

March 1, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 1, 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, Kay Gross, Jared Morrill, Becky Alexander, Glenn Johnson, Paul Johnson, Gale Bondhus, Todd Dibble, Travis Hodkin and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Appel, unanimous vote to approve the minutes of the February 16, 2016 meeting as amended.

* * * *

Kay Gross, SWCD District Administrator, met with the board to discuss a few items. Gross informed the board that updating to the Comprehensive Local Water Management Plan will be conducted by the SWCD/County staff with funds being provided through the Provision of Services Agreement and the Natural Resources Block Grant. Motion by Schmidt, second by Holmen, unanimous roll call vote to adopt resolution as follows:

RESOLUTION 16-03-01A
Resolution to Update the Cottonwood County
Comprehensive Local Water Management Plan

Whereas, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act (Act), authorizes Minnesota counties to develop and implement a Comprehensive Local Water Management Plan, and

Whereas, the Act requires that a county update and revise their Comprehensive Local Water Management Plan on a periodic basis, and

Whereas, the Act encourages that a county coordinate its planning with contiguous counties, and solicit input from local governmental units and state review agencies, and

Whereas, the Act requires that plans and official controls of other local governmental units be consistent with the Comprehensive Local Water Management Plan, and

Whereas, Cottonwood County has determined that the revision and continued implementation of a Comprehensive Local Water Management Plan will help promote the health and welfare of the citizens of Cottonwood County, and

Now, Therefore, Be it Resolved, that the Cottonwood County Board of Commissioners resolve to revise and update its current Comprehensive Local Water Management Plan.

Be it Further Resolved that Cottonwood County will coordinate its efforts in the revision and update of its Comprehensive Local Water Management Plan with all local units of government within the county, and the state review agencies; and will incorporate where appropriate any existing plans and rules which have been developed and adopted by watershed districts having jurisdiction wholly or partly within Cottonwood County into its Comprehensive Local Water Management Plan.

Be it Further Resolved that the Cottonwood County Board of Commissioners authorizes the establishment of a Water Management Advisory Task Force with the responsibility of revising and updating the plan and who shall report to the County Board on a periodic basis.

Be it Further Resolved that the Cottonwood County Board of Commissioners delegates the Cottonwood Soil and Water Conservation District the responsibility of coordinating, assembling, writing and implementing the revised Comprehensive Local Water Management Plan pursuant to Minnesota Statutes, §103B.301.

Adopted this 1st day of March 2016.

S/Kevin Stevens, Board Chair

Gross reviewed the checklist of the plan update process and also asked for a commissioner to be appointed to the committee. Chairman Stevens appointed Commissioner Appel to the Water Task Force Committee.

Gross also presented a resolution for delegating well sealing responsibilities as associated with the Comprehensive Local Water Management Plan. Motion by Appel, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

RESOLUTION 16-03-01

**Resolution to Delegate Cottonwood County Well Sealing Responsibilities
as associated with the Comprehensive Local Water Management Plan
to the Cottonwood Soil and Water Conservation District**

Whereas, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act (Act), authorizes Minnesota counties to develop and implement a Comprehensive Local Water Management Plan, and

Whereas, the Cottonwood Soil and Water Conservation District (SWCD) utilizes the Cottonwood Comprehensive Local Water Management Plan (Plan) as their Minnesota Statutes, §103C.331, Subd. 11 Comprehensive Plan, and

Whereas, the Plan allows for the disbursement of Local Water Management Plan funds to the sealing of decommissioned wells in Cottonwood County, and

Whereas, Cottonwood County Board of Commissioners (Board) has determined that the continued implementation of a Plan will promote the health and welfare of the citizens of Cottonwood County, and

Whereas, the implementation of the Well Sealing Program can be delegated to the SWCD and the SWCD is willing to accept this responsibility.

Now, Therefore, Be it Resolved, that the Board delegates the Well Sealing Program and fund authorization to the SWCD effective until cancelled by one or both parties, and

Be it Further Resolved that Cottonwood County authorizes the Cottonwood Soil and Water Conservation District Board and District Administrator authority to sign for and designate appropriated funds through Cottonwood County, and

Be it Further Resolved the SWCD shall send approved Cost-Share Contract and Payment Authorization forms to the Cottonwood County Auditor/Treasurer for payment from the Natural Resources Block Grant – Local Water Plan funding.

Adopted this 1st day of March 2016.

S/Kevin Stevens, Board Chair

Gross also informed the board that Cottonwood County and SWCD have been selected to participate in the PRAP (Performance Review and Assistance Program).

* * * *

Becky Alexander, SWCD Program Technician, informed the board that the existing Redwood/Cottonwood low interest SSTS loan administrators approached her regarding extending the loan money one more year and would transfer part of Redwood’s dollars to Cottonwood. Alexander requested an additional \$100,000. Motion by Holmen, second by Schmidt, unanimous vote to approve Amendment No. 1 to Loan Agreement No. SRF0275 as presented.

Motion by Gravley, second by Schmidt, unanimous roll call vote to adopt the following resolution:

RESOLUTION 16-03-01B

BE IT RESOLVED by the Cottonwood County Board of Commissioners (hereinafter called the Board) that, as Loan Sponsor, on May 28, 2013, the Board passed Resolution No. 13-05-28 to enter into the Minnesota Clean Water Partnership Project Loan Agreement along with Redwood Cottonwood Rivers Control Area (RCRCA), as Project Sponsor, and the Minnesota Pollution Control Agency to conduct the Redwood-Cottonwood River Septic Loan Program 2013 Project.

BE IT FURTHER RESOLVED by the Board that Jan Johnson, Auditor/Treasurer was authorized on May 28, 2013 by resolution of the Board, to serve as Project Representative and represent the County in all matters which, according to the conditions of the Minnesota Clean Water Partnership Project Loan Agreement, do not specifically require action by the Board.

BE IT FURTHER RESOLVED by the Board that Jan Johnson, Auditor/Treasurer was authorized on May 28, 2013, by resolution to execute loan disbursement requests for the above referenced project to the Minnesota Pollution Control Agency on behalf of the Board.

BE IT FURTHER RESOLVED by the Board that the Auditor/Treasurer, Jan Johnson, be authorized to execute the Minnesota Clean Water Partnership Project Loan Agreement Amendment No. 1 for the above referenced Project on behalf of the Board, as Loan Sponsor. This is retroactive to and amends the previous Resolution No. 13-05-28 dated May 28, 2013, with respect to the SRF0275 Clean Water Partnership Project Loan Agreement.

WHEREUPON the above resolution was adopted at regular meeting of the Board this 1st day of March, 2016.

S/Kevin Stevens, Board Chair

I, Jan Johnson, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said Cottonwood County, that I have compared the above resolution with the original passed and adopted by the County Board of said Cottonwood County at a regular meeting thereof held on the 1st day of March 2016 at Windom, that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect. IN WITNESS WHEREOF, I have hereunto placed my hand and signature this 1st day of March, 2016, and have hereunto affixed the seal of the Cottonwood County.

S/Jan Johnson, Auditor/Treasurer

* * * *

Jared Morrill, Planning & Zoning Technician, informed the board that he has been scanning parcel files, feedlot files and septic files. Morrill stated that all electronic copies are being backed up on off-site servers. Morrill also stated that he would be keeping the paper copies of all of the CUP, Variance and Re-Zoning portions of the parcel files. Morrill asked for approval from the board to shred the

paper copies of scanned files. The board consensus was for Morrill to continue with this process and shred the paper copies.

* * * *

Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson asked for permission to advertise for quotes on mowing the tax forfeiture properties in Mountain Lake, Storden and Jeffers. Motion by Schmidt, second by Holmen, unanimous vote to advertise for quotes on mowing tax forfeiture properties with the exception of a 2.5 acre parcel which will be advertised for rent, lease or sale.

Johnson informed the board that he would like to hire a Deputy Auditor/Treasurer for succession planning as he has been made aware of an upcoming retirement possibly in September 2016. Motion by Schmidt, second by Appel, unanimous vote to post and advertise for a full-time Deputy Auditor/Treasurer.

* * * *

Commissioner Gravley presented a County Day Proclamation recognizing the dedication of National Service AmeriCorps members and Senior Corps – RSVP volunteers. Gravley would like permission to advertise in the paper and on the radio. Motion by Schmidt, second by Appel, unanimous vote to advertise in the paper and on the radio for the County Day Proclamation recognizing volunteers.

Gravley presented an updated Outreach Services Contract with Plum Creek Library System which will cancel outreach stops at Delft and Ann Township and reduce the stops to once a month in Jeffers and Storden. The 2016 flat fee for outreach services in 2016 will be \$11,136. Motion by Gravley, second by Schmidt, unanimous vote to accept Plum Creek Library System – Outreach Services Contract as presented.

Gravley informed the board that Western Community Action will be changing their name as of October 1, 2016 to United Community Action Partnership.

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Appel, unanimous vote to recognize the Proclamation and declare the week of April 10-16, 2016 as National Public Safety Telecommunicators Week and allow Chairman Stevens to sign Proclamation.

Motion by Appel, second by Schmidt, unanimous vote to approve adding Jason Rupp, full-time Jailer/Dispatcher Supervisor, to the cell phone user list and to reimburse him \$60 per month for the use of his personal cell phone for work-related matters effective, March 1, 2016.

Motion by Schmidt, second by Gravley, unanimous vote to hire Heather McKenzie as part-time Jailer/Dispatcher effective March 14, 2016, upon successful completion of all hiring requirements and to hire Tony Phaly as part-time Jailer/Dispatcher with a tentative start date of March 15, 2016, upon successful completion of all hiring requirements.

Motion by Schmidt, second by Holmen, unanimous vote (Commissioner Gravley abstained) to hire Mike Meeks as Heavy Equipment Mechanic on Step B (\$19.09) of the 2015 wage matrix, with a tentative start date of March 21, 2016 and after successful completion of all hiring requirements. Meeks will receive a COLA when the 2016-2017 union contract is settled and will receive a step on

January 1, 2017 upon a satisfactory performance review.

Motion by Gravley, second by Appel, unanimous vote to approve the recommendation of the Safety Committee to make ALICE training (power point presentation) mandatory for all county employees to attend and to make the scenario training mandatory for all courthouse employees.

Thongvivong informed the board that two AC quotes were received but the quote from Elite Mechanical was submitted after the deadline. Consensus of the board is to not accept the quote from Elite Mechanical. Motion by Gravley, second by Appel, to accept the quote from Schwalbachs in the amount of \$48,351 plus the add-ons of replacing both main circulating pumps - \$4,390 and sidewalk replacement - \$150. Voting Aye – Holmen, Appel, and Gravley. Voting Nay – Schmidt.

Discussion was held regarding exempt employees and timecards. After much discussion it was decided that the County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Commissioner Stevens and Glenn Johnson will work together to revise Policy #360 and bring to the March 15 meeting. Commissioner Gravley stated that direction needs to be given to payroll for the current payroll. After much discussion, motion by Gravley, second by Appel, unanimous vote that exempt employees will no longer put regular hours on their timecards; only the use of accrued time taken will be reported. This will take effect beginning with the February 22, 2016 pay period.

* * * *

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

County Revenue Fund	\$ 44,796.27
Long Term Capital Outlay	\$ 600.00
County Building Fund	\$ 1,456.61
County Revenue Fund	\$ 143.50
Road and Bridge Fund	\$ 38,450.17
Waste Abatement/SCORE	\$ 117.89
Landfill Enterprise	<u>\$ 21,773.42</u>
	\$107,337.86

* * * *

Kelly Thongvivong, County Coordinator, informed the board of an email she received from RtVision regarding the number of current licenses in use. The number of licenses should be reviewed and, if necessary, pay for any additional licenses needed.

Discussion was held regarding the HR Department receiving viewing rights to accrued time for all employees. Jan Johnson, Auditor/Treasurer, stated this is a Paymate issue and he will make some phone calls to see how this can be done.

* * * *

Commissioner Stevens informed the board that the new lighting has been installed at the Historical Society and they are very grateful.

* * * *

There being no further business, the meeting was adjourned at 11:15 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator