

September 5, 2017  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 5, 2017 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, Jim Schmidt, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong, Auditor/Treasurer Jan Johnson, County Attorney Nick Anderson, Kathy Marsh, Glenn Johnson, Todd Dibble, Nick Klisch, Kay Gross, Paul Johnson, and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Gravley, unanimous vote to approve the minutes of the August 15, 2017, regular meeting. Motion by Holmen, second by Gravley, unanimous vote to approve the minutes of the August 28, 2017, work session.

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Glenn Johnson, Director of Information Systems, met with the board to get approval to replace a server in the computer room. Johnson presented state quotes from SHI for the purchase of a Lenovo server and a Microsoft license. Motion by Gravley, second by Stevens, unanimous vote to accept the state quote from SHI for the purchase of a Lenovo server in the amount of \$9,394.00 and Microsoft license in the amount of \$6,036.00.

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Todd Dibble, Veteran Service Officer, met with the board to give an update on the Veteran Services office and to present a grant for board approval. Motion by Stevens, second by Schmidt, unanimous vote to accept the Minnesota Department of Veteran Affairs Grant for \$7,500.

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Nick Klisch, County Engineer/Public Works Director, met with the board to get approval for a Settlement and Release Agreement with Odell Wind Farm, LLC. Motion by Holmen, second by Schmidt to approve the Settlement and Release Agreement with Odell Wind Farm, LLC, and allow chairman to sign. Motion by Stevens, second by Schmidt, unanimous vote to table the motion for further research.

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Kay Gross, Fair Board Representative, met with the board to review the 2018 proposed budget. Gross also led discussion on fairground building needs. Motion by Stevens, second by Schmidt, unanimous vote to increase the 2017 Appropriation - Ag Society Building Maintenance by \$2,500, for a total appropriation of \$7,500.

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Nick Klisch, County Engineer/Public Works Director, returned to the board meeting with more information regarding the Odell Wind Farm, LLC, Settlement and Release Agreement. Motion by Holmen, second by Schmidt, unanimous vote to take the previous motion off the table and vote. Motion to approve the Settlement and Release Agreement with Odell Wind Farm, LLC, and allow chairman to sign was

unanimously approved.

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Nick Anderson, County Attorney, presented a Legal Services Agreement between the City of Windom and the Cottonwood County Attorney's Office for approval. Anderson stated that the Agreement would be perpetual and the agreed amount for the first two years would be \$47,490.00 per year. Motion by Stevens, second by Schmidt, unanimous vote to approve the Legal Services Agreement with the City of Windom.

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Jan Johnson, Auditor/Treasurer, met with the board to open the sealed bids for the three Tax Forfeited Land - Private Sale properties. Property #22.162.0060 bids were as follows: Tim and Linda Marsh - \$300; and Kristall Kapital, LLC - \$1,001. Motion by Gravley, second by Holmen, unanimous vote to accept the bid from Kristall Kapital, LLC in the amount of \$1,001 for tax forfeited property #22.162.0060.

Property #22.611.0125 bids were as follows: Bruce and Ashley Jensen - \$105. Motion by Schmidt, second by Stevens, unanimous vote to accept the bid from Bruce and Ashley Jensen in the amount of \$105 for tax forfeited property #22.611.0125.

Property #23.029.0100 bids were as follows: Bernard Menter - \$125. Motion by Gravley, second by Schmidt, unanimous vote to accept the bid from Bernard Menter in the amount of \$125 for tax forfeited property #23.029.0100.

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Paul Johnson, Emergency Management Director, met with the board to get approval to renew the SafeAssure Contract. Motion by Holmen, second by Stevens, unanimous vote to approve a one year contract with SafeAssure Consultants, Inc. beginning October 1, 2017, and ending September 30, 2018, for safety training in the amount of \$7,501.28.

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Thongvong informed the board that she received a resignation from Sadie Hackbarth, Corrections Administrative Assistant dated August 18, 2017. As per Policy #330 the decision was made to post internally for the position. Thongvong stated that four internal applications were received, interviews were held, and the position was offered. Thongvong asked for motions to approve the decisions that were made. Motion by Stevens, second by Schmidt, unanimous vote to accept Sadie Hackbarth's resignation as Corrections Administrative Assistant effective September 1, 2017 with appropriate payout of benefits.

Motion by Holmen, second by Gravley, unanimous vote to allow for internal posting and external advertising, if warranted, of the Corrections Administrative Assistant position.

Motion by Gravley, second by Stevens, unanimous vote to approve the internal transfer of Pam Hogan to the full-time position of Corrections Administrative Assistant, as recommended by the interview committee, effective September 16, 2017.

Motion by Schmidt, second by Stevens, unanimous vote to post internally and advertise, if necessary, for the job opening in the Extension Office and Veteran Office.

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Commissioner Appel led discussion regarding the revised proposed 2018 budget.

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Motion by Schmidt, second by Stevens, unanimous vote to approve September warrants as follows:

County Revenue Fund	\$ 77,080.07
Long Term Capital Outlay	\$ 7,314.00
County Building Fund	\$ 1,897.20
Agency Fund	\$ 1,868.33
Taxes and Penalties Fund	\$ 13,379.90
County Revenue Fund	\$ 784.31
Road and Bridge Fund	\$ 70,346.10
Waste Abatement/Score Fund	\$ 4,973.42
Landfill Enterprise	<u>\$ 48,057.50</u>
	\$225,700.83

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Motion by Gravley, second by Schmidt, unanimous vote to close the meeting at 11:28 a.m. to discuss strategy for upcoming labor negotiations. Present for the closed session were: Commissioners Appel, Schmidt, Stevens, Gravley, and Holmen; Kelly Thongvong, Nick Anderson, Jan Johnson, and Kathy Marsh.

Motion by Holmen, second by Gravley, unanimous vote to open the closed session at 12:19 p.m.

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There being no further business, the meeting was adjourned at 12:19 p.m.

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Jan Johnson, Auditor/Treasurer

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Thomas D. Appel, Board Chairman

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Kelly Thongvong, County Coordinator