

April 18, 2017
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 18, 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, Donna Gravley, Jim Schmidt, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Andrew Olson, Tom White, Becky Alexander, Jared Morrill, Gale Bondhus, Alan Coners, Troy Wehking, and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Gravley, second by Schmidt, unanimous vote to approve the minutes of the April 4, 2017, meeting.

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Andrew Olson met with the board to share his concern of the importance of stimulus dollars for shovel ready infrastructure projects and that the county needs to be prepared if dollars are made available in the future.

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Becky Alexander, SWCD Program Technician, met with the board to give an update on the Buffer Law. Alexander stated that the deadline for public waters is November 1, 2017, and the deadline for public ditches is November 1, 2018. Alexander stated that there are 1,520 parcels for public waters in the county and that to-date 72% are compliant. Alexander also reminded the board that if they make the decision to take over jurisdiction for the buffer law, resolutions and ordinances will need to be drafted and fines set.

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Jared Morrill, Planning & Zoning Technician, met with the board to get approval for a Conditional Use Permit (CUP) renewal for the Helen Linder Trust mining and extraction site in Section 31 of Dale Township. Morrill stated that the original CUP was approved in 2012 with three conditions. Motion by Holmen, second by Schmidt, unanimous vote to approve the Conditional Use Permit Renewal for the Helen Linder Trust mining and extraction site in Section 31 of Dale Township with the conditions stated in the 2012 Conditional Use Permit as follows: (1) recording fees shall be secured; (2) adhere to all rules and conditions of the Mining, Extraction, and Excavation in Cottonwood County Ordinance #36; and (3) \$20,000 Bond for Reclamation purposes for up to 20 acres/\$1,000 per acre actively mined.

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Gale Bondhus, County Assessor, and Alan Coners, Deputy Assessor, met with the board to provide information on 2017 valuation changes. Bondhus informed the board of valuation changes in the county, how sales affected some of these changes, and how the changes will impact taxpayers.

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Troy Wehking, Slayton Building Materials, presented information on different options for window replacement at the Courthouse.

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Tom Appel, Commissioner, and Jan Johnson, Auditor/Treasurer, presented a Contract for Engineer Services that was negotiated with Watonwan County for the interim until a County Engineer can be hired. Appel stated that Watonwan County will bill Cottonwood County for time (\$80/hour) and mileage expense (\$0.535 per mile). Motion by Holmen, second by Gravley, unanimous vote to approve the Contract for Engineer Services for an Interim County Engineer with Watonwan County.

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Commissioners Appel and Holmen presented the bids that were received for the DVHHS remodel project and reminded the board that the remodel project was bid in phases. After reviewing the bids, the board decided to proceed with phases 1 and 5. Motion by Holmen, second by Gravley, unanimous vote to accept bids for phases 1 and 5 as follows: Hanefeld Construction – Phase 1 - \$32,000 and Phase 5 – 10,200; Ron’s Electric – Phase 1 - \$13,875 and Phase 5 - \$975; Heartland Security – Phase 1 - \$670; Converged Technologies – Phase 1 - \$3,300; and Paape Companies, Inc. – Phase 1 - \$10,290. The board did not accept the bid from Fairmont Glass as it was a late bid. (Bids are on file in the County Coordinator’s office.)

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that the lease agreements for office space at the N71 Office Building are due to expire on December 31, 2017 with Southwestern Mental Health and SW/WC Service Coop. Thongvivong stated that the SW/WC Service Coop has already expressed their desire to vacate the premises effective December 31, 2017, except for approximately 399 square feet, which they would like to lease from January 1 through June 30, 2018. Motion by Gravley, second by Schmidt, to approve leasing approximately 399 square feet of office space to the SW/WC Service Coop for the first six months of 2018 at \$12.00 per square foot. Motion by Stevens, second by Schmidt, to amend by striking out the amount of \$12.00 and inserting the amount of \$14.00. Voting on amendment: Aye – Holmen, Appel, Schmidt, and Stevens. Voting Nay – Gravley. Amendment passed. Voting on amended motion: Aye – Holmen, Gravley, Appel, Schmidt, and Stevens. Amended motion passed unanimously.

County Attorney Nick Anderson was instructed to draft a 3 year lease agreement with the following stipulations: (1) agreement may be terminated for any reason with a six month written notice; (2) 60 day written notice will be given before expiration if either party does not plan to renew or extend; and (3) if notice is not given by either party, the agreement will have an annual renewal.

Motion by Schmidt, second by Gravley, unanimous vote to approve the hire of Emily Remmers for the position of full-time Engineering Aide at Range 11, Step A (\$18.12/hour) pending satisfactory completion of all hiring requirements.

Motion by Stevens, second by Schmidt, unanimous vote to amend the March 21, 2017 Regular Board Meeting Minutes previously approved at the April 4, 2017 Regular Board Meeting by adding to page 2, paragraph 2 the following: "The low quote from Westbrook Ag Power was not accepted as it did not meet the horse power requirement requested." and on page 3, paragraph 3 striking the word

"per month" and inserting the words "per year."

Motion by Stevens, second by Schmidt, unanimous vote to hire Andy Tjentland as a full-time Heavy Equipment Operator at Range 10, Step B (\$17.77/hour) pending successful completion of all hiring requirements.

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

County Revenue Fund	\$ 70,804.01
Long Term Capital Outlay	\$ 3,778.33
County Building Fund	\$ 3,735.72
Ditch Fund	\$ 4,106.43
Agency Fund	\$ 675.50
County Revenue Fund	\$ 1,399.30
Road and Bridge Fund	\$ 26,278.46
Landfill Enterprise	<u>\$ 7,842.53</u>
	\$118,620.28

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Commissioner Holmen asked Jan Johnson, Auditor/Treasurer, to give an update on Judicial Ditch #3.

Commissioner Gravley gave an update on Transit and SRDC meetings that she has attended. Gravley also stated that the recycling committee is getting closer to finalizing a bid proposal.

Commissioner Appel informed the board that bids for County Road 1 will be let and bid opening will be May 15th.

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There being no further business, the meeting was adjourned at 11:40 a.m.

Jan Johnson, Auditor/Treasurer

Thomas D. Appel, Board Chairman

Kelly Thongvivong, County Coordinator