

August 7, 2018
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 7, 2018 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, Donna Gravley, Kevin Stevens, Norm Holmen, Jim Schmidt; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Nick Klisch, Gale Bondhus, Jim Trojanowski, Dawn Aamot, Kari Ourada, Carol Lehman, Glenn Johnson, Jenny Quade, Kia Harries, Paul Johnson, Kyle Pillatzki, Jed Rhubee, Kathy Kretsch, Jason Purrington, Sara Wahl, Miranda Roskamp, David Ewert, Duane Franz, Keith Brekken, Kathy Svalland, Alex Schultz, Linda Fransen, Margaret McDonald, and Rahn Larson.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Appel, second by Holmen, unanimous vote to approve the minutes of the July 17, 2018 regular board meeting as amended.

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Jim Trojanowski, Plum Creek Library Director, met with the board to request a 2019 appropriation of \$60,467.00, with an additional request of \$2,500 for direct funding of the system. Trojanowski stated that the \$2,500 would be used to update computer equipment and software, a tape drive used for storage of data, a staff workstation, and an upgrade in the subscription for creating catalog records in the statewide holdings list.

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Glenn Johnson, Director of Information Systems, gave a presentation on upcoming Microsoft software renewals for 2020 and five options the board should consider. Johnson stated that Microsoft will no longer support Windows 7 in 2020 and the Microsoft Exchange (email) server will no longer be supported in 2021.

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Paul Johnson, Emergency Management Director, met with the board to give an update on the flooding and recovery. Johnson stated that a preliminary damage assessment meeting was held on July 26 and that there was approximately \$594,939.00 in damage to public infrastructure in Cottonwood County and statewide there was \$21,755,330.00 in damage to public infrastructure. Johnson stated that the state has exceeded the FEMA limit.

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Jason Purrington, Sheriff, met with the board to get approval for a Joint Powers Agreement (JPA) with the BCA for transitioning the Cottonwood County Law Enforcement Agencies utilizing the Zuercher adapter to NIBRS incident-based reporting. Purrington stated that there would be an upfront expense of \$8,000 for the transition and then it would be reimbursed through the BCA as deliverables are accomplished. Motion by Schmidt, second by Appel, unanimous vote to approve the Joint Powers Agreement between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension (BCA) and the County of Cottonwood on behalf of its Sheriff's Office, for the purpose of transitioning Cottonwood County Law Enforcement Agencies to the NIBRS

incident-based reporting system.

Motion by Holmen, second by Stevens, unanimous roll call vote to adopt resolution 18-08-07 as follows:

RESOLUTION NO. 18-08-07

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF COTTONWOOD ON BEHALF OF ITS SHERIFF

WHEREAS, the County of Cottonwood on behalf of its Sheriff desires to enter into a Joint Powers Agreement with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to receive funding to use to implement an adapter to make its records management system compatible with Minnesota National Incident-Based Reporting System requirements for which the County is eligible.

NOW, THEREFORE, BE IT RESOLVED by the County of Cottonwood, Minnesota as follows:

- 1. That the State of Minnesota Joint Powers Agreement by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Cottonwood on behalf of its Sheriff, is hereby approved. A copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
- 2. That the Cottonwood County Sheriff – Jason Purrington, or his or her successor, is designated the Authorized Representative for the County of Cottonwood. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the agreement with the State.

To assist the Authorized Representative with the administration of the agreement, the Vice Board Chair is appointed as the Authorized Representative’s designee.

- 3. That Donna Gravley, the Board Chair for the County of Cottonwood, and Jim Schmidt, the Vice Board Chair, are authorized to sign the State of Minnesota Joint Powers Agreement.

Passed and Adopted by the Cottonwood County Board of Commissioners on this 7th day of August, 2018.

S/Donna L. Gravley, Board Chairman	S/Jan Johnson, Auditor/Treasurer
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Commissioners Holmen and Stevens gave an update on an energy tour they attended on July 23, 2018, in the Twin Cities. Commissioner Stevens asked the board to pay a per diem and meal reimbursement to Commissioner Holmen for attending this event as Commissioner Appel could not attend. Motion by Stevens, second by Schmidt, unanimous vote to pay a per diem and meal reimbursement to Commissioner Holmen for attending the energy tour on July 23, 2018.

Sara Wahl, Southwest Crisis Center Executive Director, Miranda Roskamp and David Ewert, SWCC staff, met with the board to give a program update including clients served, programs conducted and new initiatives. Wahl asked the board to consider raising the SWCC’s 2019 appropriation to \$2,000.
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Motion by Keith Brekken, second by Tom Appel, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

Commissioner Holmen informed the Ditch Authority that Duane Franz is requesting an additional \$2,300, above the \$2,500 that was approved at the April 17, 2018 meeting, for the leveling of the berm on JD #1. After discussion, motion by

Holmen, second by Appel to reimburse Duane Franz an additional \$1,500, for a total amount of \$4,000, for the leveling of the berm on JD #1. Voting Aye – Appel and Holmen. Voting Nay – Schmidt, Brekken, and Svalland. Motion failed.

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

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Todd Dibble, Veteran Service Officer, met with the board to present a grant for board approval. Motion by Schmidt, second by Appel, unanimous vote to accept the Minnesota Department of Veteran Affairs Grant for \$7,500.

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Motion by Stevens, second by Schmidt, unanimous vote to pay per diem and mileage to Commissioner Holmen for attending AMC HHS meetings.

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Jan Johnson, Auditor/Treasurer, informed the board that he has received an invoice from Counties Providing Technology (CPT) in the amount of \$175,000 and will be making the payment. Commissioner Appel informed the board that the next CPT meeting will be on August 22nd for reviewing the by-laws.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval for three Conditional Use Permits. Motion by Holmen, second by Appel, unanimous vote to approve the Conditional Use Permit request from Scott Hesse to construct a new shed within Shoreland in Carson Township, Section 13, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) erosion control measures shall be in place during construction; (3) dumpster or refuse container shall be onsite during construction; and (4) secure all necessary Federal/State/ County permits and fees.

Motion by Stevens, second by Schmidt, unanimous vote to approve the Conditional Use Permit from Dane Nielson to construct a new house within Shoreland in Great Bend Township, Section 32, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinances #28 and #38; (2) erosion control measures shall be in place during construction; (3) dumpster or refuse container shall be onsite during construction; and (4) secure all necessary Federal/State/County permits and fees.

Motion by Appel, second by Holmen, unanimous vote to approve the Conditional Use Permit from Glen Anderson to construct a new garage within Shoreland in Midway Township, Section 28, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) erosion control measures shall be in place during construction; (3) dumpster or refuse container shall be onsite during construction; and (4) secure all necessary Federal/State/ County permits and fees.

Commissioner Appel led discussion regarding Ordinance #28 and lagoons. Appel asked that the Planning and Zoning Commission review Cottonwood County Ordinance #28, Section 13 Ag District.

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Linda Fransen, Historical Society Director, and Margaret McDonald, met with the board to give a year-end report for the Cottonwood County Historical Society and presented their budget request for 2019. McDonald informed the board that the

Historical Society has not had an increase in their budget since 2008. They are requesting \$69,000 for the 2019 budget.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to get approval to sell 8 recycling sheds on govdeals.com. Motion by Schmidt, second by Stevens, unanimous vote to sell the 8 current recycling sheds on govdeals.com. Motion by Stevens, second by Appel, unanimous vote to approve the purchase of 8 sheds for recycling in the amount of \$22,682.02. The sheds are for the following locations: Talcot, Mountain Lake, Bingham Lake, Delft, Comfrey, Jeffers, Storden, and Schoper Bush Reservoir.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Schmidt, unanimous vote to hire Robin Crosby and Stacy Allen as seasonal hires for the Parks Department. Both will begin their employment after successful completion of all hiring requirements.

Motion by Holmen, second by Stevens, unanimous vote to hire David Grev as full-time Appraiser pending successful completion of all hiring requirements. He will begin on Range 12, Step A of the 2018 pay matrix.

Motion by Schmidt, second by Stevens, unanimous vote to post internally and then externally for the position of Heavy Equipment Operator.

Motion by Schmidt, second by Stevens, unanimous vote to accept a \$500 donation from the Cottonwood County Cattle Producer – Beef Tour Committee, which will be earmarked for Extension.

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

County Revenue Fund	\$ 68,354.90
Long Term Capital Outlay	\$ 6,038.51
County Building Fund	\$ 2,580.35
Taxes and Penalties Fund	\$ 1,107.24
County Revenue Fund	\$ 2,658.77
Road and Bridge Fund	\$407,040.35
Waste Abatement/Score Fund	\$ 23,028.02
Landfill Enterprise Fund	<u>\$ 5,595.52</u>
	\$516,403.66

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Commissioner Appel gave an update on the 10th Street Office Complex. Appel stated that a floor plan has been received and that he and Commissioner Holmen have been in contact with I & S Group to tell them it is unacceptable. A new floor plan should be received in 2-3 weeks.

Commissioner Gravley led discussion regarding an email that the Commissioners received regarding cleaning up Red Rock Park. Commissioner Appel stated that he would respond to the email.

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The meeting recessed at 12:00 p.m. and then reconvened at 12:55 p.m.

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Commissioner Gravley led discussion regarding proposed 2019 budgets and asked for comments from each department's liaison.

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There being no further business, the meeting was adjourned at 3:00 p.m.

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator