

November 1, 2016
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 1, 2016 at 9:00 a.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, Tom Appel; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Jason Purrington, Kristi Sell, Jason Rupp, JinYeene Neumann, Bob Varilek, Bob Davis, Kaylene Gohr, Kathy Kretsch, Drew Hage, Gale Bondhus, and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Schmidt, unanimous vote to approve the agenda. Motion by Holmen, second by Appel, unanimous vote to approve the minutes of the October 18, 2016 regular meeting.

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Jason Purrington, Sheriff, met with the board to discuss a few items. Purrington informed the board that he was approached by the City of Windom regarding reducing the dispatch fees that are paid to the county due to the fact that the county no longer dispatches for all of their city agencies as we have in the past. Purrington stated that to make dispatch fees more consistent for the City of Windom, City of Mountain Lake and City of Westbrook, he would base the dispatch fees based on the number of Calls for Service (CFS). Purrington stated that \$2.25 would be charged for each CFS for Police, Fire and EMS, and would be billed out twice a year. Motion by Gravley, second by Appel, unanimous vote to approve the dispatch agreements for each city (Westbrook, Mountain Lake and Windom) as presented and allow the Sheriff to forward to each city for their review and signature.

Purrington informed the board that he has researched the option of leasing a vehicle for the Chief Deputy Sheriff in 2017 versus purchasing. Purrington stated that it would save the county money to lease a vehicle. Motion by Holmen, second by Schmidt, unanimous vote to allow the Sheriff to order and enter into a lease agreement for a vehicle for the Chief Deputy Sheriff. Motion by Gravley, second by Holmen, unanimous vote to allow the Sheriff to sell the current vehicle driven by the Chief Deputy Sheriff when the leased vehicle is received.

Kristi Sell, Jail Administrator, met with the board to ask for approval to enter into an agreement with MeND Correctional Care for the scope of services to include: a medical director, nursing services, and mental health services. Sell reminded the board of the presentation given by Dr. Todd Leonard at the October 4th board meeting. Sell stated that the fee for the first year would \$38,900 and would be looked at for the 2nd and 3rd year. Motion by Schmidt, second by Appel, unanimous vote to approve a 3-year contract with MeND Correctional Care, PLLC, for services at the county jail as presented.

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JinYeene Neumann, County Engineer/Public Works Director, asked for approval to enter in to snow removal agreements with the Cities of Jeffers (\$600), Westbrook (\$1,200) and Mountain Lake (\$3,600). Motion by Schmidt, second by Holmen, unanimous vote to sign and enter into agreements with the cities of Jeffers,

Westbrook and Mountain Lake for routine winter maintenance on the Municipal CSAHs in the respective cities.

Neumann also informed the board that she was contacted by a representative from MnDOT that the plans for Highway 60 had not been approved by the central office, therefore, the bid letting that was approved for tile work to be done for the Highway 60 project will be pulled. Neumann stated that when she is notified that the plans have been approved, she will come back to the board for approval of the bid letting and resolution.

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Bob Varilek, Windom Eagles Model Airplane Club, met with the board to ask for consideration of leasing 5 to 10 acres of land that the county owns along County Road 13, near the landfill, when the lease comes due in 2017. Varilek gave a brief explanation of the club and the guidelines that the club follows.

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Tom Appel, Commissioner, gave a brief building update and also stated that George Eilertson would be attending the meeting on November 15 to give a presentation on bonding.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong and Drew Hage, Windom EDA Executive Director, led discussion regarding the Housing Tax Abatement Program that has been discussed at previous meetings. Motion by Stevens, second by Schmidt, to allow Drew Hage to move forward in drafting a resolution for the Housing Tax Abatement Program as the consensus of the board is to agree to a 5-year abatement with a 3-year program sign-up, with limits subject to MN Statute 469.1813, subd. 8. Voting Aye: Stevens, Appel, and Gravley. Voting Nay: Schmidt and Holmen. Motion passed.

Motion by Gravley, second by Holmen, unanimous vote to allow Kaylene Gohr to move to permanent full-time status as a Deputy Auditor/Treasurer effective November 2, 2016. Gohr will be eligible for a step increase on January 1, 2017 based on the completion of a satisfactory performance evaluation.

Motion by Gravley, second by Schmidt, unanimous vote to approve the Plum Creek Library System Agency Agreement as presented.

Motion by Schmidt, second by Holmen, unanimous vote to approve the Chairman and County Coordinator to sign the Agreement between the Board of Cottonwood County and The American Federation of State, County and Municipal Employees, AFL-CIO Cottonwood County Public Works Department Local Union No. 578 effective January 1, 2016 – December 31, 2017 contingent upon majority vote by the union to accept the final offer from the mediation session on October 24, 2016.

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Motion by Gravley, second by Appel, unanimous vote to approve November warrants as follows:

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| County Revenue Fund | \$ 24,631.25 |
| Long Term Capital Outlay | \$ 983.98 |
| Ditch Fund | \$ 1,000.00 |
| Taxes and Penalties Fund | \$ 825.00 |
| County Revenue Fund | \$ 4,923.00 |

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|-----------------------|--------------------|
| Road and Bridge Fund | \$194,847.15 |
| Waste Abatement/SCORE | \$ 1,647.85 |
| Landfill Enterprise | <u>\$ 8,158.38</u> |
| | \$237,016.61 |

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Kelly Thongvivong, County Coordinator, asked for confirmation as to who would be attending the AMC Conference in December. Attending will be the five Commissioners, County Coordinator, and possibly the County Engineer/Public Works Director. Thongvivong also asked for confirmation of who would be attending the AMC District 8 meeting on November 3. Attending will be Commissioners Gravley, Holmen, Appel, Stevens, and the County Coordinator.

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Commissioner Stevens re-appointed Commissioner Gravley to the Plum Creek Library Board for 2017.

Commissioner Appel informed the board that the proposed 2017 budget needs to be revisited at the next board meeting on November 15.

Commissioner Schmidt stated his concern regarding the ditch fund balances and that the work that needs to be done on some tile can be very expensive.

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There being no further business, the meeting was adjourned at 10:30 a.m.

Jan Johnson, Auditor/Treasurer

Kevin Stevens, Board Chairman

Kelly Thongvivong, County Coordinator