

December 1, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 1, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Crystal Reith, Cheryl Peters, David Bucklin, JinYeene Neumann, John Spiegelhoff, Jason Purrington, Jim Jorgensen, Gale Bondhus and Alan Coners.

Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Appel, unanimous vote to approve the minutes of the November 17, 2015 meeting.

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Crystal Reith, 4-H Program Coordinator, met with the board to give an update on Cottonwood County's 4-H Programming.

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Cheryl Peters, Court Administrator, met with the board to present two quotes received for the Court Appointed Attorney Contract for 2016 as follows: Sandy Law Firm - \$100/hour + \$50/hour for travel and Muske, Muske & Suhrhoff, Ltd. - \$100/hour. Motion by Stevens, second by Appel, unanimous vote to approve contract for legal services between Cottonwood County and Muske, Muske & Suhrhoff, Ltd. for Court Appointed Attorney services for 2016.

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Much discussion was held regarding the 2016 proposed budget and the recent changes to line items that have had to be made due to discrepancies that were found as a result of the Department Heads being given a chance to review their proposed budgets for 2016. As a result of the discussion regarding the budget, there were many questions raised including whether or not to continue to move ahead with hiring two new positions (Engineering Aide and GIS Analyst) that were recently advertised or to possibly hold off until a later time in the year.

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David Bucklin, SWCD District Technician, met with the board to ask for approval of Wetlands Conservation Act Notice of Decision for Mike Simon. The landowner, Mike Simon, would like to replace an agricultural wetland through the Minnesota Wetland Banking System. He has proposed to purchase credits in an adjacent banking service area and will need to purchase credits at a 1:5 to 1 ratio. There is already tile in the area that does not adequately handle the current flows. The proposed plan includes adding a new tile the length of the wetland and earth moving to level the area. Motion by Stevens, second by Schmidt, unanimous vote to approve Notice of Decision on behalf of Mike Simon as presented.

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Jan Johnson, Auditor/Treasurer, voiced his concerns regarding RtVision paystub programming as part of our electronic timecard system. It seems that when RtVision gets an update a problem occurs on our end. Johnson has been in contact

with Melissa at RtVision and will try to work through the problem with her to get this situation resolved. One of the initial thoughts might be to set up RtVision on a separate server.

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

County Revenue Fund	\$ 58,818.64
Long Term Capital Outlay	\$ 6,153.00
County Building Fund	\$ 300.68
Ditch Fund	\$ 507.50
County Revenue Fund	\$ 1,205.49
Road & Bridge Fund	\$237,902.51
Waste Abatement/SCORE	\$ 1,310.77
Landfill Enterprise Fund	<u>\$ 2,208.40</u>
	\$308,406.99

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Nick Anderson, County Attorney, met with the board to request a budget change to the full-time salary line item (01-091-6101) in the County Attorney’s 2015 budget. Motion by Gravley, second by Stevens, unanimous vote to change 2015 budget line item 01-091-6101 from \$151,042 to \$169,135.

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Donna Gravley, County Commissioner, presented two requests on behalf of the County Recorder’s Compliance Committee, which met for the first time on November 19th. The requests were to approve funds to conduct a 2017 aerial flyover for the Assessor’s Office to be used with the GIS system in the amount of \$66,205.50 and to budget \$10,000 to have as a reserve in the County Recorder’s Compliance Fund and to not go below that amount in the budget. Motion by Gravley, second by Appel, unanimous vote to approve both requests as presented.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann handed out some information received from Minnesota Rural Counties Caucus (MRCC). The transportation funding work group would like MRCC member counties to hold a conversation at the board level before the December 6th MRCC board meeting at the AMC Conference. The MRCC board will be asked if it supports the following statement at the December 6th meeting: “MRCC considers auto parts to be transportation related.” Motion by Schmidt, second by Stevens, unanimous vote to support MRCC in considering auto parts to be transportation related.

Discussion was held regarding the possibility of developing a Public Works Facebook page to help keep the public informed about things that are going on at the Highway, Parks and Landfill. Things that could be included are road closures, landfill hours, parks opening and closing, holiday hours, etc. The board suggested including a link from the county website to the Facebook page and vice versa.

Neumann presented a Request for Proposal for the City of Westbrook 1st Avenue (CSAH 33) Project for the board’s review. The City of Westbrook’s 1st Avenue (CHAH 33) Project is on the 5-year plan for 2018. Due to the nature of the project with the involvement of storm sewer and ADA compliant sidewalks Neumann

is requesting to send out the RFP. Motion by Schmidt, second by Stevens, unanimous vote to approve RFP as presented and to allow sending out to consulting firms after doing further research regarding advertising requirements.

Neumann reported that the roof panels on the horse barn at the fairgrounds will be fixed in the near future.

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Norm Holmen, County Commissioner, reported that a Joint Powers Agreement was approved to be ratified by the member counties at the November 14th Area II Board of Directors meeting and he would like approval to sign at the next meeting on December 10th. Motion by Appel, second by Stevens, unanimous vote to approve signature of the Joint Powers Agreement by Cottonwood County's delegate/alternate at the next Area II Board of Directors meeting.

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Kelly Thongvivong, County Coordinator, presented a resolution, which was developed and recommended by the AMC CPA Work Group endorsing the revised County Program Aid formula that AMC is asking all 87 counties to approve. Motion by Stevens, second by Gravley, unanimous roll call vote to adopt resolution as follows:

Resolution 15-12-01

A RESOLUTION

Affirming Cottonwood County's endorsement of the revised County Program Aid formula developed by the Association of Minnesota Counties' County Program Aid Work Group.

WHEREAS, Minnesota's counties are mandated by the state to provide essential services in many program areas including human services, public safety, and transportation; and

WHEREAS, counties depend on County Program Aid ("CPA") for the financial sustainability of these state-mandated, county-administered services; and

WHEREAS, the current structure of the CPA formula, pursuant MS Chapter 447A.0124, creates considerable volatility in the fund's distribution, interfering with counties' abilities to accurately budget for essential services; and

WHEREAS, the current formula's inadequacies have also resulted in the dramatic reduction of funding for one-third of counties, that have lost at least 50 percent of their funding since 2005; and

WHEREAS, despite fluctuations over the past ten years, the state appropriation to the 2015 CPA is equal to the 2005 appropriation making it greatly depressed in terms of inflation; and

WHEREAS, a revised CPA formula in conjunction with additional funding will enable counties to continue to provide quality services that may also translate into reductions in county levies, decreasing the tax burden of Minnesota residents; and

WHEREAS, in October 2014, the Association of Minnesota Counties assembled the CPA Work Group including leadership from twenty counties and representatives from the Metropolitan Inter-County Association and the Minnesota Rural Counties Caucus to analyze and develop a CPA formula that reflects the pressing needs of Minnesota's counties; and

WHEREAS, the CPA Work Group unanimously approved a revised CPA formula that benefits all Minnesota counties by reducing volatility and ensuring a fair distribution of CPA; and

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support the proposed CPA formula revisions; now, therefore,

BE IT RESOLVED, Cottonwood County endorses the following revisions to the Minnesota County Program Aid formula:

- A funding increase of \$40 million;
- The creation of a funding floor that guarantees each county \$350,000 in tax base equalization aid ("TBEA");
- Adjustments to the TBEA formula factors to slow down counties' loss of TBEA funding, including: an increase of the per capita factor to \$190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and
- The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

S/Norm Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Motion by Gravley, second by Schmidt, unanimous vote to set holiday hours for county offices as follows: County offices will close at 12:00 p.m. on December 24, 2015 (Christmas Eve) and 3:00 p.m. on December 31, 2015 (New Year's Eve).

Thongvivong reported that Brandon Thongvivong (part-time jailer/dispatcher) will have completed his 6-month probationary period on December 8, 2015 and it is Kristi Sell's recommendation to place him on permanent part-time status. Motion by Schmidt, second by Appel, unanimous vote to place Brandon Thongvivong (part-time jailer/dispatcher) on permanent part-time status effective December 8, 2015 as recommended.

Thongvivong reported that one internal applicant for the position of full-time Dispatcher/Jailer Supervisor was received and a recommendation for promotion will be brought forward at the next board meeting. As a result of this promotion, there will be a vacant full-time position available. Motion by Stevens, second by Gravley, unanimous vote to allow for internal posting of full-time Dispatch/Jailer position.

Further discussion was held regarding non-union employees not being placed on the matrix according to their years of service as well as further concerns with the budgeting process. As a result of this discussion, there was a motion by Schmidt, second by Stevens, unanimous vote to schedule work session on December 14, 2015 at 9:00 a.m.

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A closed session was not needed due to lack of new information to report.

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There being no further business, the meeting was adjourned.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator