

April 5, 2016
 Cottonwood County Board of Commissioners
 Regular Meeting
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 5, 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, Brenda Skrove, Jason Purrington, Jared Morrill, JinYeene Neumann, Gale Bondhus, Lester Johnson, Lonny Johnson, Rosemary Schaffer, Mike Johnson, Alan Coners, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Schmidt, unanimous vote to approve the agenda. Motion by Appel, second by Gravley, unanimous vote to approve the minutes of the March 15, 2016 meeting as amended.

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Commissioner Gravley, on behalf of the County Board, presented a framed County Day Proclamation to Brenda Skrove, A.C.E. Coordinator, in appreciation for all the work that Brenda and the A.C.E. volunteers do in Cottonwood County.

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Jason Purrington, Sheriff, met with the board to discuss a few items. Purrington presented an annual maintenance agreement with Geo Comm for approval. Purrington stated that the maintenance agreement is for the GIS data maintenance and software support services for the 911 system. Motion by Appel, second by Schmidt, unanimous vote to approve the maintenance contract with Geo Comm in the amount of \$7,045.00 and allow the Sherriff to sign the maintenance agreement on behalf of the county.

Purrington presented the 2016 Minnesota Annual Boat and Water Grant for approval. Motion by Gravley, second by Schmidt, unanimous vote to approve the 2016 Minnesota Annual Boat and Water Grant in the amount of \$5,596.00.

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

County Revenue Fund	\$ 70,259.49
Long Term Capital Outlay	\$ 6,608.00
County Building Fund	\$ 1,248.72
Ditch Fund	\$ 10,120.00
Agency Fund	\$ 500.00
Taxes and Penalties Fund	\$ 200.00
County Revenue Fund	\$ 2,883.82
Road and Bridge Fund	\$ 14,298.75
Waste Abatement/SCORE	\$ 4,448.13
Landfill Enterprise	<u>\$ 48,483.87</u>
	\$159,050.78

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Commissioner Gravley updated the board of a tile that is broken in a ditch in Great Bend-Section 27. Gravley informed the board that because the broken tile is

in CRP land, forms need to be completed by the landowner and approved by the FSA office before repairing. Once the tile is repaired, re-seeding needs to be completed.

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Jared Morrill, Planning & Zoning Technician, met with the board to get approval for three Conditional Use Permits. Morrill presented a Conditional Use Permit request from William and Rachel Janzen to build a house in Mountain Lake Township. After much discussion, motion by Schmidt, second by Appel, unanimous vote to approve the Conditional Use Permit request from William and Rachel Jansen to build a house in Section 9 of Mountain Lake Township with the following conditions: (1) shall be in compliance with Cottonwood County Zoning Ordinance #28; (2) secure all necessary Local/State/Federal permits and fees; (3) supply a waste receptacle to be on-site during construction; and (4) erosion control measures shall be in place before and during all parts of construction.

Morrill presented a Conditional Use Permit request from Mark Pankonin to replace an open lot with a total confinement Cattle Barn with a deep pit manure containment system in Germantown Township. Motion by Holmen, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Mark Pankonin to replace an open lot with a total confinement Cattle Barn with a deep pit manure containment system in Germantown Township with the following conditions: (1) shall be in compliance with Cottonwood County Zoning Ordinance #28; (2) all necessary Local/County/State permits and fees need to be accounted for; (3) a waste receptacle needs to be on-site during construction; and (4) erosion control be established before and during all parts of construction.

Morrill presented a Conditional Use Permit from Craig Kleven for his dog kennels in Ann Township. Morrill stated that Kleven is registered with the Minnesota Department of Animal Health and upon re-registration is now required to be in compliance with local ordinances. Motion by Gravley, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Craig Kleven for dog kennels with the following condition: (1) shall be in compliance with Cottonwood County Zoning Ordinance #28.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann presented the RFP request for recycling services that was brought to the board's attention at the March 15th board meeting. After much discussion, the board requested more information and asked that it be brought back to the April 19th board meeting.

Neumann informed the board that the lease with Kent Freking for 8.75 acres by Pat's Grove is up for renewal. Neumann recommended a 5-year lease be entered into instead of a yearly lease. Motion by Schmidt, second by Appel, unanimous vote to enter into a five year lease with Kent Freking for 8.75 acres at Pat's Grove County Park at \$100 per acre for a yearly rental fee of \$875.00.

Neumann informed the board that she had been approached by MN DOT inquiring if Cottonwood County would be interested in lighting at the intersection of CSAH 2 and 510th Street. Neumann stated that MN DOT would pay for the materials and installation of the lights but the maintenance and utility bills would fall on the county. Consensus of the board is not to put lighting on a township road.

Neumann presented the estimated costs for the engineering on the Westbrook 1st Avenue/CSAH 33 project. The County agreed to enter into a contract with Stonebrooke Engineering for the engineering and design of the Westbrook project. Neumann stated that County State Aid monies will pay for most of the project and that the City of Westbrook will pay for lighting and part of the storm sewer expenses. Neumann is going to contact the City of Westbrook to inquire if they would pay for part of the engineering. Motion by Schmidt, second by Holmen, unanimous vote to accept the proposal of up to \$325,000 from Stonebrooke Engineering for the engineering and design of Westbrook 1st Avenue/CSAH 33.

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Commissioner Schmidt led discussion regarding the County's Mission Statement. After much discussion, it was decided to wait and review the mission statement at a future meeting.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that Alan Coners was granted his AMA designation on March 15, 2016, and the County Assessor has requested that he be promoted to Deputy County Assessor. Motion by Schmidt, second by Gravley, unanimous vote to promote Alan Coners to Deputy County Assessor and move him to Range 14, Step H (\$26.38) on the 2016 wage matrix effective March 15, 2016.

Thongvivong informed that board that 16 applications were received and interviews were held for the seasonal Public Works positions available. Motion by Gravley, second by Appel, unanimous vote to allow the hiring of: Mikaila Bolin (2nd year), Tyra Missling (2nd year), Clay Elness (1st year), Hailey Cory (1st year), Larry Nelson (1st year), Zachary Vande Kieft (1st year), John Melton (1st year), and Zachary Steen (1st year) as seasonal hires at the Public Works Department, pending satisfactory completion of all hiring requirements. Thongvivong noted that the seasonal hires will be starting at different times throughout April, May, and June.

Thongvivong informed the board that the Wellness/Safety Committee would like to recommend to the board that AED/CPR training be offered to all county employees. Thongvivong stated that two Deputy Sheriffs are AED/CPR certified and could provide the training. Motion by Holmen, second by Appel, unanimous vote to offer AED/CPR training every two years to all county employees and to require that at least one person from each department attend the training.

Thongvivong informed the board that the Finding Windom Group would like permission to install a Bollard Bike Rack on each of the four corners of the Courthouse Square. Thongvivong stated there would be no cost to the county. Motion by Holmen, second by Schmidt, unanimous vote to approve the request by Finding Windom Group to install one Bollard Bike Rack on each of the four corners of the courthouse grounds near the sidewalk. The board also requested that the group work with the County Coordinator, and Kevin Paulsen, Building and Grounds Worker, for this project.

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Kelly Thongvivong, County Coordinator, informed the board that the County Attorney was approached by Tom White regarding the availability of more office space in the building that the County Attorney is housed; if the County is in need of more room.

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Commissioner Appel updated the board regarding a Local Water Plan Task Force meeting he attended on March 31, 2016. Appel stated that one of the items to be included in the County Water Plan is buffer strips. Appel asked for a consensus of how the board felt regarding buffer protection being included on private ditches that drain into public ditches. After much discussion, the consensus of the board was to include private ditches.

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Motion by Holmen, second by Schmidt, unanimous vote to close the meeting at 11:12 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 Gravley, second by Schmidt, unanimous vote to open the closed session at 11:41 a.m.

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There being no further business, the meeting was adjourned at 11:41 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator