

August 18, 2015  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 18, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Marsh, Jason Purrington, Kristi Sell, Michelle Baumhoefner, Brenda Skrove, Todd Dibble, JinYeene Neumann, Kim Hall, and Rahn Larson.

Motion by Schmidt, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Appel, unanimous vote to approve the minutes of the August 4, 2015 meeting.

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Jason Purrington, Sheriff, and Kristi Sell, Jail Administrator, met with the board to discuss a few items. Purrington asked the board for approval of a Joint Powers Agreement (JPA) with the Bureau of Criminal Apprehension (BCA) that addresses e-charging which is not covered under the current JPA. Motion by Stevens, second by Schmidt, unanimous vote to approve the Joint Power Agreements with the Bureau of Criminal Apprehension addressing e-charging for both the Sheriff's office and the County Attorney's office.

Purrington presented the 2016 proposed budget for the Sheriff's office. Sell presented the 2016 proposed budget for the Jail.

Motion by Gravley, second by Schmidt, unanimous vote to hire Kim Hall and Nick Naxay as Deputy Sheriff's pending successful hiring requirements at a starting wage of \$26.0013 per hour.

Motion by Schmidt, second by Stevens, unanimous vote to re-advertise for the position of jailer/dispatcher.

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Michelle Baumhoefner, A.C.E. Executive Director and Brenda Skrove, Cottonwood County A.C.E. Coordinator, met with the board. Baumhoefner gave a brief summary of the A.C.E. program for 2014. Cottonwood County had 282 registered volunteers and performed 20,738 hours of service. Skrove updated the board on the A.C.E. office move to the BARC building in February, her increase in volunteers and work stations, and the interest of Jackson County in an A.C.E. Coordinator.

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Donna Gravley, Commissioner, updated the board on the Western Community Action (WCA) merger. WCA is merging with Heartland Community Action as of October 1, 2016 and will service a nine county area.

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Todd Dibble, Veteran Service Officer, presented a grant for board approval. Motion by Appel, second by Stevens, unanimous vote to accept the Minnesota Department of Veteran Affairs Grant for \$7,500.

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Kelly Thongvivong, County Coordinator, met with the board to present a few items. Motion by Stevens, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

**Resolution 15-08-18  
PROPOSED USE OF STATE OF MINNESOTA BUDGET SURPLUS**

**WHEREAS**, the State of Minnesota, Minnesota Management & Budget Division has forecast a budget surplus in excess of \$1.6 billion for the 2016/2017 biennium; and

**WHEREAS**, the current forecast budget surplus has not been allocated otherwise; and

**WHEREAS**, it is a well-documented fact that the state’s transportation infrastructure is in disrepair; and

**WHEREAS**, there are no current funding programs to repair or replace unsatisfactory roads and bridges; and

**NOW THEREFORE, BE IT RESOLVED** by the Cottonwood County Board of County Commissioners propose using the surplus funds for the purposes of improving the transportation infrastructure across Minnesota.

I certify that the above resolution was adopted by the Board of Commissioners of Cottonwood County on Tuesday, August 18, 2015.

S/Norm Holmen, Board Chair

S/Jan Johnson, Auditor/Treasurer

Motion by Gravley, second by Stevens, unanimous vote to accept GESP proposal from Johnson Controls based on the RFP’s.

Motion by Gravley, second by Stevens, unanimous vote to enter into agreement with Management Resource Association (MRA) for set-up and Employee Total Rewards Statements in the amount of \$1,515.00.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann presented two quotes for the electrical upgrade of 12 sites at Talcot Lake: Ron’s Electric - \$4,991.00 and Duerksen Electric, Inc. - \$5,906.80. Motion by Stevens, second by Gravley, unanimous vote to accept the quote from Ron’s Electric in the amount of \$4,991.00 for the electrical upgrade of 12 camp sites to 50 amps at Talcot Lake Campground. This upgrade will be paid out of long term funds.

Neumann presented a 20 year lease with the DNR for lakefront property at Talcot Lake. The rent would be \$520 per year for the first five years and adjusted every five years thereafter. Motion by Schmidt, second by Appel, unanimous vote to sign and enter into a lease with the DNR for the lakefront property (10.8 acres) at Talcot Park and to pay them according to the agreement.

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Kim Hall, Emergency Management Director, presented an Emergency Management Performance Grant for approval. Motion by Stevens, second by Appel, unanimous vote to approve the Emergency Management Performance Grant for Fiscal Year 2015.

Discussion was held regarding the Emergency Management Director position. Consensus of the board is to have Hall and the County Coordinator revise the job description for the next work session.

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Proposed 2016 department budgets were discussed.

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Motion by Stevens, second by Appel, unanimous vote to approve the Chairman signing a letter of support for Western Community Action’s proposal for the SNAP-Ed Community Partnership Funding.

Motion by Gravley, second by Stevens, unanimous vote to schedule a work session on Friday, August 28<sup>th</sup> at 1:30 p.m. for continued discussion of a Public Works Department and for reviewing the Emergency Management position.

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Jan Johnson, Auditor/Treasurer, gave a brief explanation on Tax Increment Financing (TIF) properties.

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

County Revenue Fund	\$ 26,349.77
Long Term Capital Outlay	\$ 2,214.23
County Building Fund	\$ 396.77
Ditch Fund	\$ 1,326.00
Taxes & Penalties Fund	\$ 2,190.25
County Revenue Fund	\$ 2,018.52
Road and Bridge Fund	\$ 34,766.16
Waste Abatement/SCORE	\$ 1,245.31
Landfill Enterprise	\$ 6,570.59
	<u>\$ 77,077.60</u>

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There being no further business, the meeting was adjourned at 12:22 p.m.

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Jan Johnson, Auditor/Treasurer

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Norman Holmen, Board Chairman

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Kelly Thongvong, County Coordinator