

June 7, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 7, 2016 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; Kathy Marsh, Glenn Johnson, JinYeene Neumann, Kyle Pillatzki, Jared Morrill, Craig Myers, Paul Steen, Jane Steen, Rosemary Schaffer, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Holmen, unanimous vote to approve the agenda. Motion by Gravley, second by Appel, unanimous vote to approve the minutes of the May 17, 2016 meeting.

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Jan Johnson, Auditor/Treasurer, presented an annual resolution to classify tax forfeiture land for DNR approval, set minimum bids, date, rules and procedures for the annual tax forfeiture sale. Motion by Holmen, second by Appel, unanimous vote to set the minimum bid at \$100 for tax forfeiture properties. Motion by Schmidt, second by Gravley, unanimous roll call vote to adopt resolution as follows:

16-06-07A
NOTICE OF PUBLIC SALE OF TAX – FORFEITED LANDS

NOTICE IS HEREBY GIVEN THAT the parcels of land described in List of Tax-Forfeited Land #17 that is contained herein shall be sold to the highest bidder at public sale. The sale will be governed by the provisions of M.S. 282.01 and by the resolution of the Cottonwood County Board of Commissioners authorizing such sale. The resolution reads as follows:

BE IT RESOLVED, that all parcels of the tax-forfeited land listed on list of Tax-Forfeited Land #17 be classified as non-conservation land; that the basic sale price of each parcel on List of Tax-Forfeited Land #17, that is on file with the Clerk of the County Board, be approved and authorization for a public sale of this land be granted, pursuant to M.S.282.01; that the sale will be held at 10:00 A.M., September 14, 2016 by the Cottonwood County Auditor at the County Courthouse for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth on List of Tax-Forfeited Land #17.

BE IT FURTHER RESOLVED That the conditions and terms of the public sale shall be described in the list contained here-in and approved by the Cottonwood County Board of Commissioners.

Information about the sale of tax-forfeited land in Cottonwood County can be obtained at the office of the Cottonwood County Auditor/Treasurer Cottonwood County Courthouse 900 3rd Ave, Windom, MN 56101. Telephone (507) 831-1905.

Given under my hand and official seal at Windom, MN, this 7th day of June, 2016.

S/Jan Johnson, Auditor/Treasurer

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Glenn Johnson, Director of Information Systems, met with the board to have further discussion regarding the GIS Analyst position. Johnson stated that this person would be responsible for GIS, website administration, and back-up for

himself. The consensus of the board is to pursue this position. The board asked that revisions be made to the job description and that placement on the matrix should be decided. Commissioner Appel also stated that he would like to see how this position would affect the 2016 and 2017 budgets. All information should be brought back to a future meeting.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann informed the board that the City of Westbrook requested an agreement in writing for the maintenance of the county highways and city streets within the city limits. Neumann stated that the County does seal coating for the City of Westbrook and the City does snow removal for the County. Motion by Holmen, second by Schmidt, unanimous vote to enter into a Joint Powers Agreement with the City of Westbrook for the maintenance of the County highways and city streets inside the city limits of Westbrook.

Neumann stated that the bids for the County Wide Curve Delineation, Project 017-070-001 were opened on June 6, 2016. Bids were received from: Jaak, LLC - \$66,975.70; ID Sign Solutions, LLC - \$67,248.00; A&H Co., Inc. - \$68,550.00; Precision Roadway Services, LLC - \$89,170.00; and H&R Construction - \$117,320.00. Motion by Gravley, second by Appel, unanimous vote to award contract for Project 017-070-001 to Jaak, LLC from Le Sueur for the price of \$66,975.70. Neumann also stated that part of this expense will be paid for by an HSIP (Highway Safety Improvement Program) grant.

Neumann informed the board that the roof on the main highway shop in Windom is in need of repair. Quotes were received from Schwickerts - \$4,868.00 and Borgen - \$12,954.00. Motion by Appel, second by Holmen, unanimous vote to accept quote from Schwickerts in the amount of \$4,868.00. The building fund will pay for this expense.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki stated that he would like to request an additional \$3,119.00 for two additional gates at the landfill. Motion by Gravley, second by Schmidt, unanimous vote to approve an additional \$3,119.00 for two additional gates from American Fence Company. Pillatzki stated that two of the gates being replaced will be used at Mountain Park.

Pillatzki informed the board that he has had discussions with the Fair Board regarding holding a Zero Waste Event at the County Fair this year. Score funds would be used to purchase compost materials for the vendors and for marketing materials in 2016 and then information could be given to vendors to use for purchasing in future years. The event would be used to inform the public about composting versus the landfill. Pillatzki stated that the fair would be a trial run and, if successful, would like to contact other city celebrations in future years. Motion by Gravley, second by Schmidt, unanimous vote to move forward with the Zero Waste initiative at the County Fair and to use up to \$10,000 of SCORE funds. It was noted that this should be a budgeted item in the future.

Pillatzki led discussion regarding the possibility of hiring a part-time recycling person to maintain the recycling sheds in the county. After much discussion, the board asked Pillatzki to do more research on this matter.

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Jared Morrill, Planning and Zoning Technician, met with the board representing Becky Alexander, SWCD Program Technician, as she was unable to make the board meeting. Morrill 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 "extra" categories of which Cottonwood County qualifies for one, the property transfer category (up to \$2,500). Morrill stated that Alexander will submit the application for these grants no later than June 15, 2016.

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Motion by Holmen, second by Gravley, unanimous vote to approve June warrants as follows:

County Revenue Fund	\$ 52,046.97
Long Term Capital Outlay	\$ 814.57
County Building Fund	\$ 28,714.50
Ditch Fund	\$ 425.00
County Revenue Fund	\$ 7,541.83
Road and Bridge Fund	\$319,128.32
Waste Abatement/SCORE	\$ 419.14
Landfill Enterprise	<u>\$ 36,947.34</u>
	<u>\$446,037.67</u>

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Donna Gravley, Commissioner, informed the board that there has been discussion at the Plum Creek meetings that three of the four counties are planning to dissolve the outreach program; if this happens, the outreach program in Cottonwood County would also be discontinued.

Gravley informed the board that she has been asked about the donation that the county gives to Riverfest as Cottonwood County is listed as one of the major donors. The Auditor/Treasurer stated that no monies are given to the Riverfest celebration just the use of the Courthouse square.

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Norm Holmen, Commissioner, led discussion as to who is responsible for Schoper-Bush as there is a tree that needs to be removed. As Schoper-Bush is a county park, the Public Works Department would be responsible. Commissioner Appel will contact the Public Works Director and Highway Maintenance Superintendent regarding this matter.

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Jared Morrill, Planning and Zoning Technician, met with the board to discuss a few items. Morrill presented a Conditional Use Permit request from Jacob Miller to expand his hog operation in Amo Township. After much discussion, motion by Holmen, second by Appel, unanimous vote to approve the Conditional Use Permit request from Jacob Miller to expand his hog operation in Amo Township with the following conditions: (1) shall have a refuse container on site during construction; (2) work with Cottonwood County to develop and establish a tree line on the west side of the barns; (3) all Federal/State/Local permits and fees be accounted for; and (4) a pit additive continue to be used in both barns. Commissioner Schmidt requested that due to health concerns of a neighbor, frequent monitoring of the pit additive be done.

Morrill presented a Conditional Use Permit request from Brad Berg to operate a pawnshop, auto sales, and mechanic shop in Great Bend Township. After much discussion, motion by Schmidt, second by Gravley, unanimous vote to approve the Conditional Use Permit request from Brad Berg to operate a pawnshop, auto sales and mechanic shop in Great Bend Township with the following condition: (1) clean up the site as outlined in the purchase agreement.

Morrill presented some revisions, recommended by the Planning and Zoning Commission, to Ordinances #28 and #38. Motion by Schmidt, second by Holmen, unanimous vote to amend Ordinances 28 - Sections 25, 6, 7, 19 and Ordinance 38 - Section 10.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Schmidt, unanimous vote to move Angela Sykora to permanent, part-time status as Deputy Recorder effective June 8, 2016.

Thongvivong informed the board that the SWMHP (Southwest Minnesota Housing Partnership) is requesting the County Board of Commissioners to continue to authorize the SWMHP to administer the Rental Rehab Deferred Loan (RRDL) program. Motion by Holmen, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

RESOLUTION 16-06-07

Resolution for Southwest Minnesota Housing Partnership to administer the Rental Rehabilitation Deferred Loan (RRDL) Pilot Program on behalf of Minnesota Housing (MHFA) in Cottonwood County.

WHEREAS, Cottonwood County has made significant progress in meeting the need for housing rehabilitation in the cities and rural areas of the county, and

WHEREAS, an unmet need remains for the repair and rehabilitation of rental housing units, and

WHEREAS, the Rental Rehabilitation Deferred Loan Program, sponsored by Minnesota Housing (MHFA), may provide a means for rehabilitating rental housing units in Cottonwood County, and

WHEREAS, Southwest Minnesota Housing Partnership has been selected and found to have the capacity to administer the Rental Rehabilitation Loan Program for Minnesota Housing, and

WHEREAS, there is no cost to the County to participate in the Rental Rehabilitation Deferred Loan Program, sponsored by Minnesota Housing,

NOW, THEREFORE, BE IT RESOLVED that Southwest Minnesota Housing Partnership is hereby approved to act as the administrative body for the implementation of this program in Cottonwood County.

Whereupon the resolution was declared duly passed and adopted.

APPROVED AND ADOPTED this 7th day of June, 2016.

S/Kevin Stevens, Board Chair

S/Jan Johnson, Auditor/Treasurer

Thongvivong led discussion regarding a COPS grant for a School Resource Officer at the Alternative Learning Center. Thongvivong stated that this is just for informational purposes as of now.

Thongvivong updated the board on the status of advertising for part-time jailer/dispatchers. Thongvivong then led discussion on the possibility of hiring full-time versus part-time. The board asked that different hours/shift options be explored and that the calculation of expenses for one full-time employee versus three part-time employees be done.

Thongvivong informed the board that landscaping of the Courthouse Square will be done by Nickel Landscaping.

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Tom Appel, Commissioner, asked the Auditor/Treasurer to give a brief explanation of the Trial Balance sheet that was shared with the Commissioners.

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Norm Holmen, Commissioner, led a short discussion regarding building space for DVHHS. Holmen asked Craig Myers, DVHHS Executive Director, to draw up a rough diagram showing office spaces, meeting room space, windows, etc. Commissioner Appel asked the Auditor/Treasurer to make a list of County owned properties, square footage, and revenues.

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Motion by Schmidt, second by Appel, unanimous vote to close the meeting at 11:18 a.m. for the purpose of labor negotiations. Present for the closed session were: Commissioners Stevens, Holmen, Appel, Schmidt, and Gravley; Kelly Thongvivong, Jan Johnson, and Kathy Marsh.

Motion by Schmidt, second by Gravley, unanimous vote to open the closed session at 11:32 a.m.

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Discussion was held regarding a situation at the highway department.

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There being no further business, the meeting was adjourned at 10:43 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator