

February 6, 2018
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 6, 2018 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, Norm Holmen, Jim Schmidt; County Coordinator Kelly Thongvivong, Auditor/Treasurer Jan Johnson, County Attorney Nick Anderson, Kathy Marsh, Kelsey Andrews, Senator Bill Weber, Representative Rod Hamilton, Gale Bondhus, Al Coners, Jason Purrington, Craig Myers, Nick Klisch, Kyle Pillatzki, Jed Rhubee, and Rahn Larson. Commissioner Kevin Stevens was absent.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Appel, unanimous vote to approve the minutes of the January 16, 2018 meeting.

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Senator Bill Weber and Representative Rod Hamilton met with the board to discuss upcoming legislative issues and to answer questions about concerns the board or members of the public may have.

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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 he received notice of an increase in the annual distribution for Construction Program State Aide and would like to amend his 2018 budget. Motion by Holmen, second by Appel, unanimous vote to approve the amended budget for Road and Bridge as presented.

Motion by Schmidt, second by Appel, unanimous roll call vote to adopt resolution as follows:

Resolution 18-02-06

RESOLUTION TO USE ALTERNATIVE METHOD TO DISSEMINATE BIDS AND REQUESTS

WHEREAS, Minnesota Statue 311A.12 allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals.

NOW THEREFORE, the Cottonwood County Board of Commissioners hereby resolves:

BE IT RESOLVED, that from this day forward, the County of Cottonwood may use the Cottonwood County website, www.co.cottonwood.mn.us, as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

IT IS FURTHER RESOLVED that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minnesota Statute 331A.12.

Adopted this 6th day of February 2018.

S/Donna Gravley, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Klisch asked the board for permission to advertise for Project 017-599-088, bridge replacement in Ann Township (Bridge L6570). Motion by Appel, second by Holmen, unanimous vote to approve advertising for bids on Project 017-599-088.

Klisch reviewed the 5-year construction plan and the 3-year sealcoat plan with the board.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, presented bids for the landfill property rental lease that was advertised. Three bids were received: Randall Will - \$12,000/year; Darelyn Harrington - \$10,000/year; and Larry Stuckenbroker - \$8,200/year. Motion by Appel, second by Schmidt, unanimous vote to accept the bid received from Randall Will for leasing the landfill property in Dale Township for \$12,000 per year for three years with the option for two 1 year extensions.

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Norm Holmen, Commissioner, led discussion regarding the published annual report. Holmen stated that Brown County prints graphs, summary reports and expenses greater than \$5,000. Auditor/Treasurer Johnson handed out Minnesota Statute 375.17 – Publication of Financial Statements. After discussion, the board asked Johnson to contact Brown County to get more clarification on what they report.

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Jan Johnson, Auditor/Treasurer, informed the board that the Voting Equipment Grant application for \$44,000 was approved for Cottonwood County. Johnson reminded the board that this is a 50% matching funds grant and that the county will provide the match and be reimbursed by the polling place precincts. Motion by Holmen, second by Schmidt, unanimous vote to accept the Voting Equipment Grant and authorize the Board Chair and Auditor/Treasurer to sign the Agreement.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Schmidt, second by Appel, unanimous vote to move Emily Remmers, Engineering Aide, to permanent full-time status effective February 8, 2018 and move Brent Schroeder, Heavy Equipment Operator, to permanent full-time status effective February 12, 2018.

Motion by Appel, second by Holmen, unanimous vote to declare that the County offices were officially closed all day on January 22, 2018, due to the inclement weather conditions and in accordance with County Policy No. 420

Motion by Schmidt, second by Holmen, unanimous vote to approve the Chief Deputy County Recorder job description as presented.

Motion by Schmidt, second by Appel, unanimous vote to begin advertising for seasonal positions for the Public Works Department for the 2018 summer season.

Motion by Holmen, second by Schmidt, unanimous vote to approve the Plum Creek Library System Agency Agreement as presented and allow the Board Chairman to sign on the county's behalf.

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

County Revenue Fund	\$148,366.68
Long Term Capital Outlay	\$ 8,081.00
County Building Fund	\$ 6,220.76
Ditch Fund	\$ 1,032.58
Taxes and Penalties Fund	\$ 175.00
County Revenue Fund	\$ 706.81
Road and Bridge Fund	\$ 21,071.71
Waste Abatement/Score Fund	\$ 2,465.00
Landfill Enterprise	<u>\$ 381.76</u>
	\$188,501.30

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Kelly Thongvivong, County Coordinator, informed the board that she was contacted by an employee at the Highway Department regarding removing the CDL requirement for the Engineering Aide position. After discussion, the board directed Thongvivong to follow-up with the AFSCME Union representative.

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Commissioner Holmen and Auditor/Treasurer Johnson led discussion on the Judicial Ditch #1 re-determination preliminary information that was received from the ditch viewers. Johnson stated that when the final information is received a public hearing date will need to be set.

Commissioner Appel reminded the board of the joint meeting that will be held with the City of Mountain Lake regarding the possibility of J-Turns on Highway 60. Motion by Holmen, second by Schmidt, unanimous vote to allow per diems to be paid to the Commissioners for attending the joint meeting on February 12, 2018, in Mountain Lake.

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There being no further business, the meeting was adjourned at 11:39 a.m.

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator