

October 17, 2017
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 17, 2017 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, Donna Gravley, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Nick Klisch, Paul Johnson, Connie Clausen, Drew Hage, and Rahn Larson. Commissioner Schmidt was absent.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Gravley, second by Stevens, unanimous vote to approve the minutes of the October 3, 2017, regular meeting, as amended.

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A public hearing was held in regard to the residential property tax abatement applied for by Ryan and Jennifer Elston for the construction of a new home on parcel number 08-017-0400. No opposition to the abatement was heard prior to or at the hearing. Motion by Stevens, second by Gravley, unanimous vote to approve the Ryan Elston Home Initiative application, subject to approval of a final resolution, and will allow construction to begin immediately.

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Paul Johnson, Emergency Management Director, met with the board to revisit the iSpace Environments Contract as the board had requested further information at a prior meeting. Johnson informed the board as to who uses the video conference equipment and how frequently they use it and what other options are available. Johnson stated that one option would be a state secured Jabber account. Motion by Holmen, second by Gravley, unanimous vote to allow the Emergency Management Director set up a Jabber account for the county and purchase a microphone and webcam.

Johnson handed out the County Emergency Operations Plan and asked the board to review it and let him know of any corrections or revisions. Johnson stated that he would bring a resolution regarding the County Emergency Operations Plan to a future meeting.

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Nick Klisch, County Engineer/Public Works Director, met with the board to get approval for a Local Road Improvement Program grant. Klisch stated he would like to apply for one million dollars to help with CSAH 7 projects. Motion by Gravley, second by Holmen, unanimous roll call vote to adopt resolution as follows:

**RESOLUTION 17-10-17
SUPPORTING AN APPLICATION FOR THE
LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) GRANT**

WHEREAS, Cottonwood County has multiple CSAH 7 improvement projects from MN-62 to CSAH 13 in their 5-year Construction Plan to address safety and pavement needs; and

WHEREAS, completion of the CSAH 7 projects will complete a 10-ton route and improve access and use of Talcot County Park and adjacent Wildlife Area; and

WHEREAS, additional funds are required to combine and complete the CSAH 7 projects, increase value, and minimize public impacts; and

WHEREAS, the Local Road Improvement Program has been established through Statute 174.52 to provide funding assistance to local agencies; and

NOW THEREFORE, be it resolved that Cottonwood County does hereby support the application for the Local Road Improvement Program Grant for the CSAH 7 improvements.

DATED: October 17, 2017

S/Thomas D. Appel, Chairman
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S/Jan Johnson, Auditor/Treasurer
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Connie Clausen, Windom HRA, met with the board to revisit the proposed purchase of the tax forfeiture property at 957 River Road. Clausen stated that the HRA board is willing to offer \$7,562 for the property. Motion by Holmen, second by Stevens, unanimous roll call vote to adopt resolution 17-10-17A as follows:

**RESOLUTION 17-10-17A
Sale of Forfeited Property to Housing Redevelopment Authority**

WHEREAS, the Windom Housing Redevelopment Authority is proposing to purchase the tax forfeited property at 957 River Road.

WHEREAS, the Windom Housing Redevelopment Authority proposes to use this property as a non-HUD rental opportunity for lower income families in the Windom community following similar guidelines and regulations currently used in the Windom Housing Redevelopment Authorities other low income properties.

WHEREAS, the amount that the Windom Housing Redevelopment Authority has agreed to pay to Cottonwood County for the property located at 957 River Road is \$7,562.00.

NOW THEREFORE, be it resolved that the Cottonwood County Board of Commissioners agrees to sell the forfeited property at 957 River Road, Windom, MN to the Windom Housing Redevelopment Authority to be used as a low-income rental property in the Windom community.

DATED: October 17, 2017

S/Thomas D. Appel, Chairman
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S/Jan Johnson, Auditor/Treasurer
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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Gravley, unanimous vote to allow the Area II delegate to sign the amended Joint Powers Agreement at the next Area II meeting.

Motion by Stevens, second by Holmen, unanimous vote to hire Teresa Determan-Schwartz as Extension/Veterans Office Manager on Range 9, Step A (\$16.43) of the 2017 pay matrix effective October 30, 2017, pending successful completion of all hiring requirements. Any COLA given for 2018 will be granted to this individual on January 1, 2018. A step increase (with satisfactory performance) will not be granted until January 1, 2019.

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

Thongvivong presented on behalf of Kay Gross, SWCD District Administrator, the Fiscal Year 2018 & 2019 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement. Motion by Holmen, second by Gravley, unanimous vote to approve the Natural Resources Block Grant Agreement in the amount of \$74,388 and allow the chairman to sign the agreement.

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Motion by Stevens, second by Holmen, unanimous vote to approve October warrants as follows:

County Revenue Fund	\$ 59,391.22
Long Term Capital Outlay	\$ 132.60
County Building Fund	\$ 1,932.24
Taxes and Penalties Fund	\$ 305.00
County Revenue Fund	\$ 3,042.40
Road and Bridge Fund	\$ 96,754.02
Waste Abatement/Score Fund	\$ 2,586.00
Landfill Enterprise	<u>\$ 16,257.54</u>
	\$180,401.02

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Kelly Thongvivong, County Coordinator, informed the board that she has been contacted by DVHHS that there are possible radon issues at the Family Services building. Thongvivong asked how the board wanted to proceed. Commissioner Gravley stated she would follow up and have some radon tests completed in the building.

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Commissioner Appel shared a thank you he received from the Mountain Lake Heritage Village.

Commissioner Appel led a short discussion pertaining to step advancement on the salary matrix.

Commissioner Stevens updated the board on a Law Library meeting he attended. Stevens stated the committee would like to post a sign on the door that says Law Library and the hours. Consensus of the board is to allow a Law Library sign to be posted on the Commissioner/Law Library Room door.

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Motion by Gravley, second by Holmen, unanimous vote to close the meeting at 10:12 a.m. to discuss strategy for upcoming labor negotiations. Present for the closed session were: Commissioners Appel, Stevens, Gravley, and Holmen; Kelly Thongvivong, Jan Johnson, and Kathy Marsh.

Motion by Stevens, second by Gravley, unanimous vote to open the closed session at 10:53 a.m.

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Commissioner Appel led a short discussion on buildings.

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There being no further business, the meeting was adjourned at 11:00 a.m.

Jan Johnson, Auditor/Treasurer

Thomas D. Appel, Board Chairman

Kelly Thongvivong, County Coordinator