

September 20, 2016  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 20, 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 Thongvong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Glenn Johnson, David Bucklin, Kathy Kretsch, Gale Bondhus, JinYeene Neumann, Rosemary Schaffer, Audi Nickel, LaVerne Jackels, Marlene Jackels, Tony Rochadahl, Chuck Slama, Marcus Lee, Willard Dick, Norman Klassen, Craig Bennett, Bruce Axford, Richard Krahn, Delbert Klassen, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Appel, unanimous vote to approve the minutes of the September 6, 2016 regular meeting. Motion by Appel, second by Gravley, unanimous vote to approve the minutes of the September 13, 2016 work session.

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Glenn Johnson, Director of Information Systems, met with the board to discuss a few items. Motion by Schmidt, second by Appel, unanimous vote to approve the state quote from SHI in the amount of \$3,443.00 for the purchase of four Lenovo Thinkpads and five Microsoft Office licenses for Commissioners' use. The Thinkpads and licenses will be paid from the Commissioner Long Term budget.

Discussion was had regarding the GIS employee. Kelly Thongvong, County Coordinator, stated that the GIS employee will be housed at the SWCD office. Consensus of the Board is that Glenn Johnson will be the supervisor of the GIS employee.

Johnson asked the board if he should connect the SWCD office to the County network as the GIS Specialist and the Planning & Zoning Technician are housed in that office. Consensus of the board is for Johnson to research the expense of networking the SWCD office and to have a discussion with Kay Gross, SWCD District Manager.

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David Bucklin, SWCD District Technician, informed the board that the City of Windom has submitted a Minnesota Wetland Conservation Act Notice of Application for a 2016 Sanitary Sewer Rehabilitation on the northwest side of town. Motion by Gravley, second by Schmidt, unanimous vote to approve the Wetland Conservation Act Notice of Decision for wetland boundary and no-loss applied for by the City of Windom for the 2016 Sanitary Sewer Rehabilitation.

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Jan Johnson, Auditor/Treasurer, presented quotes for a used copier to replace the copier used for bulk copying and ditch blueprints. Quotes were as follows: A&B Business Solutions - \$1,945 and Marco - \$1,800. Motion by Holmen, second by Gravley, unanimous vote to accept the Marco bid of \$1,800 for a used copier for the Auditor/Treasurer's Office.

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

County Revenue Fund	\$ 44,516.72
Long Term Capital Outlay	\$ 1,069.58
County Building Fund	\$ 2,870.00
Ditch Fund	\$ 4,907.27
Taxes & Penalties Fund	\$ 2,372.91
County Revenue Fund	\$ 3,098.47
Road and Bridge Fund	\$ 42,894.29
Waste Abatement/SCORE	\$ 3,434.24
Landfill Enterprise	<u>\$ 27,909.69</u>
	<u>\$133,073.17</u>

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Appel, second by Schmidt, unanimous vote to move Mike Meeks to permanent full-time status effective September 21, 2016, as Highway Mechanic.

Motion by Gravley, second by Appel, unanimous vote to approve a one year contract with SafeAssure Consultants, Inc. beginning October 1, 2016, and ending September 30, 2017 for safety training in the amount of \$7,354.20 and for the invoice to be paid immediately.

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Discussion was held regarding the proposed 2017 budget. Commissioner Gravley stated that Plum Creek Library System has sent an invoice to the county for the final payment to dissolve the Outreach Program. Motion by Gravley, second by Schmidt, unanimous vote to make the final payment of \$530.36 to Plum Creek Library System to dissolve the Outreach Program.

After much discussion, motion by Gravley, second by Appel, to set the preliminary levy for 2017 at \$10,071,056.00 which is an increase of 7.5% from the 2016 preliminary levy and as per state levy limit requirements. Voting Aye – Holmen, Appel, Stevens, and Gravley. Voting Nay – Schmidt. Motion passed.

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Motion by Schmidt, second by Gravley, unanimous vote to recess as the County Board and to convene as the Ditch Authority. Commissioner Appel was absent for this portion of the meeting.

A public hearing was held for the relocation of drainage tile in Cottonwood County Ditch No. 27, County Ditch No. 15, and Judicial Ditch No. 2, for the purpose of constructing State Highway 60.

Tony Rochadahl of Bolton & Menk presented an overview of the minor alterations or changes to County Ditch No. 15, County Ditch No. 27 and Judicial Ditch No. 2 and answered any questions the board or public had.

Motion by Gravley, second by Holmen, unanimous vote to approve the plans to make minor alterations or changes in County Ditch No. 15, County Ditch No. 27 and Judicial Ditch No. 2 for the State Highway 60 project.

Motion by Schmidt, second by Holmen, unanimous vote to advertise for bids for the replacement and relocating of tile for the State Highway 60 project.

Motion by Gravley, second by Holmen, unanimous vote to accept the Order of

County Ditch Authority for County Ditch No. 27, Order of County Ditch Authority for County Ditch No. 15, and Order of County Ditch Authority for Judicial Ditch No. 2.

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

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Commissioner Gravley led discussion regarding the housing tax abatement and had the County Assessor give a short presentation on examples of how the abatement would affect the county, cities, and school districts.

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There being no further business, the meeting was adjourned at 12:00 p.m.

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Jan Johnson, Auditor/Treasurer

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Kevin Stevens, Board Chairman

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Kelly Thongvivong, County Coordinator