

November 5, 2019
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 5, 2019 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, Kevin Stevens, Norm Holmen, Donna Gravley, Larry Anderson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Drew Hage, Kate Gentry, Gale Bondhus, Emily Masters, Alex Schultz, Glenn Johnson, Alan Coners, Paul Johnson, Kathy Kretsch, Nick Klisch, Mark Schenk, Susan Amundson, and Vicki Beckendorf.

Chairman Holmen called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, 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 October 15, 2019 regular meeting. Motion by Anderson, second by Stevens, unanimous vote to approve the minutes of the October 23, 2019 special meeting.

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A public hearing was held in regard to the residential property tax abatement applied for by Candace Soleta for the construction of a single family home on parcel number 25-522-0010. No opposition to the abatement was heard prior to or at the hearing. Motion by Gravley, second by Stevens, unanimous roll call vote to approve the Candace Soleta Home Initiative application and resolution 19-11-05A as follows:

Resolution 19-11-05A

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

WHEREAS, Minnesota Statutes §469.1813 gives authority to the County of Cottonwood to grant an abatement of property taxes imposed by the County if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, on December 13, 2016, the Cottonwood County Commissioners adopted the Cottonwood County Home Initiative Guidelines (the "Guidelines") which must be met before an abatement of taxes will be granted for residential development; and

WHEREAS, Candace K. Soleta ("Soleta") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #:	25-522-0010
Address of Property:	1940 Great Bend Boulevard, Windom, Minnesota
Legal Description of Property:	Lot 1 in Block 1 of Maplewood Estates Subdivision in the City of Windom, Cottonwood County, Minnesota.

WHEREAS, Soleta proposes to a construct a new home on this property; and

WHEREAS, Soleta has made application to Cottonwood County (the "County") for the abatement of taxes as to the above-described parcel; and

WHEREAS, Soleta has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the County's Home Initiative guidelines for tax abatement; and

WHEREAS, the County expects the benefits to the County of the proposed abatement agreement to at least equal the costs to the County of the proposed agreement and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF COTTONWOOD COUNTY, MINNESOTA, AS FOLLOWS:

1. Cottonwood County does hereby grant an abatement to CANDACE K. SOLETA of the County's share of real estate taxes upon the above-described parcel based on the proposed construction of a new single-family home on said parcel.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the assessed value related to the capital improvement (new home) outlined above.
3. The County shall provide the awarded abatement payment following payment by the property owners of the real estate taxes due annually. One single payment of the County's share of the abatement shall be made to the property owners of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if real estate taxes are not paid on or before the respective annual payment deadlines.

Adopted this 5th day of November, 2019.

S/Norman Holmen, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

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Kate Gentry, Windom Area Chamber of Commerce Director, and Emily Masters, met with the board to request a donation of \$750 to help grow and develop the Greater Windom Area in business, tourism, and community. After much discussion, no action was taken.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval for a Conditional Use Permit. Motion by Anderson, second by Stevens, unanimous vote to approve the Conditional Use Permit request from Charles Schmalz for an addition to an existing shed within shoreland in Westbrook Township, Section 13, with the following conditions: (1) shall be in compliance with the Cottonwood County Zoning Ordinance #28; (2) shall obtain all necessary Federal/State/Local Permits and Fees; (3) garbage control measures to be taken; and (4) measures taken to prevent soil erosion.

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Chairman Holmen led discussion regarding the upcoming AMC Conference in St. Cloud on December 8-11.

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Gale Bondhus, County Assessor, met with the board to discuss the updating of the Phased Retirement Option (PRO) policy. After much discussion, the board directed the County Coordinator to update the PRO policy and bring back to the board.

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Paul Johnson, Emergency Management Director, met with the board to get approval to purchase three AED's, one for Talcot Park, one for the Landfill, and one for the Highway Maintenance Supervisor vehicle. Johnson presented a quote from Heartsmart.com in the amount of \$3,039.00. Motion by Gravley, second by Appel, unanimous vote to purchase three AED's from Heartsmart.com in the amount of \$3,039.00. This will be paid from the Safety Long Term budget.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Klisch informed the board that Brown County will be performing a Cold in Place recycle project on Brown County CSAH 21 from Highway 71 to Brown County 2. One mile of this road is in Cottonwood County (CSAH 11). Klisch stated that the estimated cost for the one mile stretch of road is \$233,871.08. Motion by Appel, second by Gravley, unanimous vote for the County Engineer/Public Works Director to enter in to agreement with Brown County for the Cold in Place recycle project to include one mile of CSAH 11.

