

December 18, 2018
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 18, 2018 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, Glenn Johnson, Scott Kelly, Crystal Reith, Jason Purrington, Jason Rupp, Alex Schultz, Nick Klisch, Jed Rhubee, Larry Anderson, Bill Janzen, Shane Vogel, and Rahn Larson.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Appel, unanimous vote to approve the minutes of the December 5, 2018 regular board meeting as amended.

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Glenn Johnson, Director of Information Systems, informed the board that the firewall hardware needs to be upgraded to handle additional network traffic. Johnson presented a state quote from SHI in the amount of \$15,095.00 for the hardware upgrade and support. Johnson stated that the cost is being split between IS and the Sheriff. Motion by Schmidt, second by Appel, unanimous vote to accept state quote from SHI in the amount of \$15,095.00 for firewall hardware upgrade and support.

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Scott Kelly, Court Administrator, met with the board to present a bid for Court Appointed Attorney. Muske, Suhrhoff, & Pidde Ltd submitted a bid of \$115.00 per hour plus reimbursement for certain out-of-pocket expenses. Motion by Holmen, second by Stevens, unanimous vote to recommend the Court Administrator negotiate a contract with Muske, Suhrhoff, & Pidde, Ltd. for court appointed services not to exceed \$105.00 per hour.

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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 during 2018. Reith also gave a hover craft presentation.

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Jason Purrington, Sheriff, met with the board regarding a few items. Purrington informed the board that the lease with the City of Windom for the rental of office space for the Windom Police Department will expire on December 31, 2018 and a new lease agreement needs to be negotiated. After much discussion, the board would like information on the approximate square footage rented and would like to compare to other county building rental rates. Purrington will bring back to the next meeting.

Purrington informed the board that the 911 phone system was installed in 2011 and is in need of an upgrade. Purrington stated that the upgrade will be a Geo Diverse system and we will be sharing this system and cost with Jackson County. Quotes were received from Zuercher - \$95,533.51 and Vesta - \$104,418.00. Motion by Stevens, second by Appel, unanimous vote approve the upgrade of the 911

system, accept the low bid from Zuercher in the amount of \$98,533.51, and allow the Sheriff to sign the contract once changes are made and approved by the County Attorney.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval for two Conditional Use Permits. Motion by Appel, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Scott Bjerken for a shop/garage in Midway Township, Section 11, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) Erosion control measures shall be in place during construction; (3) Dumpster or refuse container shall be onsite during construction; and (4) Secure all Federal/State/County permits and fees.

Motion by Holmen, second by Stevens, unanimous vote to approve the Conditional Use permit request from William Janzen for a livestock feedlot expansion in Mountain Lake Township, Section 12, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) Erosion control measures shall be in place during construction; (3) Dumpster or refuse container shall be onsite during construction; (4) Secure all Federal/State/County permits and fees; (5) SWCD approved windbreak required within a year of completion, with a plan submitted to the SWCD prior to construction of windbreak; and (6) Comply with the 7020 feedlot handbook.

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Nick Klisch, County Engineer/Public Works Director, met with the board to get permission to purchase a Brush Chipper. Motion by Schmidt, second by Stevens, unanimous vote to allow the Highway Department to purchase a Vermeer BC1000XL Brush Chipper from RDO Equipment in an amount not to exceed \$35,000 and sell the 1999 Crary Bear Cat Chipper. Klisch stated that the net cost (after sale of old chipper) will be reimburse 50% to the Highway Department from the Parks Capital Outlay fund.

Motion by Schmidt, second by Appel, unanimous vote to allow the Parks Department to advertise for mowing contracts for county parks and county buildings.

Klisch informed the board that the Highway Department has purchased a drone and two staff members are in the process of being certified with the FAA.

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Motion by Schmidt, second by Appel, unanimous vote to recess as the County Board and to convene as the Ditch Authority. Motion by Holmen, second by Schmidt, unanimous vote to accept the 2019 ditch assessments as submitted by each commissioner. Motion by Stevens, second by Appel, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board.

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Motion by Schmidt, second by Holmen, unanimous vote to give blanket approval for year-end Commissioner Warrants.

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Motion by Holmen, second by Schmidt, unanimous vote to set the 2019 Revenue and Expenditures by Fund. The total revenues for 2019 are \$20,961,240.00 and total expenditures for 2019 are \$19,540,211.00. Landfill total revenues for 2019 are \$609,150.00 and total expenditures for 2019 are

\$524,624.00.

Motion by Schmidt, second by Stevens, unanimous vote to certify the levy for 2019 at \$10,737,941.00, which is a 3% increase from 2018.

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Motion by Appel, second by Schmidt, unanimous vote to move \$600,000 from the Revenue Fund to the Building Fund in 2018.

Commissioners Appel and Holmen reviewed the bid tabulation for the 210/220 10th Street Building Renovation (bids on file in the Coordinator's Office). Motion by Appel, second by Holmen, unanimous vote to accept the base bid from United Builders of Blue Earth in the amount of \$222,100.00 and the Alternate A-1 bid from United Builders of Blue Earth in the amount of \$2,376.00 for a total combined bid of \$224,476.00 for the renovation of the 10th Street Office Building. Appel noted that the plumbing, HVAC, and electrical quotes for the renovation were from local contractors.

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items. Motion by Schmidt, second by Appel, unanimous vote to approve the 2019 lease agreements with DVHHS as presented.

Motion by Holmen, second by Stevens, unanimous vote to amend the County Building Fund and 10th Street Office Building budgets as presented.

Motion by Schmidt, second by Appel, unanimous vote to give all non-union employees, with the exception of elected officials, an increase of 2.25% COLA and 3% step for 2019 if a step is warranted and they are not currently at the top of the pay matrix or on probation.

Motion by Holmen to set Jan Johnson's 2019 salary at \$101,165.64. Motion died due to lack of a second. Motion by Schmidt, second by Holmen, to set Jan Johnson's 2019 salary at \$101,661.55. Voting Aye – Holmen and Schmidt. Voting Nay – Appel, Stevens, and Gravley. Motion failed. Motion by Stevens, second by Schmidt to set Jan Johnson's 2019 salary at \$101,413.60. Voting Aye – Holmen, Stevens, Schmidt, and Gravley. Voting Nay – Appel. Motion passed.

Motion by Schmidt, second by Stevens to set Nick Anderson's 2019 salary at \$111,422.85. Voting Aye – Holmen, Schmidt, Stevens, and Gravley. Voting Nay – Appel. Motion passed.

Motion by Stevens, second by Schmidt to set Jason Purrington's 2019 salary at \$99,749.99. Voting Aye – Holmen, Schmidt, Stevens, and Gravley. Voting Nay – Appel. Motion passed.

Motion by Holmen, second by Stevens to set Kathy Kretsch's 2019 salary at \$69,525.91. Voting Aye – Holmen, Schmidt, Stevens, and Gravley. Voting Nay – Appel. Motion passed.

Motion by Holmen, second by Stevens, unanimous vote to set Commissioner per diems at \$75 per day, the same as 2018.

Motion by Schmidt, second by Holmen to set the commissioner 2019 salary at \$21,329.35 with the chairman to receive an additional \$1,200. Voting Aye – Appel, Holmen, Schmidt, and Stevens. Nay – Gravley. Motion passed.

Motion by Holmen, second by Appel, unanimous vote to set the technology fee for Commissioners at \$60 per month, the same as 2018.

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Commissioner Schmidt led discussion regarding the elected official retirement healthcare benefit. After much discussion, motion by Holmen, second by Stevens, unanimous vote to amend the elected official retirement healthcare benefit as presented. The complete elected official retirement healthcare benefit plan, with all amendments, will be presented at January meeting.

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

County Revenue Fund	\$ 58,596.39
Long Term Capital Outlay	\$ 852.59
County Building Fund	\$ 4,260.09
County Revenue Fund	\$ 531.81
Road and Bridge Fund	\$ 72,436.19
Waste Abatement/Score Fund	\$ 750.00
Landfill Enterprise Fund	<u>\$ 14,167.62</u>
	\$151,594.69

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Commissioner Stevens reviewed the MRCC priority list for 2019 with the board.

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Jan Johnson, Auditor/Treasurer, gave an update on the MERC (Minnesota Energy Resources Corporation) Abatement.

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Chairman Gravley thanked Commissioner Schmidt for his 8 years of service and presented him with a framed picture of the Courthouse.

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There being no further business, motion by Schmidt, second by Stevens, unanimous vote to adjourn the meeting at 12:25 p.m.

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator