

August 15, 2017
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 15, 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, Jim Schmidt, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong, Auditor/Treasurer Jan Johnson, County Attorney Nick Anderson, Kathy Marsh, Jared Morrill, Becky Alexander, Kyle Pillatzki, Jason Purrington, Kristi Sell, Jason Rupp, Nick Klisch, Gale Bondhus, Jim Trojanowski, Dawn Aamot, Kari Ourada, Carol Lehman, Sara Wahl, Allan Bakke, Wendy Meyer, Rob Anderson, Jason Nieson, Matthew Rydberg and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Stevens, unanimous vote to approve the agenda. Motion by Gravley, second by Holmen, unanimous vote to approve the minutes of the August 1, 2017, regular meeting.

* * * *

Jim Trojanowski, Plum Creek Library Director, met with the board to request a 2018 appropriation of \$53,165.00, an increase of \$1,895.00 from 2017.

* * * *

Jared Morrill, Planning & Zoning Technician, met with the board to present and answer questions on the proposed draft copy of Cottonwood County Ordinance #42 – Buffer Ordinance. Morrill reviewed with the board Section 6.0 – Enforcement as the board elected to take jurisdiction of the buffer law. Morrill also presented a revision to the Shoreland Ordinance – Agricultural Use Standards. Morrill stated the next step in the process is to send the ordinance and the revision to the Shoreland Ordinance to the Board of Water and Soil Resources (BWSR) and the Department of Natural Resources (DNR) for review.

Becky Alexander, SWCD Program Technician, informed the board that the MPCA is offering grants to counties to administer the SSTS programs. Alexander stated that the MPCA offers grants to counties to administer the SSTS program. This grant includes the base grant to administer the program (\$18,600) and two incentive categories of which Cottonwood County qualifies for one, the property transfer category (up to \$3,000). Motion by Gravley, second by Schmidt, unanimous vote to approve applying for the SSTS program grants and allow Kay Gross, SWCD District Administrator, to sign the grant application.

* * * *

Sara Wahl, Southwest Crisis Center Executive Director, and Allan Bakke, Safe Harbors Program, met with the board to give a program update including clients served, programs conducted and new initiatives. Wahl informed the board that the Southwest Crisis Center (SWCC) serves five counties: Rock, Nobles, Pipestone, Cottonwood, and Jackson. Wahl stated that the SWCC served 202 victims/survivors in Cottonwood County from October 2015 – September 2016. Bakke explained to the board that the Safe Harbor Program works with sexually exploited and trafficked youth.

* * * *

Motion by Holmen, second by Stevens, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

Chairman Appel reconvened the public hearing for the partial abandonment of Branch F in County Ditch 21.

After discussion, motion by Holmen, second by Schmidt, unanimous vote to sign the Agreement between the City of Mountain Lake and Cottonwood County Board of Commissioners Acting as the Drainage Authority; to approve the partial abandonment of Branch F in County Ditch #21; and accept and authorize Chairman Appel to sign the Hearing Findings and Order after the City of Mountain Lake has signed the Agreement.

Jan Johnson, Auditor/Treasurer, informed the board that the re-determination of Judicial Ditch #1 should be completed later this year.

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

* * * *

Motion by Stevens, second by Schmidt, unanimous vote to approve August warrants as follows:

County Revenue Fund	\$ 18,892.42
Long Term Capital Outlay	\$ 132.60
County Building Fund	\$ 72.00
Ditch Fund	\$ 171.20
Agency Fund	\$ 1,373.43
Taxes and Penalties Fund	\$ 3,293.00
County Revenue Fund	\$ 5,708.26
Road and Bridge Fund	\$ 47,465.98
Waste Abatement/Score Fund	\$ 610.10
Landfill Enterprise	\$ 6,351.95
	<u>\$ 84,070.94</u>

* * * *

Commissioner Stevens updated the board regarding the Law Library. The State Librarian has indicated that the Law Library should have more privacy and be more accessible. Stevens stated that he has checked with the Windom Library and they have indicated that they don't have room at the present time for the Law Library.

Commissioner Appel led discussion regarding the budget process for the work session today.

* * * *

Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to award the recycling contract. Pillatzki presented two bids (on file in the Coordinator's office) and informed the board that the recycling committee met, pointed the bids, and recommends a 5-year contract with Waste Management. Pillatzki stated that one of many factors in choosing Waste Management (WM) over Hometown Sanitation (HS) was that WM provided recycling carts and HS did not, which would have increased the expense to the county for purchasing carts. Motion by Gravley, second by Schmidt, unanimous vote to award a 5-year recycling contract to Waste Management with the option to negotiate for drop sites.

Pillatzki also informed the board that assessments for recycling should be increased. Pillatzki stated that the recycling committee has discussed increasing residential recycling assessments from \$36 to \$45 per year and increasing commercial recycling assessments from \$24 to \$90 per year. More information will be brought to the board at a future meeting so numbers can be discussed and a public hearing date set.

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Holmen, unanimous vote to approve letter dated August 15, 2017, to be placed in an employee's payroll file for FMLA leave beginning July 11, 2017.

Motion by Gravley, second by Holmen, unanimous vote to hire Kristi Meyeraan as Assistant County Attorney on Range 19, Step D (\$32.76) of the 2017 pay matrix, effective September 6, 2017, contingent on absorbing prosecution work from the City of Windom. Any COLA given for 2018 will be granted to Meyeraan on January 1, 2018. A step increase, with satisfactory performance, will not be granted until January 1, 2019.

* * * *

Kristi Sell, Jail Administrator, and Jason Rupp, Jailer/Dispatcher Supervisor, met with the board to present the proposed 2018 budget for the Jail. Sell also wanted to inform the board that the Jail will have some building space needs that will need to be addressed in the future.

* * * *

Jason Purrington, Sheriff, met with the board to present the proposed 2018 budget for the Sheriff's Department.

Purrington also stated that he would like to purchase work cell phones for 12 Law Enforcement employees instead of giving them a cellphone stipend for their personal phones. Motion by Gravley, second by Holmen, unanimous vote to allow the Sheriff's Department to purchase 12 cellphones, cases and insurance and to cease Law Enforcement employee cell phone stipends effective September 1, 2017.

Purrington informed the board that he has received notification that Cottonwood County has been approved for a Courthouse Security Grant in the amount of \$14,844. Cottonwood County will be responsible for an additional \$14,844, as a 50% match was required for the grant. Motion by Holmen, second by Stevens, unanimous vote to allow Sheriff Purrington to sign Safe and Secure Courthouse Initiative Grant Agreement in acceptance of \$14,844 that was awarded as a result of Cottonwood County's Courthouse Security Grant application.

* * * *

Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Klisch asked for approval to advertise for bids for Project 017-604-020 – a bridge replacement project on CSAH 4 in Germantown Township. Klisch informed the board that the total project cost is estimated at \$436,435 less \$180,881 in State Bridge Funds resulting in an estimated \$255,554 in State Aid Construction Funds required for this project. Motion by Schmidt, second by Stevens, unanimous vote to advertise Project 017-604-020 – bridge replacement on CSAH 4 in Germantown Township.

Klisch presented the proposed 2018 budget for the Highway Department.

* * * *

The meeting recessed at 12:45 p.m. and then reconvened at 1:30 p.m.

* * * *

Commissioner Appel led discussion regarding each county department's proposed 2018 budget and asked for comments by each department's liaison.

As more discussion is needed on the proposed 2018 budget, including building/space, county vehicles, and Highway equipment, a work session is planned for Monday, August 28, 2017, at 9:30 a.m.

* * * *

There being no further business, the meeting was adjourned at 3:54 p.m.

Jan Johnson, Auditor/Treasurer

Thomas D. Appel, Board Chairman

Kelly Thongvivong, County Coordinator