Klisch presented a state bid for a Marathon rubber melter from Midstates Equipment and Supply to replace the current melter. Klisch stated that he would like to place the order now for payment and delivery in 2020. Motion by Gravley, second by Stevens, unanimous vote to approve the purchase of a Marathon Melter from Midstates Equipment and Supply not to exceed \$75,000 and to approve the sale of the current Cimline rubber melter through trade-in or auction on minnbid.

Motion by Anderson, second by Stevens, unanimous vote to approve final payment on Project 01-070-007 in the amount of \$14,283.69 to AAA Striping contingent upon MnDOT final approval.

Motion by Stevens, second by Appel, unanimous vote to approve final payment on Project 017-601-025 in the amount of \$25,384.95 to Knife River Corporation.

Motion by Appel, second by Stevens, unanimous vote to approve 2019-2020 snow removal agreements with the City of Jeffers, City of Westbrook, City of Mountain Lake and Lakeside Township.

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Donna Gravley, Commissioner, led discussion regarding the transit bus garage. Gravley informed the board that United Community Action Partnership (UCAP) applied for a grant and was denied. Gravley stated that UCAP asked if the county would go forward with removing the pallets, remodeling the garage door, and removing cement steps. The board directed the Building Operations Manager to check with the contractor on their bid and a timeline for construction.

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Motion by Stevens, second by Anderson, unanimous vote to close the meeting at 10:30 a.m. to discuss strategy for upcoming labor negotiations. Present for the closed session were: Commissioners Gravley, Appel, Holmen, Stevens, and Anderson; Kelly Thongvivong, Nick Anderson, Donna Torkelson, and Kathy Marsh.

Motion by Appel, second by Stevens, unanimous vote to open the closed session at 11:11 a.m.

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Motion by Stevens, second by Anderson, unanimous roll call vote to approve

resolution 19-11-05 as follows:

Resolution 19-11-05

County-Based Purchasing Election and Commitment to Join the PrimeWest Rural Minnesota Health Care Access Initiative (dba PrimeWest Health)

WHEREAS, Minnesota Statutes 256B.692 authorizes county boards or groups of county boards to elect to purchase or provide health care services on behalf of persons eligible for medical assistance who would otherwise be required to or may elect to participate in the prepaid medical assistance program; and

WHEREAS, county-based purchasing promotes publicly transparent operations and direct accountability for the health care resources provided by our County, State and Federal governments, and the taxpayers; and

WHEREAS, the rural and local government ownership structure of county-based purchasing will facilitate integration with county Public Health and Social Services agencies, which play key roles in addressing social determinants of health, behavioral health, and community health needs; improving population health; and providing case management services; and

WHEREAS, participation in county-based purchasing will provide greater local control and input over public health care resources expended in our County, improve our citizens' health care experience and population health, and reduce unnecessary health care costs; and

WHEREAS, Cottonwood County has an opportunity to join PrimeWest Health, a county-based purchasing organization that currently serves members in the counties of Beltrami, Big Stone, Clearwater, Douglas, Grant, Hubbard, McLeod, Meeker, Pipestone, Pope, Renville, Stevens, and Traverse.

NOW, THEREFORE, BE IT RESOLVED that Cottonwood County hereby elects to participate in county-based purchasing or provision of health care services on behalf of persons eligible for medical assistance in Cottonwood County. Cottonwood County will participate in county-based purchasing as follows:

1. Cottonwood County shall join PrimeWest Health as an Entrant Member upon Cottonwood County by becoming a signatory to the Second Amended and Restated Health Care Access Initiative Joint Powers Agreement, in the form attached to this Resolution as Exhibit A. Upon joining PrimeWest Health, Cottonwood County shall pay PrimeWest Health the amount agreed upon between PrimeWest Health and Cottonwood County for costs incurred by Cottonwood County participants participating on the PrimeWest Health Joint Powers Board, PrimeWest Health Public Health & Human Services Directors Committee, and the PrimeWest Health Quality & Care Coordination Committee, including participant stipend, mileage and meal costs.
2. Cottonwood County shall become an Existing Member of PrimeWest Health upon execution of the Families and Children managed care contract between the Minnesota Department of Human Services and PrimeWest Health engaging PrimeWest Health to administer Prepaid Medical Assistance and MinnesotaCare in Cottonwood County.
3. Upon becoming an Existing Member of PrimeWest Health, Cottonwood County shall make a financial contribution to PrimeWest Health risk based capital reserves in the amount of \$1,372,109.80. A minimum of one half this amount shall be paid to PrimeWest Health upon Cottonwood County's within 30 days of execution of the Families and Children managed care contract between the Minnesota Department of Human Services and PrimeWest Health to administer Prepaid Medical Assistance and MinnesotaCare in Cottonwood County. Cottonwood County shall have an option to pay the remaining balance of the financial contribution to PrimeWest Health within six months of the execution of the Families and Children managed care contract between the Minnesota Department Human Services and PrimeWest Health. Any such remaining balance shall be secured by a Promissory Note in the form attached to this Resolution as Exhibit B.

By passing this resolution, the Cottonwood County Board agrees to replace the resolution that was previously passed by the County Board on October 16, 2018.

This resolution was adopted by the Cottonwood County Board of Commissioners on November 5, 2019.

S/Norman Holmen, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Motion by Appel, second by Stevens, unanimous vote to move Tesla Crowell to permanent part-time status as of November 9, 2019 and to move Tyann Galer to permanent full-time status as of November 14, 2019.

Motion by Anderson, second by Appel, unanimous vote to approve the internal transfer of Kristen Gabler from part-time to full time jailer/dispatcher with an effective date of November 11, 2019.

Motion by Anderson, second by Stevens, unanimous vote to extend official job offer for the IS Technician position to the candidate agreed upon by the interview committee and to offer him Range 12, Step I on the pay matrix based on his past experience and contingent upon successful completion of all hiring requirements.

Thongvong led discussion regarding changing the Inland Marine Coverage deductible from \$1,000 to \$250 for 2020. Thongvong stated this request was coming from the Public Works Department and that changing the deductible would cost the county an additional \$1,509. The consensus of the board was to leave the Inland Marine Coverage deductible at \$1,000.

Thongvong led discussion regarding sick leave payout and whether or not the board would favor a policy which would allow for sick leave to be deposited into an account upon retirement from Cottonwood County. After discussion, the board would be in favor of revising the sick leave policy to present at the next meeting for internal posting for a 30-day comment period.

Motion by Appel, second by Anderson, unanimous vote to approve a \$500,000 CyberOne and Data Compromise coverage through Hartford Steam Boiler in the amount of \$2,529.

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Motion by Appel, second by Stevens, unanimous vote to approve the quote from Negen Construction in the amount of \$25,862.00 for widening the transit bus garage door.

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Commissioner Anderson led discussion regarding the possibility of a ditch audit on Judicial Ditches 4, 8, 9, and 25. The board directed the Auditor/Treasurer to contact Kurt Dieter to get names of possible auditors.

Anderson informed the board that he has been contacted regarding the possibility of increasing the appropriation by \$200 to the Senior Centers.

Motion by Stevens, second by Appel, unanimous vote to pay mileage and a per diem to Commissioner Anderson to attend the Minnesota River Basin Ag-Urban Partnership Forum on Monday, November 18 in Mankato. Commissioner Anderson abstained.

Commissioner Stevens informed the board that he was contacted by Luke Ewald, DVHHS, asking the board for a letter of support for Tobacco 21 and e-

cigarette policies. Consensus of the board is to have Ewald submit a letter for the boards' consideration.

Commissioner Appel informed the board that he would like to have budget discussions at the next meeting. Appel also stated that when the 2018 audit is done, he would like the State Auditors to give a presentation to the board.

Appel gave an update on the Counties Providing Technology (CPT) meeting he attended.

Appel asked for an update from Commissioner Anderson on the census.

Commissioner Holmen led discussion regarding the payphone in the Courthouse rotunda. Consensus of the board is to have the payphone removed.

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Motion by Anderson, second by Stevens, unanimous vote to approve November warrants as follows:

County Revenue Fund	\$ 78,786.69
Long Term Capital Outlay	\$ 181.80
County Building Fund	\$ 791.11
Ditch Fund	\$ 2,834.66
County Revenue Fund	\$ 3,456.94
Road and Bridge Fund	\$ 79,017.85
Landfill Enterprise Fund	<u>\$ 6,900.29</u>
	\$171,969.34

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There being no further business, the meeting was adjourned at 12:36 p.m.

Donna Torkelson, Auditor/Treasurer

Norman Holmen, Board Chair

Kelly Thongvivong, County Coordinator