

February 21, 2017  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 21, 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, Jim Schmidt, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Jared Morrill, Kay Gross, Becky Alexander, JinYeene Neumann, Kyle Pillatzki, Jed Rhubee, Jason Purrington, Paul Johnson, Bob Varilek, and Rahn Larson. Absent was Commissioner Donna Gravley.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the February 7, 2017, meeting as amended.

\* \* \* \*

Jared Morrill, Planning and Zoning Technician, Kay Gross, SWCD District Administrator, and Becky Alexander, SWCD Program Technician, met with the board to discuss a few items. Gross stated that the financial reports for five grant programs have been closed out and asked for approval from the board. Motion by Holmen, second by Schmidt, unanimous vote to approve the financial closings of the following grants: Shoreland FY 15, Local Water Management Plan FY 16, Feedlot FY 15, Septic Base Grant FY 16, and Septic Incentive FY 16.

Morrill informed the board the Feedlot FY 16 year-end report has been completed and reviewed with MPCA. Morrill stated that the MPCA required the County Board to approve the numbers and sign the Performance Credit Report. Motion by Schmidt, second by Stevens, unanimous vote to approve and sign the Feedlot FY2016 Year End Report and Performance Credit Report.

Alexander reviewed the SSTS year-end report. Alexander stated that 56 permits were issued and 50 systems were replaced in 2016. Alexander also stated that 26 existing compliance inspections were turned in 2016 and it was 50/50 in terms of pass/fail.

Gross informed the board that there is currently Feedlot grant funds for both 2016 and 2017. The 2016 funds need to be used by June 30, 2017, and plans are to upgrade a vehicle for the SWCD office. Gross stated that the plan has been given approval by MPCA for the usage of these funds and that more information will be brought to a future meeting regarding this.

Gross informed the board that the Minnesota Board of Water Resources (BWSR) currently has the third round of One Watershed One Plan (OWOP) applications open until April 15. Gross is looking for a commitment from the board for approval to move ahead on the OWOP for the Watonwan River Watershed which may or may not include the Little Cottonwood River Watershed. Gross stated that she would like GBERBA to be the financial agent for this plan and that ultimately the Watonwan portion of our water plan would be covered by this new water plan - OWOP. Consensus of the board was to proceed with OWOP application.

\* \* \* \*

JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann presented a resolution and bridge replacement priority listing. Motion by Schmidt, second by Holmen, unanimous roll call vote to adopt resolution as follows:

**Resolution 17-02-21**  
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: February 21, 2017

S/Thomas D. Appel, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Neumann asked for approval to make the final payment to JAAK, LLC for Project 017-070-001: Chevron Replacement. Neumann stated that this project was funded through a HSIP grant. Motion by Stevens, second by Holmen, unanimous vote to approve the final payment of \$8, 211.10 to JAAK, LLC for Project 017-070-001: Chevron Replacement.

Neumann and Commissioner Appel informed the board that they have had discussions regarding concerns that the Public Works Department is short snow plow drivers at the present time and would like to have the option to hire seasonal Heavy Equipment Operators, if needed. Motion by Holmen, second by Schmidt, unanimous vote to authorize the Public Works Director to hire seasonal Heavy Equipment Operators at a rate of up to \$25.00 per hour, if needed.

\* \* \* \*

Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, informed the board that Darelyn Harrington has requested to extend the rental lease for the landfill land for one more year. Pillatzki stated that there is a clause in the current lease that allows Harrington to extend for one more year. Motion by Stevens, second by Schmidt, unanimous vote to approve the extension of the rental lease for one year with Darelyn Harrington. The extension of the lease will terminate on the last day of February 2018.

\* \* \* \*

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Holmen, unanimous vote to approve the Procurement Policy as presented.

Thongvivong asked for permission to start the process of hiring seasonal employees for the Public Works Department. Thongvivong informed the board that

the Public Works Director has requested to hire three individuals for Parks, three individuals for Highway and one individual for Engineering. Motion by Schmidt, second by Stevens, unanimous vote to begin advertising for seasonal positions for the Public Works Department for the 2017 summer season.

Thongvivong informed the board that the lease that the MN Department of Public Safety (MN DPS) has with Cottonwood County for space at the Law Enforcement Center for driver's exams will expire on June 30. The MN Department of Public Safety would like to renew their lease for a 3-year period of time commencing July 1, 2017. Discussion was held regarding the possibility of using the Commissioner's room or the possibility of MN DPS renting space from BARC, as the Sheriff's Department could utilize the space at the Law Enforcement Center. Thongvivong will do some further research regarding the BARC building.

\* \* \* \*

Commissioner Appel updated the board on DVHHS building remodeling. Appel stated that he and Commissioner Holmen met with Craig Meyers, Chris Macek, Kay Steffen, Kelly Thongvivong and Andy Spielman to tour the Human Services building and discuss remodeling needs. Appel stated that a blue print, which will include the remodeling needs of the agency, is being drafted at this time.

\* \* \* \*

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

County Revenue Fund	\$ 23,175.68
Long Term Capital Outlay	\$ 2,585.76
County Revenue Fund	\$ 577.65
Road and Bridge Fund	\$ 38,632.12
Waste Abatement/SCORE	\$ 15.00
Landfill Enterprise	\$ 7,974.80
	<u>\$ 72,961.01</u>

\* \* \* \*

Kelly Thongvivong, County Coordinator, stated that after discussions with Commissioner Appel, she has drafted a Thank You letter to BARC for the use of space for ALICE Training for County employees.

Thongvivong also stated that she has been contacted by the County Recorder to see if an employee that is hired for two days per week, could possibly work three days per week when other employees are out of the office or if more assistance is needed when the new ID requirements take effect. Consensus of the board is to have further discussion on this matter at a future meeting.

\* \* \* \*

There being no further business, the meeting was adjourned at 10:32 a.m.

\_\_\_\_\_  
Jan Johnson, Auditor/Treasurer

\_\_\_\_\_  
Thomas D. Appel, Board Chairman

\_\_\_\_\_  
Kelly Thongvivong, County Coordinator