

June 2, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 2, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person 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, JinYeene Neumann, Glenn Johnson, Gale Bondhus, Lori Buchheim, Jason Purrington, Ronda Allis, Bobbi Retzlaff, Chase Fester, Gordon Regenscheid, Chris Bower, Annette Fiedler, Drew Hage, Steve Nasby, Robin Weis, Peter Lindstrom, Jared Baloun, Al Baloun, George Eilertson, and Rahn Larson.

Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Appel, unanimous vote to approve the minutes of the May 19, 2015 meeting.

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Ronda Allis, Principal Planner, MnDOT District 7, presented information on the MnDOT 10-Year Plan and MnDOT policy issues. The MnDOT policy issues focused on cost participation policy, access management, and ADA (Americans with Disabilities Act). The 10-Year Plan identified different projects that are slated to occur during the years 2016-2025, with a focus on plans that could occur in the years 2020, 2021, and 2022. Allis also answered questions from the board and the public.

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Michelle Jensen, Western Community Action Self-Sufficiency Case Manager, informed the board that Western Community Action (WCA) has administered the Family Homelessness Prevention and Assistance Program grant for several years. Jensen stated that Cottonwood County is eligible and seeks approval for WCA to continue to operate the program for the next two years. Motion by Stevens, second by Appel, unanimous roll call vote to adopt Resolution 15-06-02 as follows:

**Resolution 15-06-02
Authorizing Application for
Minnesota Housing and Finance Agency
Family Homelessness Prevention and Assistance Program**

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, Western Community Action has developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program; and

WHEREAS, Western Community Action has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program;

NOW, THEREFORE, be it resolved that Western Community Action is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing

Finance Agency Family Homelessness Prevention and Assistance Program in the county of Cottonwood, in Minnesota for the period July 1, 2015 through June 30, 2017.

I hereby certify that the above is a true and correct copy of a resolution adopted by the Cottonwood County Board of Commissioners at their session on the 2nd day of June, 2015, and as appears on the minutes of their record of proceedings.

DATED: June 2, 2015

S/Norman Holmen, Board Chairman

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Glenn Johnson, Director of Information Systems, presented quotes for a new phone system: Marco – Mitel System \$27,621.00 and 5-year cost \$35,133.00; Converged Technologies – Avaya System \$41,498.65 and 5-year cost \$41,498.65; Converged Technologies – Custom Avaya System: core system \$22,325.95 and purchase phones from CDWG \$12,646.34, 5-year cost \$34,972.29. Motion by Schmidt, second by Gravley, unanimous vote to accept the quote from Converged Technologies – Custom Avaya System: core system \$22,325.95 and purchase phones from CDWG \$12,646.34 for a total cost of \$34,972.29 due to 5-year cost savings.

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Gale Bondhus, County Assessor, met with the board regarding the upcoming Board of Equalization meeting that will be held on June 16th and reported on which individuals would be eligible to appear if they choose to.

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Robin Weis, SWRDC Economic Development Director, informed the board of a Rural Minnesota Energy Board (RMEB) Property Assessed Clean Energy (PACE) Program that is available to assist commercial and industrial businesses with improvements that substantially increase energy efficiency. Weis stated that there is currently \$85,000 in funding available for PACE.

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Peter Lindstrom, Clean Energy Resource Teams (CERTs) Local Government Outreach Coordinator, met with the board to explain the Property Assessed Clean Energy (PACE) financing program designed to help qualifying commercial entities invest in eligible energy efficiency and renewable energy improvements to their property. Lindstrom explained that the PACE financing program is not a loan but a voluntary special assessment that involves a Port Authority of the City of Saint Paul Property Assessed Clean Energy Program Joint Powers Agreement. Lindstrom stated that Wendell and Gloria Klassen of Mountain Lake would like to utilize the PACE financing program for installing a 40kw solar array on their farm. Motion by Schmidt, second by Stevens, unanimous roll call vote to approve the Port Authority of the City of Saint Paul Property Assessed Clean Energy Program Joint Powers Agreement that includes Resolution 15-06-02A between the Port Authority of the City of Saint Paul and Cottonwood County.

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Jason Purrington, Sheriff, met with the board to get approval to hire a full-time Drug Task Force position. This position would be paid the same as the Investigator/ Detective position. Motion by Stevens, second by Gravley, unanimous vote to create

a full-time Drug Task Force position and post internally.

Motion by Schmidt, second by Stevens, unanimous vote to post internally for a full-time deputy.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann asked for permission to advertise for Project Number 017-599-099. This project is for a bridge replacement on 270th Street in Section 1, Delton Township. Motion by Schmidt, second by Appel, unanimous vote to advertise for bid letting for SAP 017-599-099.

Neumann updated the board on a meeting Commissioner Holmen, Commissioner Schmidt, Kelly Thongvivong, Jed Rhubee, Stuart Therkelsen, and herself had regarding property in Jeffers owned by Therkelsen. The property is approximately 7 acres and adjacent to the county salt shed. Neumann stated that the plan is to close the Storden highway shop and move the employees and equipment to Jeffers due to high maintenance cost at the Storden shop. Neumann stated that she has been in contact with MnDOT, as they have a lease with the county for space at the Storden highway shop, and they would be willing to move to Jeffers. Neumann stated that Therkelsen is having his attorney draw up a purchase contract. Motion by Schmidt, second by Appel, unanimous vote to allow the Board Chairman to enter into a contract for the Stuart Therkelsen property in Jeffers for \$70,000 with payments to be determined. Commissioner Appel asked Neumann to draft a three-year plan for the Highway Department buildings.

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Motion by Stevens, second by Schmidt, unanimous vote to allow the County Attorney, Nick Anderson, to enter into a copier Service Contract Agreement with New Star Sales and Service, Inc.

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson stated that the overall credit card limit will need to be raised due to adding three more credit cards with \$1,000 limits on each. Motion by Appel, second by Gravley, unanimous vote to increase the overall credit card limit from \$10,000 to \$15,000.

Johnson updated the board on RtVision and stated that beginning with the June 15-28 pay period, paper timecards will be discontinued and employees will only use the eTimecard.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Appel, unanimous vote to move Hannah Krenz, Accounting Assistant – Highway Department, to permanent full-time status after successful completion of her 6-month probationary period effective June 10, 2015.

Thongvivong informed the board that six applicants were interviewed for the Solid Waste Technician position. Motion by Schmidt, second by Stevens, unanimous vote to hire Garret Wall as Solid Waste Technician at \$16.58 per hour with a tentative starting date of June 17, 2015, dependent upon successful completion of hiring requirements.

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Jared Baloun met with the board to give a presentation on digitizing county drainage information. Baloun presented a list of cost-saving advantages, demonstrated Jackson County's GIS map, and explained that his proposal is broken down into phases and that the Board can choose which phases they would like to implement. No action was taken at this time.

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Kelly Thongvivong, County Coordinator, continued with her discussion items. Thongvivong informed the board that four applicants were interviewed for the part-time Jailer/Dispatcher positions. Motion by Gravley, second by Schmidt, unanimous vote to hire Brandon Thongvivong as part-time Jailer/Dispatcher at \$15.63 per hour, as per union contract, with a tentative starting date of June 8, 2015, dependent upon successful completion of hiring requirements.

Motion by Gravley, second by Schmidt, unanimous vote to terminate the agreement with Jackson County for a shared Parks & Trail Director position effective June 1, 2015.

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

County Revenue Fund	\$ 23,667.26
Long-Term Capital Outlay	\$ 9,948.77
County Building Fund	\$ 1,662.14
Ditch Fund	\$ 4,131.24
County Revenue Fund	\$ 871.00
Road and Bridge Fund	\$ 30,682.81
Waste Abatement/SCORE	\$ 78.27
Landfill Enterprise	\$ 6,348.19
	<u>\$ 77,389.68</u>

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Kelly Thongvivong, County Coordinator, led discussion regarding sidewalk repair at the Courthouse. Thongvivong informed the board that one of the contractors proposed a different option to replacing the sidewalks than what was bid. The consensus of the board is to proceed with the sidewalks as initially discussed, replacing the sections of the sidewalk that are uneven or cracked as bid.

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There being no further business, the meeting was adjourned at 12:35 p.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator