

April 17, 2018  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 17, 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, Kevin Stevens, Norm Holmen, Jim Schmidt; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Glenn Johnson, Kathy Kretsch, Nancy Macgregor, Drew Hage, Nick Klisch, Gale Bondhus, Becky Alexander, and Rahn Larson.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Holmen, unanimous vote to approve the minutes of the April 3, 2018 meeting.

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Glenn Johnson, Director of Information Systems, met with the board to get approval to purchase a storage server replacement. Johnson stated that the current storage server is no longer under warranty and a new server would give us increased capacity and we would also be able to add on storage blocks. Johnson presented three quotes as follows: SHI - \$15,685.00; Connection - \$16,522.34; and CDW-G - \$17,055.00. Motion by Appel, second by Holmen, unanimous vote to accept quote from SHI for a server and components in the amount of \$15,685.00.

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Kathy Kretsch, County Recorder, and Nancy Macgregor, Chief Deputy Recorder, met with the board to ask for approval to scan marriage records. Kretsch stated she had three reasons to get these records scanned: (1) the records should be preserved, (2) some older books are very fragile and shouldn't be handled, and (3) with the coming of Real ID, Kretsch is anticipating having to certify many marriage certificates. Kretsch stated that the scanning would be paid for from the Technology fund. Kretsch presented two quotes: ArcaSearch and Mid-America. (Quotes are on file in the County Coordinators office.) Motion by Stevens, second by Schmidt, unanimous vote to accept proposal from Mid-America for the scanning of marriage records.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Klisch would like to advertise for bids for Project 017-615-022, a one and one-half mile stretch of County Road 15. Motion by Holmen, second by Appel, unanimous vote to approve advertising for bids for Project 017-615-022.

Klisch led discussion on equipment that the Landfill is interested in bidding on at the Minion auction. Bidding on equipment will be based on the recommendation of the Public Works Lead Mechanic. Motion by Schmidt, second by Stevens, unanimous vote to authorize Commissioner Gravley and Appel to bid on equipment at the April 25 Minion Auction upon recommendation and estimated value information from the Public Works Lead Mechanic.

Klisch informed the board that he will be drafting a moving permit for vehicles with a gross weight over 80,000 pounds and will present at a future meeting.

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Drew Hage, Windom EDA Director, requested that the Jason Flanagan Home Initiative application discussion and call for a public hearing be postponed until the May 1 meeting.

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson informed the board that the MSCC, Mid-State Computer Cooperative, is changing their name to MSCC, Mid-State Computer Collaborative, and that is the reason for signing a new Joint Powers Agreement. Motion by Schmidt, second by Appel, unanimous vote to allow the Chairman to sign the MSCC Joint Powers Agreement.

Johnson informed the board that a new CPUI, Computer Professionals Unlimited, Inc., Service Agreement is being renewed due to the MSCC Joint Powers Agreement being changed. Motion by Holmen, second by Stevens, unanimous vote to approve the CPUI Service Contract.

Motion by Schmidt, second by Appel, unanimous vote to accept the State Grant in the amount of \$44,000 for the purchase of ballot machines.

Motion by Stevens, second by Appel, unanimous vote to approve the Auditor/Treasurer to sign the election machine sales order agreement.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Schmidt, second by Holmen, unanimous vote to declare that the County offices were closed as of 2:00 p.m. on April 3, 2018, due to the inclement weather conditions and in accordance with County Policy #420.

Motion by Appel, second by Schmidt, unanimous vote to approve the 2018 Minnesota Boat and Water Safety Grant in the amount of \$4,588.

Motion by Holmen, second by Stevens, unanimous vote to move Teresa Determan-Schwartz to permanent full-time status effective April 30, 2018, as the Extension/Veterans Office Manager.

Motion by Holmen, second by Stevens, unanimous vote to approve seasonal hires at the Public Works Department as follows: Parks – John Melton (3<sup>rd</sup> year), Brett Oltmanns (2<sup>nd</sup> year), and Jacob Burdick (1 year); Highway – Zachary Steen (3<sup>rd</sup> year), Adam Farag (2 year), and Danielle Ambrose (1 year). They will begin their employment after successful completion of all hiring requirements. The Board also acknowledged that one seasonal parks position is still vacant and hiring will remain open until position is filled.

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

County Revenue Fund	\$ 64,324.53
Long Term Capital Outlay	\$ 3,085.29
County Building Fund	\$ 9,733.49
Ditch Fund	\$ 87.20
County Revenue Fund	\$ 6,765.62
Road and Bridge Fund	\$ 49,533.99
Waste Abatement/Score Fund	\$ 3,059.03

Landfill Enterprise		\$ 4,734.45		
		\$141,323.60		

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Commissioner Holmen gave an update on a meeting that he and Commissioner Appel attended in Mountain Lake with the Citizen Task Force Committee regarding J-Turns on Highway 60. Holmen stated that they would be attending another meeting on April 19. Motion by Schmidt, second by Stevens, unanimous vote to allow per diems for meetings regarding the Mountain Lake J-Turns.

Commissioner Appel gave an update on the SWCD finances. Appel stated that BWSR has suspended issuing grants for now and there are some cash flow issues for the office. Appel requested that all of the 2018 allocation be given to the SWCD office now. The Auditor/Treasurer requested that Kay Gross, SWCD District Administrator, submit a bill for the funds.

Commissioner Schmidt gave an update on odor issues with Hurricane Lake.

Commissioner Gravley gave an update on the SW Regional meeting she attended. Gravley stated that they have hired an intern to compare county ordinances.

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Motion by Schmidt, second by Appel, unanimous vote to close the meeting as permitted by Minnesota Statute 13D.05 Subd. 3(b) to discuss the following litigation: Prime Pork vs. Cottonwood County at 10:18 a.m. Individuals present for the meeting were: 5 Commissioners, Kelly Thongvivong, Nick Anderson, Jan Johnson, Kathy Marsh, and Gale Bondhus.

Motion by Schmidt, second by Stevens, unanimous vote to open the meeting at 10:38 a.m.

Motion by Stevens, second by Schmidt, unanimous vote to hire an attorney in regards to the litigation of Prime Pork vs. Cottonwood County.

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Motion by Schmidt, second by Stevens, unanimous vote for per diems to be paid for wind tower meetings that Commissioners attend.

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Chairman Gravley moved the meeting into a work session at 10:45 a.m. for the purpose of discussion on: Buffers, the Re-organization of the Public Works Department, and J-Turns.

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Discussion was held regarding the funding that is received for buffers and the purposes for that funding. Becky Alexander, SWCD Program Technician, was present and asked to use some of the funds for a cost-sharing program for buffers. Alexander stated that she would like to request \$5,000 and that if none of the funds are used the remaining funds will be returned to the county. Motion by Schmidt, second by Stevens, unanimous vote to allocate \$5,000 to the SWCD office for a buffer cost-share program.

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Discussion was held regarding the re-organization of the Public Works Department. Nick Klisch, County Engineer/Public Works Director, reviewed an organizational flow chart that was drafted and also presented job descriptions for a Public Works Superintendent and an Assistant Highway Maintenance Superintendent. Klisch was instructed to work with the Human Resources Office regarding the job descriptions and wage. The hiring of Heavy Equipment Operators was also discussed. Motion by Holmen, second by Stevens, unanimous vote to post and then advertise for a Heavy Equipment Operator.

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Discussion was held regarding the J-Turns at the Mountain Lake intersections of Highway 60. A draft resolution was reviewed and Commissioner Appel asked for a consensus from the board. Consensus of the board is that no one is agreeable to the J-Turns but are open to other alternatives. The resolution should be brought to a future meeting.

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There being no further business, the meeting was adjourned at 12:15 p.m.

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Jan Johnson, Auditor/Treasurer

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Donna L. Gravley, Board Chair

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Kelly Thongvivong, County Coordinator