

April 19, 2016
 Cottonwood County Board of Commissioners
 Regular Meeting
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 19, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Jason Purrington, Paul Johnson, Donna Stresemann, JinYeene Neumann, Kyle Pillatzki, Rosemary Schaffer, Paul Kolden, Mike Johnson, Craig Myers, Robert Pankratz, Tom White, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Appel, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Appel, unanimous vote to approve the minutes of the April 5, 2016 meeting.

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Jason Purrington, Sheriff, met with the board to discuss a few items. Purrington presented a state quote from Alpha Wireless Communications in the amount of \$5,011.00 for the purchase of a mobile radio for the drug task force vehicle. Motion by Gravley, second by Schmidt, unanimous vote to approve the purchase of the APX6500 mobile radio in the amount of \$5,011.00, which is state quote pricing, from Alpha Wireless Communications.

Purrington informed the board that in May of 2012 the county received American Fire Fighters Grant funding to purchase ARMER radios and for upgrading the paging system as required by FCC regulations. Purrington stated that he has been budgeting for the upgrade for 4 years and would like to proceed with the upgrade. Purrington presented a proposal from Alpha Wireless Communications in the amount of \$53,788.91 to upgrade our current multi-cast paging system into a simulcast paging system. Purrington stated that Alpha Wireless is our current radio maintenance provider and installed the current system. Motion by Schmidt, second by Holmen, unanimous vote to approve the proposal from Alpha Wireless Communications in the amount of \$53,788.91 to upgrade the current paging system.

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Motion by Holmen, second by Schmidt, unanimous vote to approve April warrants as follows:

County Revenue Fund	\$ 50,502.15
Long Term Capital Outlay	\$ 1,983.43
County Building Fund	\$ 132.69
Ditch Fund	\$ 3,512.29
Taxes and Penalties Fund	\$ 2,531.10
County Revenue Fund	\$ 2,012.06
Road and Bridge Fund	\$ 40,029.45
Waste Abatement/SCORE	\$ 1,629.34
Landfill Enterprise	<u>\$ 9,982.10</u>
	\$112,314.61

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Kathy Kretsch, County Recorder, met with the board to ask for out-of-state travel permission for Susan Horkey to attend the Fidler Symposium in May. Motion by Schmidt, second by Appel, unanimous vote to allow Susan Horkey, Deputy Recorder, to attend the Fidler Symposium in Davenport, Iowa, on May 23 and 24, 2016.

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Kelly Thongvivong, County Coordinator, informed the board that the Riverfest Committee approached her regarding using the rotunda of the Courthouse for an art display on the Saturday of Riverfest, June 11, from 9 a.m. to 4 p.m.

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Commissioner Schmidt informed the board that he has been invited to the Governor’s Mansion on April 28th for a luncheon to discuss funding for highway departments. Motion by Holmen, second by Gravley, unanimous vote to allow Commissioner Schmidt to attend the luncheon at the Governor’s Mansion on April 28, 2016.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to ask for permission to advertise for bids for two projects. Neumann informed the board that Project 017-070-001 is to replace chevron plans on curves throughout the County and that we have received HSIP funds for this project. Neumann also stated advertising would start the end of April and be let on June 6, 2016. Motion by Appel, second by Schmidt, unanimous vote to advertise for bids on Project 017-070-001 – County Wide Delineation Project. .

Motion by Holmen, second by Schmidt, unanimous vote to advertise for bids on Project 017-599-098 – replacement of a Germantown Township bridge (L6590) on 470th Street. Neumann stated that she would advertise for this project the beginning of May.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki presented the RFP request for recycling services to the board. After much discussion, motion by Schmidt, second by Appel, unanimous vote to advertise for a seasonal intern to research local commercial and residential recycling rates.

Pillatzki presented two state bids for a 4 wheel drive, crew cab pickup for the Solid Waste Department. Pillatzki stated that this new vehicle will replace Unit #18 which will move to the Highway Department. Quotes were as follows: Ranger GM - \$31,567.61 and Midway Ford Commercial - \$33,557.00. Motion by Schmidt, second by Gravley, unanimous vote to accept the quote from Ranger GM for a 2016 GMC Sierra 1500, Crew Cab, 4 wheel drive, in the amount of \$31,567.61.

Pillatzki presented three bids for the purchase of a new scale for the landfill. North Star Scale, Inc. – 80’ x 12’ steel deck scale - \$68,115.00; Twin City Scale Co. – 80’ x 11’ steel deck scale - \$93,254.00; and Fairbanks Scales – 80’ x 11’ concrete deck scale - \$91,170.78. Motion by Gravley, second by Appel, unanimous vote to purchase the 80’ x 12’ steel deck scale from North Star Scale, Inc. with additional add-ons for a price not to exceed \$95,000.00.

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Jan Johnson, Auditor/Treasurer, presented quotes for the mowing of tax forfeiture properties in Mountain Lake. Quotes, for mowing two times per month, were as follows: Justin Voshage - \$550.00 per month; Dave Fast - \$672.00 per month. Motion by Holmen, second by Schmidt, unanimous vote to accept quote from Justin Voshage in the amount of \$550.00 per month for the mowing of tax forfeiture properties in Mountain Lake.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Appel, second by Holmen, unanimous vote to hire Kaylene Gohr as full-time Deputy Auditor/Treasurer on Range 10, Step C (\$17.94) of the 2016 wage matrix and start her vacation accrual rate comparable to a 3 year employee, effective May 2, 2016, pending satisfactory completion of all hiring requirements.

Motion by Gravley, second by Appel, unanimous vote to allow Kaylene Gohr to use up to 40 hours of unpaid leave during 2016.

Motion by Schmidt, second by Holmen, unanimous vote to approve Policy #388 – “Salaried Exempt Employees” as presented with the exception that line item #3 be removed and the policy becomes effective April 19, 2016.

Motion by Holmen, second by Schmidt, unanimous vote to approve Policy #003 – “Definitions” as presented and to be effective April 19, 2016.

Chairman Stevens appointed Commissioner Norm Holmen as an alternate to the District 8 Land Use Task Force Committee.

Thongvivong presented two quotes for window washing at the Courthouse. Quotes are as follows: Martin Windows - \$1,200 to \$1,500; Dan Fair - \$799.00. Motion by Holmen, second by Schmidt, unanimous vote to accept the low quote from Dan Fair in the amount of \$799.00 for the washing of all external windows at the Courthouse.

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Commissioner Gravley informed the board that at her next Plum Creek Library meeting they will be discussing the book mobile and the feasibility of continuing this service.

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Motion by Schmidt, second by Holmen, unanimous vote to close the meeting at 10:25 a.m. for the purpose of labor negotiations. Present for the closed session were: Commissioners Holmen, Stevens, Appel, Schmidt, and Gravley; Kelly Thongvivong, Jan Johnson, Nick Anderson, and Kathy Marsh.

Motion by Holmen, second by Appel, unanimous vote to open the closed session at 10:46 a.m.

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A work session was held for discussion of a number of items. A draft 2017 budget was reviewed; discussion on the feasibility of combining the Cottonwood County DVHHS Family Services and Public Health offices into one building and whether to rent or build; discussion regarding Jeffers Highway Shops; further discussion on whether to hire an Engineering Aide and an IT Assistant; discussion regarding concerns on SWCD office space and rental fees; and discussion on Local Option Sales Tax.

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There being no further business, the meeting was adjourned at 12:48 p.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator