

October 4, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 4, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person, or by phone, 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; Kathy Marsh, Bill Schuna, Jason Rupp, Jason Purrington, Karen Swenson, Jesse Harmon, Ron Kuecker, Dennis Phelps, Kristi Sell, Gale Bondhus, JinYeene Neumann, Jed Rhubee, Rosemary Schaffer, Alan Wahl, Drew Hage, Jared Morrill, Tom White, Wayne Wormstadt, Doug Lohse, Carol Paplow, Joan Hunter, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Gravley, second by Appel, unanimous vote to approve the minutes of the September 20, 2016 regular meeting.

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Karen Swenson, Brown-Nicollet Community Health Director, and Jesse Harmon, Environmental Health Specialist, met with the board regarding the Environmental Health Contract and 2017 license fees. Swenson informed the board that both the contract and license fees have been increased by 3% for 2017. Motion by Holmen, second by Schmidt, unanimous vote to approve the 2017 Environmental Health Contract with the Brown-Nicollet Community Health Board as presented and acknowledge the license fee increase of 3%.

Swenson and Harmon also informed the board that Minnesota will be adopting a new food code. Swenson stated that public hearings will be held in 2017 and that, hopefully, adoption of the new food code will take place in late 2017, early 2018.

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Bill Schuna, Department of Natural Resources, presented a resolution for board approval for the Department of Natural Resources to purchase approximately 118 acres in Sections 19 and 30 of Westbrook Township, to become a part of the Ancil Christian Budolfson State Wildlife Management Area. After discussion, motion by Schmidt, second by Appel, unanimous roll call vote to approve the resolution for the Department of Natural Resources to purchase approximately 118 acres in Sections 19 and 30 of Westbrook Township as presented (resolution is on file in the Human Resources office).

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Dr. Todd Leonard, MEnD President, met with the board to give a presentation on MEnD Correctional Care services. Leonard gave a power point presentation giving an overview of the company history, business model, and philosophy of MEnD Correctional Care. Leonard and Kristi Sell, Jail Administrator, then answered questions that the board had.

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Jared Morrill, Planning and Zoning Technician, met with the board to get approval for two Conditional Use Permits. Morrill presented a Conditional Use

Permit request from Douglas Lohse for the mining and extraction of dirt in Rose Hill Township. Motion by Appel, second by Gravley, unanimous vote to approve the Conditional Use Permit request for Douglas Lohse to remove dirt in Section 35 of Rose Hill Township with the following conditions: (1) shall be in compliance with Cottonwood County Zoning Ordinance #28 and #36 Mining, Extraction and Excavation; (2) secure all necessary Local/State/Federal permits; (3) shall have erosion controls on site as needed; and (4) no bond will be required due to the size/complexity of the project being proposed.

Morrill presented a Conditional Use Permit request from Neil Stevens to build a house in Lakeside Township. Motion by Holmen, second by Schmidt, unanimous vote to approve the Conditional Use Permit request for Neil Stevens to build a house in Section 27 of Lakeside Township with the following conditions: (1) shall be in compliance with Cottonwood County Zoning Ordinance #28; (2) secure all necessary Local/State/Federal permits; (3) supply a waste receptacle to be on-site during construction; and (4) erosion control measures be implemented during construction.

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Drew Hage, Windom EDA Executive Director, gave a presentation on revenue comparisons if a Housing Tax Abatement Program would be implemented. Hage also answered numerous questions the board had.

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Motion by Schmidt, second by Holmen, unanimous vote to approve a five-year extension of the West Law Contract and allow the County Attorney to sign.

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Commissioners Appel and Holmen presented information regarding rents and utilities, received and paid, for office space in county buildings. Appel also stated that he has made initial contact with an architectural firm for services if needed.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong gave an update regarding the applications that were received for the Solid Waste Technician positions. She reported that nine applications were received for the position and eight applicants were interviewed. Motion by Gravley, second by Schmidt, unanimous vote to offer the positions to two of the applicants at Range 10 at a wage of up to Step C, dependent upon qualifications and satisfactory completion of all hiring requirements.

Motion by Holmen, second by Gravley, unanimous vote to change the position of Highway Office Manager/Accountant from an exempt position to a non-exempt position effective November 28, 2016 due to the new DOL rules that go into effect on December 1, 2016.

Motion by Schmidt, second by Appel, unanimous vote to renew the plans offered to retirees: Group Platinum Blue Plan A, Group Senior Gold, and Group MedicareBlue Rx (\$0/\$20/\$40/\$60/25%).

Motion by Gravley, second by Schmidt, unanimous vote to re-appoint Gale Bondhus to another 4-year term as County Assessor, which will be effective January 1, 2017 through December 31, 2020.

Motion by Appel, second by Holmen, unanimous vote to contract with CliftonLarsonAllen for the completion of ACA reporting on behalf of Cottonwood

County for the 2016 reporting year at a cost of \$2,300.

Thongvivong reviewed the procedures for Department Head performance evaluations.

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

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| County Revenue Fund | \$ 96,280.37 |
| Long Term Capital Outlay | \$ 4,106.25 |
| County Building Fund | \$ 2,363.00 |
| Ditch Fund | \$ 19,552.82 |
| County Revenue Fund | \$ 2,971.64 |
| Road and Bridge Fund | \$ 24,307.10 |
| Waste Abatement/SCORE | \$ 2,235.80 |
| Landfill Enterprise | \$ 18,326.20 |
| | <u>\$170,143.18</u> |

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Kelly Thongvivong, County Coordinator, informed the board that she has received notice that the grievance was denied for the Matter of the Arbitration of a Dispute between Cottonwood County and AFSCME Council 65, AFL-CIO Local 578.

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Commissioner Gravley gave an update on how other counties are supporting the Plum Creek Library System for 2017.

Commissioner Stevens gave an update on Historical Society meeting he attended and a lighting project they are planning for 2017.

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There being no further business, the meeting was adjourned at 11:25 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator