

June 16, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 16, 2015 at 4:30 p.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kyle Pillatzki, JinYeene Neumann, Jared Baloun, Gale Bondhus, Sue Amundson, Karla Ambrose and Alan Coners.

Motion by Stevens, second by Appel, unanimous vote to approve the agenda as presented. Motion by Appel, second by Schmidt, unanimous vote to approve the minutes of the June 2, 2015 meeting.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss the possible purchase of scale software to be used at the landfill in hopes of streamlining the paperwork process. Quotes were presented as follows: Scale Center - \$1,935 + tax and Kennedy Scales, Inc. - \$1,340, which does not include installation or training. Motion by Schmidt, second by Gravley, unanimous vote to accept quote from Scale Center in the amount of \$1,935 as the current scale was purchased from this company and because their quote was more complete than the quote from Kennedy Scales, Inc.

Commissioner Holmen questioned Pillatzki as to where he is at in the process of the recycling RFP as the current contract with Waste Management is due to expire on December 31, 2015. Further discussion was held as to the different options that the county may want to explore. Pillatzki will plan to bring further information to the board in three weeks.

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JinYeene Neumann, County Engineer, met with the board to discuss several items. Motion by Stevens, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

**Resolution 15-06-16
CREATING PRIORITIZED BRIDGE REPLACEMENT LIST**

WHEREAS; Cottonwood County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEARAS; Cottonwood County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED, that the attached list of deficient bridges are high priority and Cottonwood County intends to replace, rehabilitate or remove these bridges as soon as possible when funds are available,

FURTHERMORE, Cottonwood County does hereby request authorization to replace, rehabilitate or remove such bridges; and

FURTHERMORE, Cottonwood County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

DATED: June 16, 2015

S/Norm Holmen, Board Chair

S/Jan Johnson, Auditor/Treasurer

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

Resolution 15-06-16B
RESOLUTION SUPPORTING REGIONAL PARK APPLICATION IN GREATER MINNESOTA

Talcot County Park Campground located 17 miles West of the City of Windom on State Highway 62 on the Southwest shore of Talcot Lake in Section 29 of Southbrook Township, T-105N, R-36W in Cottonwood County, Minnesota.

BE IT RESOLVED that Cottonwood County, as lead applicant, has the authority to act as legal public sponsor for the application described in the *Request for Designation as a Regional Park or Trail in Greater Minnesota*.

BE IT FURTHER RESOLVED that as lead applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should Talcot County Park Campground receive formal designation as a Regional Park in Greater Minnesota by the Commission, that as the lead applicant we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park.

BE IT FURTHER RESOLVED that Cottonwood County certifies they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

I CERTIFY THAT the above resolution was adopted by the Cottonwood County Board of Commissioners.

DATED: June 16, 2015

S/Norm Holmen, Board Chair

S/Jan Johnson, Auditor/Treasurer

Discussion was held regarding the possibility of selling wood at Talcot Park. The county has a pretty sizable pile of wood that county employees have split as a result of tree and brush removal and there have been a number of inquiries about the purchase of wood by the campers at Talcot Park. Neumann asked that the county be able to sell the wood to campers for \$5/bundle, which would help to recoup some of the cost of employee time splitting it. After further discussion, there was a motion by Gravley, second by Stevens, unanimous vote to allow for the sale of firewood at Talcot Park at a cost of \$5/bundle.

Neumann presented the contract for signatures with Duininck Inc. for project 017-605-022 & 017-070-002 for the construction work on CSAH 5. Contract was awarded pending DBE goals being met on May 5, 2015.

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

Resolution 15-06-16D

RESOLUTION TO USE ALTERNATIVE METHOD TO DISSEMINATE BIDS AND REQUESTS

WHEREAS, Minnesota Statute 311A.03 Subd. 3(b) 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.03 Subd. 3.

Adopted this 16th day of June 2015.

S/Norm Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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Auditor/Treasurer Jan Johnson met with the board to discuss the yearly tax forfeiture procedures. Motion by Schmidt, second by Stevens, unanimous roll call vote to accept the public sale list, the private sale list, to set the minimum value on all properties at \$100 and to adopt resolution as follows:

**Resolution 15-06-16C
NOTICE OF SALE OF TAX-FORFEITED LANDS**

NOTICE IS HEREBY GIVEN THAT the parcels of land described in List of Tax-Forfeited Land 16 (public and private) contained herein shall be sold to the highest bidder at public and/or private sale. The sales 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 #16 be classified as non-conservation land; that the basic sale price of each parcel on List of Tax-Forfeited Land #16, that is on file with the Clerk of the County Board, be approved and authorization for a public and/or private sale of this land be granted, pursuant to M.S.282.01; that the public sale will be held at 10:00 A.M., September 17th, 2015 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 #16.

BE IT FURTHER RESOLVED that the conditions and terms of the public/private 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 16th day of June, 2015.

S/Jan Johnson, Cottonwood County Auditor/Treasurer

Motion by Schmidt, second by Stevens, unanimous vote to allow the Auditor/Treasurer to obtain quotes for the tear down on four tax-forfeiture properties.

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County Coordinator Kelly Thongvivong met with the board to discuss several items. Motion by Appel, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

RESOLUTION NO. 15-06-16A

RESOLUTION APPOINTING MIKE CURLEY AND JAY TAKLE TO THE RED ROCK RURAL WATER SYSTEM BOARD OF COMMISSIONERS

Background Information

WHEREAS, Mike Curley's 4-year term as a Commissioner on the Red Rock Rural Water System (RRRWS) Board of Commissioners is scheduled to expire at midnight on December 31, 2015; and

WHEREAS, Jay Takle's 4-year term as a Commissioner on the Red Rock Rural Water System (RRRWS) Board of Commissioners is scheduled to expire at midnight on December 31, 2015; and

WHEREAS, Mike Curley and Jay Takle would both like to serve another 4-year term on the RRRWS Board of Commissioners, which will commence at 12:00 a.m. on January 1, 2016, and will expire at midnight on December 31, 2019; and

WHEREAS, On May 14, 2015 the RRRWS Board of Commissioners unanimously passed a Motion which recommends that Mike Curley and Jay Takle be appointed for another 4-year term on the RRRWS Board of Commissioners; and

WHEREAS the Cottonwood County Board of Commissioners believes that Mike Curley and Jay Takle are qualified to act as Commissioners on the RRRWS Board of Commissioners and are worthy of appointment.

BE IT NOW RESOLVED, that the Cottonwood County Board of Commissioners hereby recommends that Mike Curley and Jay Takle be appointed to the RRRWS Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq, to a four-year term, which shall commence at 12:00 A.M. on January 1, 2016, and shall expire at midnight on December 31, 2019.

S/Norm Holmen, Board Chairman

Motion by Schmidt, second by Stevens, unanimous vote to approve Memorandum of Agreement between AFSCME Local 578-Minnesota Council 65 (Highway Department) and Cottonwood County regarding the Engineering Aide and Engineering Technician position.

Per the Joint Powers Agreement and Resolution (approved on June 2, 2015) designating the Port Authority to implement and administer a project assessed clean energy improvement financing on behalf of the county, and providing for the imposition of special assessments as needed in connection with that program, Wendell and Gloria Klassen have requested an assessment of taxes. Motion by Gravley, second by Appel, unanimous vote to place assessment on property (Parcel 12-020-0300) owned by Wendell and Gloria Klassen for an amount of \$150,000 at an interest rate of 4.5% for 10 years, which is to begin accruing on July 1, 2015.

Motion by Schmidt, second by Stevens, unanimous vote to approve by-laws for the Compensation Committee as presented.

Much discussion was held regarding a presentation that was given by Jared Baloun two weeks ago to the county board regarding the possibility of digitizing the county drainage information for Cottonwood County. Chairman Holmen also shared some information that he learned from Glenn Johnson, Director of Information Systems, at a recent Department Head meeting regarding his intentions to budget for a part-time or full-time employee to assist him with IT functions in 2016. It is Glenn’s intention to have GIS responsibilities incorporated into this new position. It was determined that further research should be done before making any final decisions regarding this matter.

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

County Revenue Fund	\$ 28,963.54
Long-Term Capital Outlay	\$ 16,120.68
County Building Fund	\$ 439.54
Ditch Fund	\$ 2,506.92
Taxes & Penalties Fund	\$ 525.00
County Revenue Fund	\$ 4,443.03
Road and Bridge Fund	\$ 35,819.24
Waste Abatement/SCORE	\$ 916.71
Landfill Enterprise	<u>\$ 31,550.27</u>
	\$121,284.93

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There being no further business, the meeting was adjourned.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvong, County Coordinator