

December 19, 2017  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 19, 2017 at 4:30 p.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, Scott Kelly, Jason Purrington, Jeff Dahna, Steve Nasby, Gale Bondhus, Duane Byers, George Hanson, Faye Green, and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Gravley, unanimous vote to approve the minutes of the December 6, 2017, regular meeting.

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Scott Kelly, Court Administrator, met with the board to present two bids for a Court Appointed Attorney. Bids were as follows: Muske, Suhrhoff & Pidde - \$125.00/hour plus reimbursement for certain out-of-pocket expenses; Sandy Law Firm - \$100.00/hour plus mileage at a rate of \$0.565/mile. Motion by Holmen, second by Schmidt, unanimous vote to recommend the County Attorney negotiate a contract with Muske, Suhrhoff & Pidde for court appointed services in 2018.

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Jeff Dahna, Windomnet General Manager, met with the board to discuss the options and possibilities of internet connections in the rural areas of Cottonwood County.

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Motion by Gravley, second by Schmidt, unanimous vote to recess as the County Board and to convene as the Ditch Authority. Motion by Schmidt, second by Holmen, unanimous vote to approve the 2018 ditch assessments as presented.

Commissioner Holmen informed the board that he has talked with Bill Moldestad, Ditch Viewer, regarding the JD #1 redetermination and has been told it should be completed in early 2018.

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

Motion by Gravley, second by Holmen, unanimous vote to give blanket approval for year-end Commissioner warrants.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that due to the lightning strike at the Law Enforcement Center, Glenn Johnson, Director of Information Systems, would like to request a budget change to the Computer Hardware line item (01-064-6631) in the 2017 budget. Motion by Stevens, second by Gravley, unanimous vote to change the 2017 budget Computer Hardware line item 01-064-6631 from \$7,950.00 to \$18,308.18.

Motion by Gravley, second by Schmidt, unanimous vote to approve cell phone allowance for Gretchen Warner of \$60/month retro to October 1, 2017.

Motion by Gravley, second by Holmen, unanimous vote to approve cell phone allowance for Emily Remmers of \$60/month retro to October 1, 2017.

Motion by Gravley, second by Holmen, unanimous vote to approve the cell phone allowance user listing as presented with the additions of Kristi Meyeraan - \$30/month and the Planning & Zoning Technician position - \$60/month effective January 1, 2018.

Motion by Stevens, second by Schmidt, unanimous vote to give all non-union employees, with the exception of elected officials, an increase of 2.25% COLA and 3% step for 2018 if a step is warranted and they are not currently at the top of the pay matrix or on probation.

Thongvivong informed the board that commissioner salaries, per diem, and technology fee needs to be set for 2018. Motion by Holmen, second by Schmidt, to set the commissioner salaries at \$20,860 with the chairman to receive an additional \$1,000. Voting Aye – Holmen, Appel, and Stevens. Voting Nay – Gravley and Schmidt. Motion passed.

Motion by Gravley, second by Schmidt, unanimous vote to set the per diems at \$75 per day, the same as 2017.

Motion by Holmen, second by Schmidt, unanimous vote to set the technology fee at \$60 per month, the same as 2017.

Thongvivong informed the board that elected official salaries need to be set for 2018. Motion by Holmen, second by Schmidt, unanimous vote to set Nick Anderson’s 2018 salary at \$108,971.

Motion by Gravley, second by Holmen, unanimous vote to set Jason Purrington’s 2018 salary at \$97,555.

Motion by Stevens, second by Schmidt, unanimous vote to set Jan Johnson’s 2018 salary at \$99,182.

Motion by Schmidt, second by Gravley, unanimous vote to set Kathleen Kretsch’s 2018 salary at \$67,996.

Thongvivong informed the board that an employee is requesting a Hardship Leave as they have a very limited amount of sick, vacation, comp, and personal time and will be needing to take time off for medical purposes. After some discussion, motion by Gravley, second by Schmidt, unanimous vote to approve the Hardship Leave request.

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Motion by Stevens, second by Schmidt, unanimous vote to approve December warrants as follows:

County Revenue Fund	\$ 85,298.27
Long Term Capital Outlay	\$ 11,050.43
County Building Fund	\$ 3,289.50
County Revenue Fund	\$ 1,758.01
Road and Bridge Fund	\$ 33,184.07
Waste Abatement/Score Fund	\$ 1,396.76
Landfill Enterprise	<u>\$ 31,836.36</u>
	\$167,813.40

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Commissioner Appel informed the board that he and the County Coordinator met with representatives of the DNR at the N71 Building on December 15 regarding possible leasing options for office space. The DNR is looking to lease office space in 2018 while remodeling is done at their current building.

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At 6:01 p.m., the Truth in Taxation meeting was held and there was no input from any members of the public. Motion by Stevens, second by Schmidt, to certify the levy for 2018 at \$10,425,185, which is an increase of 4% from 2017. Voting Aye – Gravley, Schmidt, and Stevens. Voting Nay – Holmen and Appel. Motion passed.

Motion by Holmen, second by Gravley, unanimous vote to set the 2018 Revenues and Expenditures by Fund - total revenues in the amount of \$20,764,273 and total expenditures in the amount of \$19,908.935.

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There being no further business, the meeting was adjourned at 6:20 p.m.

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Jan Johnson, Auditor/Treasurer

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Thomas D. Appel, Board Chairman

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Kelly Thongvivong, County Coordinator