

December 13, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 13, 2016 at 3:30 p.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Kevin Stevens, Jim Schmidt, Donna Gravley, Norm Holmen, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Sonja Kruger, Jared Morrill, David Bucklin, Gordy Regenscheid, Bruce Erickson, JinYeene Neumann, Kyle Pillatzki, Mike Johnson, Drew Hage, Gale Bondhus, Glenn Graff, John Tibodeau, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Appel, unanimous vote to approve the minutes of the November 15, 2016 regular meeting as amended.

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Sonja Kruger, Court Administrator, met with the board to present a bid received from Muske, Muske & Suhrhoff, Ltd. for the Court Appointed Attorney contract for 2017 in the amount of \$125/hour. Motion by Gravley, second by Holmen, unanimous vote to counter offer the legal services contract bid from Muske, Muske & Suhrhoff with the rate of \$100/hour and allow the board chairman to sign contract if accepted.

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Jared Morrill, Planning and Zoning Technician, and David Bucklin, SWCD District Technician, met with the board to discuss a few items. Morrill presented the Aquatic Invasive Species 2016 Plan for approval. Motion by Appel, second by Schmidt, unanimous vote to approve the Aquatic Invasive Species 2016 Plan as presented.

Morrill and Bucklin gave a review of additional state funding that the SWCD office is eligible to apply for if matching funds are allocated from the county. Motion by Appel, second by Gravley, unanimous vote to add additional funding of \$22,750 to Cottonwood County's SWCD's 2017 budget.

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Gordy Regenscheid, MnDOT, and Bruce Erickson, MN State Patrol, gave a Towards Zero Deaths (TZD) presentation to the board. The presentation explained the vision, mission, and the direction of TZD and also included current traffic fatalities and serious injury crash numbers for the South Central Minnesota region.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki asked for approval for landfill pricing for 2017. Pillatzki stated that there were two additions. Motion by Holmen, second by Appel, unanimous vote to accept the 2017 Landfill Pricing as presented with the addition of out-of-county MSW at \$10 per ton, with a minimum of \$5, and the addition of car seats at \$3.

Pillatzki also asked for approval for solid waste haulers in the county. Pillatzki stated that he received the required information from Hometown Sanitation and Schaaps Sanitation. Motion by Gravley, second by Schmidt, unanimous vote to

approve Hometown Sanitation and Schaaps Sanitation as solid waste haulers in Cottonwood County for the 2017 hauling season.

Pillatzki presented three options for an extension to the original 2012 recycling contract. After much discussion, motion by Gravley, second by Schmidt, unanimous vote to accept the 1 year recycling contract extension with Waste Management with a rate increase of 4% for 2017.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann presented the Highway's 2016 budget as of December 5, 2016, for discussion.

Neumann presented a quote from Zahl Equipment for the purchase of a new Gas Boy Fuel System in the amount of \$30,207. Neumann stated that Zahl Equipment is the current service provider and that the price includes equipment for all four highway shops. Motion by Holmen, second by Schmidt, unanimous vote to approve purchase of Gas Boy Fuel System from Zahl Equipment in the amount of \$30,207.

Neumann presented a state quote from SHI for the purchase of a remote server and computer in the amount of \$5,702. Motion by Schmidt, second by Appel, unanimous vote to approve the state quote from SHI in the amount of \$5,702 for the purchase of computer equipment at the Highway Department.

Neumann presented bids for the purchase of two pickups. Motion by Schmidt, second by Appel, unanimous vote to purchase a 1 Ton Diesel Chassis from Town's Edge in the amount of \$37,595 and a 1/2 Ton Crew Cab Pick Up from Ranger Chevrolet in the amount of \$31,567.61. (Bids are on file in the County Coordinator's office.)

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong and Drew Hage, Executive Director Windom EDA, led further discussion on the Cottonwood County Home Initiative. Hage presented the updated guidelines, a County Planning & Zoning Compliance letter, and a draft resolution. After discussion, motion by Gravley, second by Schmidt, unanimous roll call vote to approve the Cottonwood County Home Initiative Guidelines, the Planning & Zoning Compliance letter, and the following resolution template:

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

WHEREAS, Minnesota Statute 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, Cottonwood County has adopted the Cottonwood Home Initiative guidelines which must be met before an abatement of taxes will be granted for residential development; and

WHEREAS, (*property owner's name*) is the owner of certain property within Cottonwood County, legally described as follows:

Parcel ID: 00-0000-000; (Address), City of _____, Cottonwood County Minnesota.

WHEREAS, (*property owner's name*) has made application to Cottonwood County for the abatement of taxes as to the above-described parcel; and

WHEREAS, (*property owner's name*) has met the statutory requirements outlined under Minnesota Statute 469.1813 Subdivision 1(1) and Subdivision 2(i) as well as the County's Cottonwood Home Initiative guidelines for tax abatement;

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

1. Cottonwood County does, hereby grant an abatement of Cottonwood County share of real estate taxes upon the above-described parcel for the construction of a new single family home.
2. The tax abatement will be for no more than five years commencing on the first year of taxes payable for the assessed value(s) related to the capital improvements outlined in Paragraph 1.
3. The County shall provide the awarded abatement payment following payment of due real estate taxes annually. One single payment shall be made to the owner 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 is not commenced within 6 months of the approval of this resolution or if real estate taxes are not paid on or before the respective payment deadlines annually.

Adopted by the Cottonwood County Board of Commissioners this ____ day of _____, 2016.

Thongvivong informed the board that there was only one internal applicant for the full-time Jailer/Dispatcher position. Motion by Gravley, second by Appel, unanimous vote to promote Miranda Harrison to full-time Jailer/Dispatcher effective December 12, 2016. Harrison's wage will remain the same at \$17.76 per hour.

Motion by Schmidt, second by Holmen, unanimous vote to give all non-union employees (with the exception of Elected Officials) an increase of a 2% COLA and 3% step for 2017 if a step is warranted and they are not currently at the top of the pay matrix or on probation.

Thongvivong, on behalf of Sheriff Purrington, presented the lease agreement between the City of Windom Police Department and Cottonwood County, which states that rental rates are to be negotiated every two years. Motion by Schmidt, second by Gravley, unanimous vote to set the rental rates for the lease agreement between Cottonwood County and the City of Windom Police Department at \$1,875/month for 2017 and \$1,900/month for 2018.

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Commissioner Stevens informed the board that he has received a survey regarding the Windom airport. Stevens also shared a letter he received from the Historical Society. Stevens stated that he and Commissioner Gravley will be attending a transportation meeting on December 14.

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

County Revenue Fund	\$127,225.48
Long Term Capital Outlay	\$ 2,349.22
County Building Fund	\$ 5,118.92
Ditch Fund	\$ 4,238.29
Agency Fund	\$ 3,635.06
County Revenue Fund	\$ 9,482.76
Road and Bridge Fund	\$ 55,606.45
Waste Abatement/SCORE	\$ 1,885.00
Landfill Enterprise	<u>\$ 40,365.35</u>
	\$249,906.53

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

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At 6:01 p.m., the Truth in Taxation meeting was held. Jan Johnson, Auditor/Treasurer, gave an overview of the total proposed Revenue and Expenditures for 2017. Chairman Stevens then asked for any questions or comments from the public in attendance. After much discussion, motion by Appel, second by Gravley, unanimous vote to certify the levy for 2017 at \$10,024,216, which is a 7% increase from 2016.

The finalizing of the 2017 budget was postponed until the December 20 meeting.

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There being no further business, the meeting was adjourned at 6:48 p.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator