

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

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 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, Glenn Johnson, Jared Morrill, JinYeene Neumann, and Rahn Larson.

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

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Glenn Johnson, Director of Information Systems, met with the board to request approval to purchase additional software licenses. Motion by Stevens, second by Schmidt, unanimous vote to accept the state quote from SHI for the purchase of additional software licenses for Microsoft Office and Windows server 2012 in the amount of \$8,892.00.

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Jared Morrill, Planning and Zoning Technician, met with the board to discuss a few items. Motion by Schmidt, second by Appel, unanimous vote to approve the 2016-2017 Feedlot Work Plan as presented.

Motion by Schmidt, second by Stevens, unanimous vote to approve the 2015 Aquatic Invasive Species Plan as presented.

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JinYeene Neumann, County Engineer, met with the board to discuss the purchase of a trailer to haul the skid loader. Neumann presented a state quote from Felling Trailers, Inc. for a new trailer - \$8,416.00. Neumann also presented a local bid from Courts Machinery Company for a used trailer - \$6,500.00 and a new trailer - \$7,750.00. Motion by Schmidt, second by Gravley, unanimous vote to purchase a new trailer from Courts Machinery Company in the amount of \$7,750.00.

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Norman Holmen, Commissioner, presented information on behalf of Kyle Pillatzki, Solid Waste Administrator, regarding the County loaning the Solid Waste Department funds for the purchase of the Cat Loader. Motion by Gravley, second by Appel, unanimous vote to approve a loan in the amount of \$225,000 from the General Revenue Fund to the Solid Waste Department for the purchase of the Cat Loader with an interest rate of 2.35%, to be paid back quarterly over a 5-year period.

Holmen also led discussion regarding the Assistant County Engineer/Solid Waste Administrator position that has been discussed at previous meetings. After much discussion, motion by Schmidt, second by Stevens, to officially move Kyle Pillatzki to the position of Assistant County Engineer/Solid Waste Administrator and set his wage at \$34.26 per hour plus COLA, yet to be determined, effective January 1, 2016 and end the \$200 monthly stipend as of December 31, 2015. Voting Aye – Stevens, Schmidt, and Gravley. Voting Nay – Appel and Holmen. Motion passed.

Commissioner Holmen and Commissioner Appel updated the board as to the meeting that was held with the City of Windom and the Cottonwood County Agricultural Society regarding ownership of land and buildings on the fair grounds.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that DVHHS would like to install a projector and screen/whiteboard in the board room at Family Services. Thongvivong asked for direction from the board as to what would be county expense and DVHHS expense. Motion by Schmidt, second by Appel, unanimous vote to pay for the installation of a 15 amp outlet in the board room at DVHHS-Family Services, Windom, and that all other expenses are incurred by DVHHS.

Motion by Stevens, second by Schmidt, unanimous vote to approve the purchase of computer equipment and a scanner from the state quote from SHI in the amount of \$4,253.00 for the Recorder's office.

Motion by Appel, second by Gravley, unanimous vote to approve the placement of the Jail Administrator position on the matrix at Range 16.

Motion by Gravley, second by Stevens, unanimous vote to approve the Dispatcher/Jailer Supervisor job description as presented and to place on Range 13 of the matrix.

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Motion by Schmidt, second by Gravley, unanimous vote to approve November warrants as follows:

County Revenue Fund	\$ 41,945.82
Long Term Capital Outlay	\$ 935.70
County Building Fund	\$ 1,450.59
Ditch Fund	\$ 10,220.13
Taxes and Penalties Fund	\$ 300.00
County Revenue Fund	\$ 5,358.40
Road & Bridge Fund	\$ 13,772.40
Landfill Enterprise Fund	\$ <u>3,080.39</u>
	\$ 77,063.43

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Kelly Thongvivong, County Coordinator, asked for board consensus regarding performance evaluations. Thongvivong informed the board that a few employee self-evaluations were turned in incomplete. Board consensus is that the self-evaluation is a requirement as part of the performance evaluation and should be completed. The board directed the Human Resources Department to return the incomplete performance evaluations to the Department Heads for completion.

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Commissioner Gravley informed the board that she would be attending the 4-H Banquet being held on Saturday, November 7th.

Commissioner Holmen informed the board that he received a letter from the Minnesota Pollution Control Agency stating that Cottonwood County has satisfied the requirements for distribution of the first half of the FY16 SCORE Block Grant. The first half distribution is \$33,865.00.

Motion by Gravley, second by Schmidt, unanimous vote to allow Commissioners Schmidt and Stevens to attend the Transportation meeting in Worthington on November 9, 2015, and receive a per diem.

Commissioner Holmen reminded the board of the Region District 8 meeting that will be held at Key Largo on Thursday, November 5th and asked who would be attending. Attending the meeting will be: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley; and County Coordinator Kelly Thongvivong.

Commissioner Gravley informed the board that the SRDC board needs representation from a township and a city in Cottonwood County. Gravley stated that the SRDC board meets on the 2nd Thursday of the month at 3:30 pm in Slayton.

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Motion by Schmidt, second by Stevens, unanimous vote to close the meeting at 10:54 a.m. to discuss strategy for labor negotiations. Present for the closed session were: Commissioners Holmen, Stevens, Schmidt, Gravley and Appel; Kelly Thongvivong, Jan Johnson, Nick Anderson, and Kathy Marsh.

Motion by Schmidt, second by Appel, unanimous vote to open the closed session at 11:15 a.m.

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Discussion was had regarding employee wages and the possibility of moving employees to where they should be on the matrix taking into consideration their years of service.

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There being no further business, the meeting was adjourned at 11:30 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator