

February 20, 2018
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 20, 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, Kevin Stevens; County Coordinator Kelly Thongvivong, Auditor/Treasurer Jan Johnson, County Attorney Nick Anderson, Kay Gross, Nick Klisch, Drew Hage, Rahn Larson, Geoff Johnson and Kyle Pillatzki.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Appel, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Stevens, unanimous vote to approve the minutes of the February 6, 2018 meeting.

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Kay Gross, SWCD District Administrator, met with the board to discuss the One Watershed One Plan for the Watonwan Watershed that Cottonwood County and the Cottonwood SWCD are currently working on. Both entities need to sign the Memorandum of Agreement for the Watonwan Watershed Planning Project. Motion by Appel, second by Schmidt, unanimous vote to approve the signing of the Memorandum of Agreement for the Watonwan Watershed Planning Project and name Kay Gross, District Administrator and Cottonwood County Water Planner, as the Steering Committee Representative for Cottonwood County.

Gross asked that each of the commissioners fill out a brief survey entitled "West Fork Des Moines River Watershed – 2018 Citizen Assessment and Values Survey" and to turn it into Kelly as soon as possible.

Gross reminded the board about the GBERBA Policy/Technical Meeting that would be held on Friday, March 9th at 9:30 a.m. in Mankato for anyone interested in attending. She also reported that David Minge would be giving a presentation that day as well.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss several items. Motion by Holmen, second by Stevens, unanimous vote to allow out-of-state travel for Jeff Yonker to attend an annual Sign Training and Educational Workshop in Fargo, ND at a registration cost of \$145 plus travel and expenses.

Motion by Schmidt, second by Appel, unanimous vote to grant Mike Meeks a monthly cell phone allowance of \$30 while he is the interim replacement for Brian Cooley.

Motion by Appel, second by Schmidt, unanimous vote to approve hiring one seasonal employee for the landfill. This is in addition to the 4 seasonal parks employees and 3 seasonal highway department employees previously approved.

Motion by Stevens, second by Holmen, unanimous vote to approve final payment in the amount of \$12,345.51 for SAP 017-601-021 CSAH 1 bridge by M & K Construction with the total contract cost being \$617,275.55.

Chair Gravley signed the landfill property rental lease agreement as presented.

Motion by Schmidt, second by Stevens, unanimous vote to approve signing agreement extending contract with SEH for work at the landfill.

Klisch asked for approval to hire CBS Squared to perform an architectural/engineering public works building study in the amount not to exceed \$9,120 plus reimbursable expenses including meals, lodging and mileage. Motion by Schmidt, second by Holmen, unanimous vote to sign amended contract with CBS Squared and give Klisch authority to sign on the county's behalf.

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Kelly Thongvivong, County Coordinator, presented several items to the board. Motion by Schmidt, second by Holmen, unanimous vote to accept resignation from Brian Cooley (Highway Maintenance Shop Supervisor) effective March 1, 2018 with appropriate payout of benefits.

Motion by Appel, second by Stevens, unanimous vote to post internally and advertise, if necessary, for a mechanic position for the Public Works Department.

Motion by Schmidt, second by Stevens, unanimous vote to approve job description for a lead mechanic position as presented and to allow the HR Department to post internally for 7 work days and advertise if necessary.

Motion by Holmen, second by Schmidt, unanimous vote to accept resignation from Brandon Thongvivong (part-time jailer/dispatcher) effective February 12, 2018 with appropriate payout of benefits.

Brief discussion was held regarding the lease agreement with DNR for office space at the N. 71 Building. County Attorney Anderson is still negotiating the lease with the DNR. Motion by Stevens, second by Appel, unanimous vote to allow Anderson and Commissioner Appel to review the lease and have Chair Gravley sign based on their final approval.

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

County Revenue Fund	\$ 81,649.66
Long Term Capital Outlay	\$ 382.60
County Building Fund	\$ 6,686.97
County Revenue Fund	\$ 2,500.19
Road & Bridge Fund	\$ 34,272.57
Waste Abatement/Score Fund	\$ 152.50
Landfill Enterprise Fund	<u>\$ 10,112.51</u>
	\$135,757.00

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Commissioner Appel briefly discussed the potential window project for the courthouse and the fact that there may be grant funds available. Motion by Holmen, second by Stevens, (Commissioner Schmidt abstained) unanimous vote to hire grant writer to write grant for courthouse window project and to pay this individual up to \$2,000, which will be payable upon completion of writing the grant.

Drew Hage, Windom EDA Director, met with the board to discuss the Opportunity Zone Funds, which allow U.S. investors holding unrealized gains in stocks and mutual funds to pool their resources in projects located in Opportunity Zones, which will be invested in rebuilding low-income communities. Further information will be shared at the next board meeting and the board will be asked to rank the eligible census tracks.

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Brief discussion was held regarding whether or not the county was looking to redo the Solid Waste Ordinance as well as some discussion regarding vehicle titles.

Chair Gravley mentioned that it would be nice to get regular updates about meetings that the other board members attend throughout the month if there is something that is newsworthy and would be of interest to the entire board.

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Motion by Appel, second by Schmidt, unanimous vote to close the meeting at 10:29 a.m. to discuss the purchase of parcels 25.820.0280 and 25.820.0290 and develop an offer on parcel 05.031.0101. Those in attendance for the closed session were: 5 Commissioners, Kelly Thongvivong, Nick Anderson and Jan Johnson.

Motion by Holmen, second by Stevens, unanimous vote to open the meeting at 10:58 a.m.

Chair Gravley appointed herself and Commissioner Appel to represent the county and bid on parcel 05.031.0101 at an upcoming auction on April 25th.

Motion by Stevens, second by Appel, unanimous vote to sign Purchase Agreement for purchase of Parcels 25.820.0280 and 25.820.0290.

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There being no further business, the meeting was adjourned at 11:02 a.m.

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator