, Greg Ous, JinYeene Neumann, Rahn Larson, Mike Johnson, Kyle Pillatzki, Jacqueline Knips, David Bucklin, Kay Clark, and Gale Bondhus.

Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Stevens, unanimous vote to approve the minutes of the January 20, 2015 meeting.

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Gordy Reginscheid, District 7 State Aid Engineer, and Greg Ous, District 7 Engineer, met with the board to review the Minnesota Department of Transportation's five year plan and to answer any questions the board may have.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann informed the board that the Red Rock Sportsman's Club has given the Highway Department a \$500 donation. Motion by Schmidt, second by Appel, unanimous vote to accept the donation of \$500 from Red Rock Sportsman's Club to be used to help defer the cost of fixing public accesses in the county.

Neumann presented a job description for a full-time Parks Maintenance Technician/Heavy Equipment Operator. This position would work between Parks and the Highway Department. Motion by Stevens, second by Schmidt, unanimous vote to advertise for a full-time Parks Maintenance Technician/Heavy Equipment Operator. Motion by Schmidt, second by Gravley, unanimous vote to accept the Parks Maintenance Technician/Heavy Equipment Operator job description as present with the corrections that were noted.

Neumann informed the board that she would like to contract with Cheryl Knudson to help in the accounting office at the Highway Department as Cherie Winters is experiencing a heavy workload, needs guidance on the annual reports and doesn't have time to train the part-time staff. Motion by Schmidt, second by Stevens, unanimous vote to allow the Highway Department to contract with Cheryl Knudson on an as-needed basis at a rate of \$35 per hour up to a maximum of \$4,200.

Neumann informed the board that there will be a meeting with RtVision on February 12 at 9:30 a.m. to discuss the problems that are still being had with both the Highway Department and Revenue.

Motion by Schmidt, second by Gravley, unanimous vote to set Jed Rhubee's hourly salary at \$21.03 per hour effective February 4, 2015, after successful completion of a 6-month probation period.

Motion by Schmidt, second by Appel, unanimous vote to set Roger Ambrose's hourly salary at \$20.26 per hour effective February 11, 2015 after

successful completion of a 6-month probationary period.

Discussion was held regarding the stipend that Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, is receiving for work he is doing at the landfill. Motion by Stevens, second by Schmidt, to extend Kyle Pillatzki's \$500 per month stipend until the compensation committee presents a recommendation. Voting Aye – Schmidt, Stevens. Voting Nay – Holmen, Appel and Gravley. Motion failed. Pillatzki's stipend will be taken away according to the August 27, 2013 minutes effective February 1, Pillatzki should revise the Assistant County Engineer/Solid Waste Administrator's job description and present to the compensation committee for their recommendation.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki presented an updated land fill fee structure for approval by the board. Motion by Gravley, second by Appel, unanimous vote to accept the revisions to the land fill fee structure as presented effective March 1, 2015.

Pillatzki updated the board regarding the recycle shed. Pillatzki met with the fair board in January regarding the building and they are not willing to give up the entire space but will continue to rent the front space of the shed. Pillatzki will have to construct a removable fence to block off the new area. This will be a temporary fix for this year and will have to be revisited at a future board meeting.

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

Commissioner Holmen appointed Tom Appel, Jim Schmidt, and himself to sit on the joint ditch power. Watonwan County representatives were Keith Brekken and Kathleen Svalland.

Duane Franz in Mountain Lake Township, Section 2, widened the bottom of Judicial Ditch #1 by 12 feet on his land and downstream land to the east in Section 1. Franz did not request permission from the Ditch Authority to do this. Motion by Brekken, second by Schmidt, unanimous vote to allow Judicial Ditch #1 to incur expenses for legal consultation in regard to the unapproved ditch improvement in Sections 1 and 2 in Mountain Lake Township.

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

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, informed the board that he would like to change the hours of operation at the landfill to accommodate the haulers. Motion by Schmidt, second by Stevens, unanimous vote to change the hours of operation at the landfill to 9 a.m. to 4:00 p.m. Monday through Friday, and 8 a.m. to 12 p.m. on the first and third Saturdays effective March 1, 2015.

Pillatzki informed the board that he would like to purchase a used Front Loader for the landfill. Pillatzki asked the board to allow him to purchase the Front Loader up to \$60,000 without receiving bids. The board asked the County Attorney

to research if this can be done or if Pillatzki should get bids. Pillatzki will bring this request back to the board at the next board meeting.

Motion by Gravley, second by Stevens, unanimous vote to accept contract with Liberty Tire Recycling, LLC for mixed tires at \$169 per ton.

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Kay Clark, SWCD Administrator, met with the board to ask for permission to hire a summer intern to work on projects involving Aquatic Invasive Species. This position would work May through August. Motion by Gravley, second by Schmidt, unanimous vote to allow the Planning & Zoning Technician to advertise for a temporary seasonal Aquatic Invasive Species summer intern.

Clark informed the board of a grant opportunity that she has been made aware of for conducting an inventory of riparian areas to determine compliance with the 50-foot buffer requirement. Clark intends to apply for this grant through GBERBA so it will include a 5 county area. The board consensus it to agree with applying for this grant through GBERBA.

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Gale Bondhus, County Assessor, met with the board to set the Board of Equalization date for 2015. Motion by Schmidt, second by Stevens, unanimous vote to set the Board of Equalization date for June 16th. The Board of Equalization meeting will begin at 6:00 p.m. with the first appointment at 6:30 p.m. Anyone wishing to appear at the Board of Equalization will be required to have a scheduled appointment before the meeting begins.

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Norman Holmen, County Commissioner, led discussion regarding bringing passports back in the county. Holmen gave a review of the background information leading to this discussion. After much discussion, the consensus of the board is to have the Auditor/Treasurer's office perform this duty two days a week from 8:00 a.m. to 1:30 p.m. with the possibility of more days added at a later date. Motion by Schmidt, second by Appel, unanimous vote to have the Auditor/Treasurer's office perform passport services on Wednesday's and Thursday's between the hours of 8:00 a.m. and 1:30 p.m. beginning April 1, 2015.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Schmidt, unanimous vote to accept a donation from The Robert and Helen Remick Charitable Foundation Trust in the amount of \$15,000 for the SEED Capital Fund. Commissioner Schmidt wanted to thank former Commissioner Tom White and County Coordinator Kelly Thongvivong for their efforts on this project of attaining more funds.

Thongvivong presented a Joint Powers Agreement regarding the Guaranteed Energy Savings Program (GESP) and led discussion regarding the meeting that was held on January 28th with the Department of Commerce. Motion by Schmidt, second by Stevens, unanimous vote to approve the GESP Joint Power Agreement between Cottonwood County and the Department of Commerce.

Thongvivong led discussion regarding maintenance at the two DVHHS office in Cottonwood County.

Thongvivong informed the board that she has been contacted by Ree Tschetter, Southwestern Mental Health Center, regarding the possibility of leasing more office space at the N71 County Office Building. The office space in question is currently occupied by the Veteran’s Service Officer (VSO). Thongvivong has been in contact with the VSO and he is okay with moving to a different office within the building. Motion by Stevens, second by Schmidt, unanimous vote to allow Southwestern Mental Health Center to lease additional office space from Cottonwood County at the N71 County Office Building at a rate of \$0.59 per square foot each month and to draft addendum to the existing contract for office space, which is due to expire on December 31, 2015.

Motion by Schmidt, second by Stevens, unanimous vote to approve Memorandum of Agreement between AFSCME Local 578 – Minnesota Council 65 (Cottonwood County Solid Waste Employees Union) and Cottonwood County regarding the Solid Waste Technician Job Classification.

Motion by Schmidt, second by Gravley, unanimous vote to enter into a formal agreement to sell Dynamite Park to the City of Windom.

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Motion by Schmidt, second by Appel, unanimous vote to approve February warrants as follows:

County Revenue Fund	\$ 65,922.60
Long Term Capital Outlay	\$ 10,236.00
County Building Fund	\$ 2,725.18
Go Drng Refund 2011 Bond Fun	\$ 374.10
Ditch Sinking 3 (Jd 2)	\$ 60.90
Road and Bridge Fund	\$ 11,378.29
Waste Abatement/SCORE	\$ 313.82
Landfill Enterprise	<u>\$ 57,486.38</u>
	\$148,497.27

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Kelly Thongvivong, County Coordinator, requested information from the Auditor/Treasurer regarding the tax abatements that Big Game and Mountain Power have and if reporting by these businesses has been done in a timely manner. Thongvivong requested that copies of the reporting from each of these businesses be forwarded to her.

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Commissioner Stevens updated the board on the February 2 MRCC ITV meeting he attended. Stevens stated that Jan Johnson, Auditor/Treasurer, gave a presentation at this meeting regarding levy limits and windmill tax. Stevens stated that MRCC is in full support. Stevens also asked Chairman Holmen to appoint an alternate for MRCC committee. Chairman Holmen appointed Commissioner Jim Schmidt to be the MRCC alternate.

Commissioner Schmidt informed the board of his concerns regarding the measles outbreak. The consensus of the board is to bring this topic up at the next DVHHS meeting.

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There being no further business, the meeting was adjourned at 1:00 p.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator