

January 2, 2018
 Cottonwood County Board of Commissioners
 Regular Meeting
 Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 2, 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, Jim Schmidt; County Coordinator Kelly Thongvong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Crystal Reith, Kathy Kretsch, Jason Purrington, Jason Rupp, Kyle Pillatzki, Jed Rhubee, Nick Klisch, and Rahn Larson.

Auditor/Treasurer Jan Johnson called the meeting to order. The Pledge of Allegiance was recited. Johnson then asked for nominations for Board Chair. Motion by Stevens, second by Appel, unanimous vote to elect Commissioner Gravley and to ask that all nominations cease and to cast a unanimous ballot for Gravley as Board Chair for 2018. Presiding over the remainder of the meeting was Chair Donna Gravley.

Gravley then asked for nominations for Board Vice-Chair. Motion by Holmen, second by Stevens, unanimous vote to elect Commissioner Schmidt and to ask that all nominations cease and to cast a unanimous ballot for Schmidt as Vice-Chair for 2018.

Motion by Schmidt, second by Appel, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the December 19, 2017 meeting.

Chair Gravley thanked Commissioner Appel for all he did during his term as Board Chair for 2017.

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Crystal Reith, 4-H Program Coordinator, met with the board to provide an annual Cottonwood County 4-H program update.

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

County Revenue Fund	\$ 24,372.76
Sinking Fund 2 (JD 8,9,25)	<u>\$ 118,953.75</u>
	\$ 143,326.51

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Commissioner Appel gave a brief update regarding a building the county is hoping to purchase as well as an update regarding a possible 6-month lease by the DNR office for some space at the N. 71 Building. Commissioner Holmen gave a brief update regarding the DVHHS remodeling project.

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Kathy Kretsch, County Recorder, met with the board to discuss her recommendation to promote Nancy Macgregor to a Chief Deputy Recorder position. The board asked to have further discussion at the next board meeting so that they have a chance to review a proposed job description.

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Jason Purrington, Sheriff, and Jason Rupp, Jail/Dispatch Supervisor, met with the board to discuss their recommendation to purchase an upgrade to the Zuercher Suites Records Management System. Motion by Stevens, second by Schmidt, unanimous vote to approve purchase of the Zuercher Mapping Suite in the amount of \$50,158, which includes the first year of Maintenance and Support. This will be paid for using 911 funds.

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Chair Gravley asked Commissioners Stevens and Schmidt to attend the Hazardous Mitigation Plan meeting that will be held on January 11th at the Law Enforcement Center.

Brief discussion was held regarding whether the board members would be interested in participating in a “Coffee with the Council” if the county should decide to participate in such an event. Further discussion will be held at the next Joint Government Meeting.

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Kyle Pillatzki, Solid Waste Administrator, met with the board to discuss the leased property at the landfill. Pillatzki would like to extend the lease to five years and have the option for one additional one-year extension. After further discussion, there was a motion by Schmidt, second by Appel, unanimous vote to allow Pillatzki to advertise the lease of the property at the landfill for a three year period with the option of two 1-year extensions without advertising and to add a 90-day out clause to the lease agreement. Sealed bids will be received until 1:00 p.m. on February 5th.

Pillatzki asked that the board approve solid waste haulers for 2018. Motion by Holmen, second by Schmidt, unanimous vote to approve 2018 waste haulers as follows: Waste Management, Schaap, LJP and Hometown Sanitation pending completion of application and copy of insurance certificate.

Pillatzki discussed with the board the city wide cleanups for 2018. Motion by Stevens, second by Schmidt, unanimous vote to offer a one-time half price tipping fee of \$26.67/ton plus \$6.67/ton plus \$4.53 waste tax billed to the cities in Cottonwood County for the use of a city-wide cleanup in 2018.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Motion by Appel, second by Holmen, unanimous roll call vote to adopt resolution as follows:

Resolution 18-01-02

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Cottonwood County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the County Board Chairman and the County Auditor/Treasurer are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1030017“, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

S/Donna L. Gravley, Board Chair
 S/Jan Johnson, Auditor/Treasurer
 S/Sherry Sevcik, Notary Public

Discussion was held regarding Units 41 and 47, which are Mack snowplows that were purchased in 2010 and 2009 that have frequent down-time due to their emissions systems. The trucks need to regenerate more often (up to 20-30 minutes per workday) in the application due to the frequent starts, stops and short trips. The Public Works Department would like to sell or trade-in the trucks while they still have some value while also lessening down time with the new trucks. Replacing the Mack trucks with International trucks will also allow them to be serviced more locally and create some maintenance efficiencies with a uniform fleet. Motion by Schmidt, second by Stevens, unanimous vote to proceed with obtaining quotes for two new plow trucks and exploring options for trade-ins of Units 41 & 47.

Brief discussions were held regarding a request that has been received to place a sign on county property in Jeffers as well as the Westbrook Wind Energy Project. There might be community fund grants available to apply for that might be able to be used for upgrades to a few of the county parks.

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items. It was noted that Nick Klisch, County Engineer/Public Works Director, has completed his 6-month probationary period with satisfactory performance effective January 12, 2018 so he will be eligible to receive 16 hours of personal leave.

Motion by Holmen, second by Stevens, unanimous vote to approve a hardship leave request per Policy 147 as presented.

Motion by Appel, second by Schmidt, unanimous vote to adopt Policy 180 "Leave Benefits – Volunteer Fire Department and/or Ambulance Service" with suggested changed.

Motion by Holmen, second by Appel, unanimous vote to set the 2018 meeting dates for the 1st & 3rd Tuesday of each month as presented with the exception of December 5; that all meetings will begin at 9:00 a.m. with the exception of June 19 – Board of Equalization and December 5 – Budget Discussion Meeting (TNT) which will be afternoon meetings; and that 12 additional work sessions can be scheduled with no per diems.

Chair Gravley appointed commissioner assignments for 2018 as presented:

Commissioner Department Assignments – 2018

Commissioner Jim Schmidt

MN Extension Services
 Information Technology Department
 Planning & Zoning

Commissioner Kevin Stevens

Court Administration/Probation
 Emergency Management
 Sheriff's Department

Commissioner Donna Gravley
 County Auditor/Treasurer
 County Coordinator
 Highway Department

Commissioner Norm Holmen
 County Assessor
 County Attorney
 County Recorder

Commissioner Tom Appel
 Parks
 Solid Waste Department
 Veteran's Service Office

Commissioner Committee Assignments – 2018

ACE of Southwestern Minnesota
 (4th Thursday-9 a.m.–Slayton)

Commissioner Donna Gravley
 Commissioner Jim Schmidt, alt.

AMC Voting Delegates

Commissioner Kevin Stevens
 Commissioner Norm Holmen
 Commissioner Tom Appel
 Commissioner Jim Schmidt
 Commissioner Donna Gravley
 County Engineer Nicholas Klisch
 DVHHS - Craig Myers
 County Coordinator Kelly Thongvivong

Area II River Basin Projects
 (1st Thursday-9 am-Marshall)

Commissioner Norm Holmen
 Commissioner Jim Schmidt, alt.

Board of Adjustment

1st District – Heidi Hansen
 2nd District – Sharon Tibodeau
 3rd District – Lisa Fredin
 4th District – Mike LaMaack
 5th District – Jonathan Penner

Compensation Committee
 (as needed)

Commissioner Donna Gravley - Chair
 Commissioner Jim Schmidt – Vice-Chair

Cottonwood County DAC

Commissioner Tom Appel

Cottonwood County Dept. Head Meetings

Commissioner Donna Gravley - Chair
 Commissioner Jim Schmidt – Vice-Chair

Cottonwood County Ditch Authority

Commissioner Kevin Stevens
 Commissioner Norm Holmen
 Commissioner Tom Appel
 Commissioner Jim Schmidt
 Commissioner Donna Gravley

Cottonwood County Historical Society
 (4th Monday-3:30pm-Windom)

Commissioner Kevin Stevens

Cottonwood County Law Library (Annual Mtg in July, otherwise as needed)	Commissioner Kevin Stevens
Cottonwood County Personnel Board of Appeals	Jim Jorgenson (Westbrook) Dennis Nelson (Windom) Jerry Haberman (Mt. Lake)
Des Moines River West Fork Project	Commissioner Kevin Stevens Commissioner Jim Schmidt, alt.
Des Moines Valley Health & Human Services (2 nd Thursday-9 am LEC)	Commissioner Norm Holmen Commissioner Kevin Stevens Commissioner Tom Appel Commissioner Donna Gravley Commissioner Jim Schmidt
Des Moines Valley Health & Human Services Mental Health Local Advisory Council	Dawn Eigenberg Paul Bland Caroline Eigenberg David Johnson Ron Kuecker Kim Hummel Commissioner Donna Gravley
Family Services Collaborative Board	Commissioner Tom Appel Commissioner Donna Gravley, alt.
Greater Blue Earth River Basin Alliance	Commissioner Tom Appel Commissioner Norm Holmen, alt.
Heron Lake Watershed District (3 rd Tuesday-7pm-Heron Lake Adv Comm 4x/yr-10 am-Heron Lake)	Commissioner Kevin Stevens
Intergovernmental Relations Board	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner Tom Appel Commissioner Jim Schmidt Commissioner Donna Gravley
Joint Government Meeting (City of Windom, Cottonwood County, Windom School District)	Commissioner Donna Gravley – Chair Commissioner Jim Schmidt – Vice-Chair County Coordinator Kelly Thongvong
Land Use Advisory Committee	Commissioner Tom Appel Commissioner Norm Holmen, alt.
Local Emergency Preparedness and Planning Committee	Commissioner Kevin Stevens
MN Counties Computer Cooperative Delegate	Auditor/Treasurer Jan Johnson County Assessor Gale Bondhus, alt.
MN Extension Agency Board of Directors (3-year terms – 2-term limit)	Commissioner Donna Gravley - Chair Commissioner Jim Schmidt – Vice-Chair Auditor/Treasurer Jan Johnson

	1 st District – Elizabeth Johnson (2 nd term ends 12/18)
	2 nd District – Katie Robillard (1 st term ends 12/19)
	3 rd District – Larry Stuckenbroker (2 nd term ends 12/20)
	4 th District – Sarah Wiebe (1 st term ends 12/19)
	5 th District – Carolyn Rempel (2 nd term ends 12/20)
MN Rural Counties Caucus	Commissioner Kevin Stevens Commissioner Jim Schmidt, alt.
Planning Commission (3-year terms – no term limit)	Commissioner Norm Holmen Commissioner Tom Appel, alt. 1 st District – Heidi Hansen (12/18) 2 nd District – Sharon Tibodeau (12/20) 3 rd District – Leland Thiesen (12/20) 4 th District – Keith Engen (12/20) 5 th District – Phil Harder (12/20)
Plum Creek Library Board	Commissioner Donna Gravley
Private Industry Council Chief Elected Officials Board Members	Commissioner Tom Appel
Red Rock Rural Water	Commissioner Jim Schmidt Commissioner Kevin Stevens, alt.
Redwood-Cottonwood Rivers Control Agency (1 st Thursday-9 am-Marshall)	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
Rural Minnesota Energy Board	Commissioner Tom Appel Commissioner Kevin Stevens, alt.
Soil & Water Conservation District	Commissioner Tom Appel
Southern Prairie Community Care (4 th Friday-9:30am-Redwood Falls)	Commissioner Norm Holmen Commissioner Donna Gravley, alt.
Southwest Minnesota Housing Partnership	(Appointment done by SRDC)
SWMN Emergency Communications Board (4 th Wednesday of odd months at 1pm in Marshall)	Commissioner Norm Holmen Commissioner Jim Schmidt, alt.
SW Mental Health Center Board of Directors (2 nd Wednesday-7 pm-Worthington)	Commissioner Norm Holmen Commissioner Jim Schmidt Robin Weis
SW Mental Health Consortium (2 nd Friday-9:30 am-Marshall)	Commissioner Norm Holmen
SW MN EMS Board	Emergency Management Director Paul Johnson Commissioner Jim Schmidt, alt.
SW MN Regional Solid Waste Commission	Commissioner Tom Appel Commissioner Kevin Stevens, alt.

SW Regional Development Commission	Commissioner Donna Gravley
State Community Health Service Advisory Committee (SCHSAC)	Commissioner Rosemary Schultz (Jackson County)
Statewide Health Improvement Program (6x/yr-2 nd Wednesday-11:30 am- Lakefield)	Commissioner Kevin Stevens
Travel Southwest MN (Meet monthly)	Commissioner Tom Appel Anna Hassel, Chamber Director (OPEN)
United Community Action Partnership	Commissioner Donna Gravley Commissioner Jim Schmidt, alt.
Wellness Committee	Commissioner Donna Gravley

2018 AMC Policy Committee Appointments

Environmental & Natural Resources	Commissioner Tom Appel
General Government	Commissioner Donna Gravley
Health & Human Services	Commissioner Norm Holmen
Public Safety	Commissioner Jim Schmidt
Transportation	Commissioner Kevin Stevens

Motion by Appel, second by Holmen, unanimous vote to set the meal rates for 2018 at \$9.75 for breakfast, \$14.75 for lunch and \$18.50 for evening meal. These amounts include a 20% gratuity.

Motion by Holmen, second by Stevens, unanimous vote to set seasonal wages for 2018 as follows: \$11.50 – 1st year; \$12.00 – 2nd year; \$12.50 – 3rd year and \$13.05 – 4th year.

Motion by Schmidt, second by Appel, unanimous vote pay Auditor warrants with regular and customary payments for 2018, which might include: payroll and associated payables; utilities; bond payments; contract payments; payment to other governmental entities; tax settlements; refunds; reissue voids; well sealing; sewer loan contract payments; insurance payments and lease payments.

Motion by Schmidt, second by Stevens, unanimous vote to re-designate official Cottonwood County Depositories as follows: Bank Midwest – Windom; Bank of the West – Windom; United Prairie Bank – Mt. Lake; First Security Bank – Storden; First Empire Securities – Hauppauge, NY; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; and Piper Jaffray – Minneapolis.

Motion by Schmidt, second by Holmen, unanimous vote to re-designate official Cottonwood County Brokers as follows: First Empire Securities – Hauppauge, NY; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; and Piper Jaffray – Minneapolis.

Motion by Stevens, second by Appel, unanimous vote to accept the bid from the Cottonwood County *Citizen* for the official county newspaper for 2018.

Motion by Appel, second by Schmidt, unanimous vote to set the 2018 Contingency Fund for the County Attorney’s Office at \$2,500.

Motion by Holmen, second by Stevens, unanimous vote to set the per diem for committee members other than commissioners at \$75 per meeting for 2018.

Motion by Appel, second by Schmidt, unanimous vote to approve the 2018 Fees Charged by County Offices with amendment to include the fee for the publication of delinquent taxes, which was \$20 but will be increased to \$50.

Motion by Schmidt, second by Stevens, unanimous vote to set the minimum salaries for full-time elected officials in 2019 as follows: County Attorney - \$50,000; County Auditor/Treasurer - \$50,000; County Sheriff - \$50,000; and County Recorder - \$38,000.

Chair Gravley re-appointed Commissioners Appel and Holmen to continue to serve on the Highway 60 Committee and the Building Committee for 2018.

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

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator